



MEMORANDUM CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council
FROM: Sherilyn Lombos, City Manager *SL*
DATE: October 5, 2009
SUBJECT: Work Session for October 12, 2009

Work Session will begin at 5:00 p.m.
Mayor Ogden will not be present

5:00 p.m. (10 min) – Council / Commission Meeting Agenda Review.

Action requested: Council review the agenda for the October 5th City Council and Development Commission meetings.

5:10 p.m. (30 min) – Conditional Use Permits in Residential Planning Districts.

There has been some discussion recently about what uses are allowed (require a conditional use permit) in residential planning districts and whether the ones listed are appropriate or need to be revised, especially given the differences in process that a conditional use application goes through versus a planned text/map amendment and the Council's level of discretion in each. Staff has prepared the attached memo with some background about process and the list of uses.

Action requested: Direction from the City Council regarding appropriate conditional uses in residential planning districts.

5:40 p.m. (20 min) – Public Hearing / Land Use Notification Requirements. There has also been some discussion recently about notification requirements for land use decisions and whether the current requirements are sufficient. Staff prepared the attached memo with information about state requirements, our current notification requirements as well as what some other cities in the region do.

Action requested: Direction from the Council regarding notification requirements for public hearings / land use decisions.

6:00 p.m. (15 min) – Comment Letter to Metro. Comments are due to Metro on October 15th regarding their “Making the Greatest Places” report (including the Urban Growth Report, Aspirations & Investments Report, Urban & Rural Reserves Report and the Regional Transportation Plan). Staff is drafting a letter based on the Council’s input at the September 30th work session (will be sent to you later this week).

Action requested: Direction from Council regarding comments to Metro on the Making the Greatest Places report.

6:15 p.m. (30 min) – Allocation of Funds to Outside Agencies. The FY 09/10 budget includes \$15,000 to be allocated to outside agencies. Staff solicited proposals in August; attached are the responses and requests. Also attached is a spreadsheet with information from past years.

Action requested: Direction from Council regarding allocation of funds to outside agencies.

6:45 p.m. (10 min) – Council Communications & Roundtable. This time is the Council’s opportunity to brief the rest of the Council on committee meetings, follow-up on items, and any other general Council information that needs to be discussed.

Action requested: This is an open Council discussion.

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.

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



MEMORANDUM CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager *SL*

FROM: Doug Rux, Community Development Director *DR*
William Harper, Associate Planner *WH*

DATE: October 12, 2009

SUBJECT: CONDITIONAL USE PERMITS IN RESIDENTIAL PLANNING DISTRICTS-- WORK SESSION I

ISSUE BEFORE THE COUNCIL:

Information for the Council to consider in a discussion of the question: Are there conditional uses allowed in the RL (Low-Density Residential)(Single-Family) and other Residential Planning Districts that are no longer suitable or compatible with residential development?

POLICY CONSIDERATIONS:

1. Are there uses currently listed as conditional uses in any of the residential zones that are not suitable or desirable and should be removed?
2. Are there uses currently listed as conditional uses in any of the residential zones that should be permitted outright rather than listed as conditional

BACKGROUND

Council requested a discussion of issues related to non-residential uses and development in residential areas. A concern has been expressed about the suitability and appropriateness of the conditional uses currently allowed in the RL planning district and other residential districts and the Council's ability to address development issues in the conditional use process.

The list of conditional uses in residential areas in the current TDC is similar to the list of conditional uses in earlier versions of Tualatin's Zoning Code from the 60's & 70's and the Community Plan/ Development Code from 1978 thru today. Allowing schools, churches, community buildings, parks, country clubs, hospitals, government and public facilities in residential areas as a conditional use is very common among cities in Oregon and other

states. Traditionally and practically, these uses (especially schools & churches) have been considered to belong with and supportive of residential neighborhoods, subject to conditions deemed necessary by the local government.

With changing urban and residential development trends and with changes to how residents view the benefits and impacts of public and private facilities in their neighborhood, the older or existing lists of conditional uses may include outdated terms or in today's development marketplace, include activities that may not be viewed as compatible with residential areas as they maybe once were. From just the aspect of building or facility size, siting even a traditionally acceptable and desired use such as a new school, church or hospital in a residential area can be a controversial and difficult land use issue to consider in a conditional use permit process.

DISCUSSION:

The Tualatin Development Code (TDC) allows the following land uses as conditional uses in the RL Planning District and in the RML, RMH, RH and RH/HR Planning Districts:

- 40.030(1) Common-wall dwellings.
- 40.030 (2) Condominium dwelling units...
- 40.030(3) Small-lot subdivisions...
- 40.030(4) Other uses as specified below:
 - (a)** Cemeteries.
 - (b)** Churches and accessory uses.
 - (c) Colleges.
 - (d)** Community buildings (public).
 - (e)** Child day care center, if all exterior walls and outdoor play areas are a minimum distance of 400 feet from the exterior walls and pump islands of any automobile service station, irrespective of any structures in between.
 - (f)** Governmental structure or land use including public park, playground, recreation building, fire station, library or museum.
 - (g) Retail nursery.
 - (h) Hospital or sanitarium.
 - (i)** School.
 - (j)** Water reservoir.
 - (k) Any business, service, processing, storage or display essential or incidental to any permitted use in this zone and not conducted entirely within an enclosed building.
 - (l)** Golf course, country club, private club.
 - (m) Agricultural animals, limited to cattle, horses and sheep, and agricultural structures such as barns, stables, sheds, but excluding feed lots, in areas designated on the Tualatin Community Plan Map.
 - (n)** Increased building height to a maximum of 75 feet...
 - (o)** Nursing or convalescent home.
 - (q)** Electrical substation and above ground natural gas pump station.

Bold **(a)** indicates a kind of non-residential conditional use currently active in residential districts:

The RL Planning District allows the following non-residential uses as Permitted Uses:

- 40.020(2) Agricultural uses of land, such as truck gardening, horticulture, but excluding commercial buildings or structures and excluding the raising of animals other than normal household pets.
- 40.020 (3) Home occupations as provided in TDC 34.030 to 34.050.
- 40.020 (4) Public transit shelters.
- 40.020 (5) Greenways and Natural Areas, including but not limited to bike and pedestrian paths and interpretive stations.
- 40.020 (6) Residential homes.
- 40.020 (7) Residential facilities for up to 15 residents, not including staff.
- 40.020 (8) Family day care provider, provided that all exterior walls and outdoor play areas shall be a minimum distance of 400 feet from the exterior walls and pump islands of any automobile service station, irrespective of any structures in between.
- 40.020 (9) Sewer and water pump stations and pressure reading stations.
- 40.020 (10) Wireless communication facility attached, provided it is not on a single-family dwelling or its accessory structures.

While Tualatin has a strong Architectural Review process to ensure there is good design, landscaping, parking and adequate public facilities, questions about the suitability, need, or scale of a non-residential project would have been settled in the conditional use permit process. Based on state law, if a particular use is allowed as a conditional use, the local government must find a way to approve it, unless no possible conditions mitigating its impact can be applied.

A conditional use permit applicant must show that the applicable Development Code provisions are met (eg. specific Planning District standards for setbacks or lot size and TDC Chapter 73 Community Design standards for screening of outdoor activities, etc.) and the five criteria for conditional use approval in TDC 32.030 (1-5) are satisfied. In the public hearing, the local decision makers must make a judgment if the applicable standards or the conditional use permit criteria are met as proposed, or not. If a standard or criteria could be met or mitigated by a limitation or required improvement, the City can grant the particular conditional use with conditions of approval such as requiring additional parking or screening of outdoor storage.

The conditions, of course, must meet the legal tests of having a direct relationship between the proposed use and meeting a particular standard, and are proportional to the specific impacts of the use to public facilities or surrounding properties. A condition requiring a large-scale (ie. costly), off-site public facility improvement may not meet legal tests in a conditional use permit process, but may be legally defensible as a condition in a specific development project in an Architectural Review or Subdivision decision. Denial of a conditional use permit is difficult because it would require detailed findings of fact showing that the proposed use will cause specific harms or impacts that cannot be legally or physically mitigated.

If a particular use is not listed as a permitted or conditional use in a Planning District, it is not allowed in that district. An applicant seeking to conduct a use that is not listed or allowed at a location in a certain Planning District has two basic options: 1. Submit an Interpretation Request, or; 2. apply for a Plan Text or Plan Map Amendment. In some cases, an Interpretation by the Community Development Director or City Council can determine that a use is similar to a listed use and is allowed (TDC 31.070). A Plan Text Amendment could change the list of allowed uses in a Planning District. A Plan Map Amendment would change the Planning District designation for a property to one that would allow the use. Both amendments are subject the process and standards of TDC 1.030-1.032 and approval by the City Council.

RECOMMENDATION:

Staff seeks direction from Council regarding the current conditional use provisions in the TDC.

Attachments: TDC Chapter 32 Conditional Use Permits;
TDC Chapter 40 Low-Density Residential Planning District;
TDC Chapter 49 Institutional Planning District.

Chapter 32

Conditional Uses

Sections:

- 32.010 Purpose and Intent.**
- 32.020 Siting Criteria.**
- 32.030 Criteria for Review of Conditional Uses.**
- 32.040 Authority and City Council Action.**
- 32.050 Authority of Architectural Review Board to Impose Conditions.**
- 32.060 Application for Conditional Use.**
- 32.070 Public Hearing for a Conditional Use.**
- 32.080 Revocation of Conditional Use Permit.**
- 32.090 Automatic Termination of Conditional Use.**

Section 32.010 Purpose and Intent.

It is the intent of this chapter to provide a set of procedures and standards for conditional uses of land or structures which, because of their unique characteristics relative to locational features, design, size, operation, circulation and public interest or service, require special consideration in relation to the welfare of adjacent properties and the community as a whole. It is the purpose of the regulations and standards set forth below to:

(1) Allow, on one hand, practical latitude for utilization of land and structures, but at the same time maintain adequate provision for the protection of the health, safety, convenience and general welfare of the community and adjacent properties; and

(2) Provide machinery for periodic review of conditional use permits to provide for further conditions to more adequately assure conformity of such uses to the public welfare.

Section 32.020 Siting Criteria.

The provisions of this chapter are signed to provide siting criteria for the conditional uses specified herein and guidelines for the imposition of additional conditions not specifically provided for herein, to the end that such uses will:

(1) Be consistent with the intent and purpose of the planning district in which it is proposed to locate such use, meet the requirements of the

Tualatin Community Plan with regard to providing benefit to the general welfare of the public, and fill a probable need of the public which can best be met by a conditional use at this time and in this place.

(2) Comply with the requirements of the planning district within which the conditional use is proposed and in accordance with conditions attached to such use under the authority of this chapter.

Section 32.030 Criteria for Review of Conditional Uses.

The City Council may allow a conditional use, after a hearing conducted pursuant to TDC 32.070, provided that the applicant provides evidence substantiating that all the requirements of this Code relative to the proposed use are satisfied, and further provided that the applicant demonstrates that the proposed use also satisfies the following criteria:

(1) The use is listed as a conditional use in the underlying planning district.

(2) The characteristics of the site are suitable for the proposed use, considering size, shape, location, topography, existence of improvements and natural features.

(3) The proposed development is timely, considering the adequacy of transportation systems, public facilities, and services existing or planned for the area affected by the use.

(4) The proposed use will not alter the character of the surrounding area in any manner that substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying planning district.

(5) The proposal satisfies those objectives and policies of the Tualatin Community Plan that are applicable to the proposed use.

Section 32.040 Authority and City Council Action.

The City Council may approve, approve with conditions, or deny the application for a conditional use permit. In permitting a conditional

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use, the City Council may impose, in addition to the regulations and standards expressly specified in this chapter, other conditions found necessary to protect the best interests of the surrounding property or neighborhood or the City as a whole. The conditions may include requirements increasing the required lot size or yard dimensions, controlling the location and number of vehicular access points to the property, increasing street width, requiring dedication and improvement of additional right-of-way, increasing the number of off-street parking or loading spaces required, limiting the coverage or height of buildings because of obstruction of view or reduction of light or air to adjacent property, limiting the hours of operation, requiring sight obscuring fencing and landscaping, requiring construction of sound barriers such as earth berms or masonry walls, allowing co-location of antenna systems or platforms on a wireless communication support structure, requiring monopole design for wireless communication support structures, specifying the type of architectural treatment for wireless communication support structures to be compatible with its surrounding, requiring that obsolete or unused wireless communication support structures and associated equipment and antennas be removed within 12 months of cessation of operations at a site, and requiring any future enlargement or alteration of the use to be reviewed by the City Council. The City Council may also require a review of the conditional use by the City Council on or before a specified date and may upon such review impose further conditions consistent with this Chapter. In no event shall this Chapter be used as a means to exclude multi-family housing from the City. [Amended by Ord. 812-90,

Sec. 2, passed Sept. 24, 1990; Ord. 864-92, Sec. 4, passed April 13, 1992; Ord. 965-96, Sec. 5, passed Dec. 9, 1996.]

Section 32.050 Authority of Architectural Review Board to Impose Conditions.

In those cases where the proposed conditional use must be approved by the Architectural Review Board under applicable provisions of the Community Development Code, the Archi-

tectural Review Board may attach conditions to such conditional uses of land in addition to those conditions imposed by the City Council. Such additional conditions may include, but shall not be limited to, setback requirements, screening, off-street parking and loading, construction standards and maintenance. All such additional conditions may be imposed if it is found by the Architectural Review Board that they are necessary to provide for or protect public health, safety or general welfare, and that such conditions are consistent with the purpose and intent of this chapter.

Section 32.060 Application for Conditional Use.

A request for a conditional use, modification of an existing conditional use permit, or a review of an existing conditional use permit shall be initiated by a property owner or the owner's authorized agent by filing an application with the Community Development Department. The applicant shall discuss the proposed use and site plans with the Community Development Director and City Engineer in a pre-application conference prior to submitting an application. An applicant for a Conditional Use shall conduct a Neighborhood/Developer Meeting subject to TDC 31.063. Following the pre-application conference and Neighborhood/Developer Meeting, the applicant shall submit an application including, but not limited to, the following: project title; the names, addresses, and telephone numbers of the property owners and applicants, and when applicable, the architect, landscape architect and engineer; the signatures of the property owners and applicants; the site address and the assessor's tax map and tax lot numbers; a site plan, drawn to scale, showing the dimensions and arrangement of the proposed development, the information on the Neighborhood/Developer Meeting specified in TDC 31.063(10), and a Service Provider Letter from the Unified Sewerage Agency indicating that a "Stormwater Connection Permit" will likely be issued. The application shall be accompanied by a fee as established by City Council resolution. If a railroad-

highway grade crossing provides or will provide the only access to the subject property, the applicant must indicate that fact in the application, and the City must notify the ODOT Rail Division and the railroad company that the application has been received. [Amended by Ord. 715-87, Sec. 7, passed Feb. 23, 1987; Ord. 933-94, Sec. 10, passed Nov. 28, 1994; Ord 1070-01 §4, passed Apr. 9, 2001.] (Ord. 1157-04, Amended, 03/08/2004; Ord. 1149-03, Amended, 10/13/2003; Ord. 1070-01, Amended, 04/09/2001)

Section 32.070 Public Hearing for a Conditional Use.

Before acting on a request for a conditional use permit, a proposed conditional use shall be considered by the City Council at a public hearing conducted in the manner provided for in TDC 31.077. The City Council may recess a hearing on a request for a conditional use permit in order to obtain additional information or serve further notices upon property owners or persons who it decides may be interested in or affected by the proposed conditional use. Upon recessing for this purpose, the Council shall announce the time, place and date when the hearing will be resumed. [Amended by Ord. 743-88, Sec. 21, passed March 28, 1988.]

Section 32.080 Revocation of Conditional Use Permit.

(1) Any previously granted conditional use permit may be revoked by the City Council, after a hearing conducted in the manner required for approval of a conditional use permit initially, upon the following grounds:

- (a) Failure to comply with the conditions of approval.
- (b) Discontinuance of the use for a period in excess of 1 year.
- (c) Failure to comply with other applicable provisions of the Tualatin Community Plan regarding design, dimensional or use requirements.
- (d) A change in the Tualatin Community Plan or Planning District Standards of the planning district within which the use is located that have the effect of no longer allowing a new conditional use permit application to be considered in such planning district.

(2) Revocations initiated under TDC 32.080(1)(a) or (b) above shall not be initiated for at least 6 months after approval of the conditional use permit. Revocations initiated under TDC 32.080(1)(a), (b) and (c) above shall have the effect of making the previously granted conditional use permit void until a new application is submitted and granted. Revocations initiated under TDC 32.080(d) above shall have the effect of making the previously granted conditional use a nonconforming use.

Section 32.090 Automatic Termination of Conditional Use.

(1) Unless otherwise provided by the Council in the resolution granting approval of the conditional use permit, a conditional use permit shall automatically become null and void 1 year after the effective date upon which it was granted unless one of the following events occur:

- (a) The applicant or his successor in interest has secured a building permit within said 1-year period, if a building permit is required, and has actually commenced construction of the building or structure authorized by the permit within said 1-year period.
- (b) The applicant or his successor in interest has commenced the activity or installation of the facility or structure authorized by the conditional use permit within said 1-year period.
- (2) The applicant may submit a request to the City Council for an extension of time on the conditional use permit to avoid the permit's becoming null and void. The request for extension must be filed with the City Recorder prior to the expiration of the times established by Subsection (1) above. The City Council may, in the resolution granting such conditional use permit, provide for an extension of time beyond 1 year.

Chapter 40

Low Density Residential Planning District (RL)

Sections:

- 40.010 Purpose.**
- 40.015 Permitted Density.**
- 40.020 Permitted Uses.**
- 40.030 Conditional Uses Permitted.**
- 40.040 (Repealed.)**
- 40.050 Lot Size for Permitted Uses.**
- 40.055 Lot Size for Greenway and Natural Area Tracts and Lots.**
- 40.060 Lot Size for Conditional Uses.**
- 40.070 Setback Requirements for Permitted Uses.**
- 40.080 Setback Requirements for Conditional Uses.**
- 40.085 Setback Requirements Adjacent to the Norwood Expressway.**
- 40.090 Projections Into Required Yards.**
- 40.100 Structure Height.**
- 40.110 Access.**
- 40.120 Off-Street Parking and Loading.**
- 40.130 Floodplain District.**
- 40.140 Community Design Standards.**
- 40.145 Placement Standards for Manufactured Homes.**
- 40.150 Landscape Standards.**

Section 40.010 Purpose.

The purpose of this district is to provide low density residential areas in the City that are appropriate for dwellings on individual lots, as well as other miscellaneous land uses compatible with a low density residential environment.

[Ord. 590-83 §1, passed April 11, 1983; Ord. 592-83 §6, passed June 13, 1983; Ord. 661-85 §3, passed March 25, 1985; Ord. 956-96 §10, passed Jan. 8, 1996.]

Section 40.015 Permitted Density.

Housing density shall not exceed 6.4 units per net acre, except as set forth below:

- (1) The maximum density for small-lot subdivisions, and partitions and subdivisions affected by TDC 40.055, shall not exceed 7.5 dwelling units per net acre.
- (2) The maximum density for nursing and convalescent homes and retirement housing in accordance

with 34.170(2) shall not exceed 10 dwelling units per net acre. [Ord. 956-96 §11, passed Jan. 8, 1996. Amended by Ord. 1026-99 §21, passed Aug. 9, 1999; Ord. 1272-08 §5, Amended, Nov. 10, 2008.]

Section 40.020 Permitted Uses.

(1) Single-family dwellings, including manufactured homes.

(2) Agricultural uses of land, such as truck gardening, horticulture, but excluding commercial buildings or structures and excluding the raising of animals other than normal household pets.

(3) Home occupations as provided in TDC 34.030 to 34.050.

(4) Public transit shelters.

(5) Greenways and Natural Areas, including but not limited to bike and pedestrian paths and interpretive stations.

(6) Residential homes.

(7) Residential facilities for up to 15 residents, not including staff.

(8) Family day care provider, provided that all exterior walls and outdoor play areas shall be a minimum distance of 400 feet from the exterior walls and pump islands of any automobile service station, irrespective of any structures in between.

(9) Sewer and water pump stations and pressure reading stations.

(10) Wireless communication facility attached, provided it is not on a single-family dwelling or its accessory structures.

(11) Accessory dwelling units as provided in TDC 34.300 to 34.310.

(12) Transportation facilities and improvements. [Ord. 590-83 §1, passed April 11, 1983; Ord. 592-83 §6, passed June 13, 1983; Ord. 818-91 §14, passed Jan. 14, 1991; Ord. 824-91 §1, passed Feb. 11, 1991; Ord. 849-91 §10, passed Nov. 25, 1991; Ord. 933-94 §16, passed Nov. 28, 1994; Ord. 965-96 §6, passed Dec. 9, 1996; Ord. 979-97 §9, passed July 14, 1997; Ord. 1026-99 §22, passed Aug. 9, 1999.] (Ord. 1103-02, Amended, 03/25/2002)

Section 40.030 Conditional Uses Permitted.

The following uses and their accessory uses are permitted as conditional uses when authorized in accordance with TDC Chapter 32:

- (1) Common-wall dwellings.

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(2) Condominium dwelling units provided they meet the following standards, notwithstanding other provisions of this Code, and meet the requirements of ORS 91.500.

(a) All units shall be on a primary lot with frontage on a public street or in accordance with TDC 36.470.

(b) Access to secondary lots and to all buildings on the primary lot from public streets shall be guaranteed physically and legally by restrictive covenants and homeowners' association bylaws prior to issuance of building permits for the project and after approval of the state pursuant to state statutes, or in accordance with TDC 36.470.

(3) Small-lot subdivisions conforming to the following standards:

(a) No small lot subdivision shall have less than ten lots.

(b) All subdivision improvements shall conform to TDC Chapter 36.

(c) All dwelling units constructed shall conform to the construction standards of the State of Oregon Uniform Building Code as adopted by the City of Tualatin.

(d) A tree survey shall be prepared and submitted as part of the conditional use application. This tree survey shall show the location of existing trees having a trunk diameter of eight inches or greater, as measured at a point four feet above ground level. The purpose of this survey shall be to show that, by utilizing the small lot subdivision provisions, a greater number of trees can be preserved than would be possible without use of the small lot subdivision provisions. As used in this section, the word "tree" means a usually tall, woody plant, distinguished from a shrub by having comparatively greater height and characteristically, a single trunk rather than stems.

(e) The small lots:

(i) Shall be no less than 5,000 and no more than 6,499 square feet.

(ii) When a small lot abuts an existing lot in a City approved and recorded subdivision or partition the small lot shall be no more than 500 square feet smaller than the size of the abutting lot. For example, a new small lot shall be no less

than 5,500 square feet if it abuts an existing lot of 6,000 square feet; 5,600 square feet if it abuts an existing lot of 6,100 square feet; 5,700 square feet if it abuts an existing lot of 6,200 square feet; and so on, up to 5,999 square feet if it abuts an existing lot of 6,499 square feet.

(iii) When a small lot is directly across a local street from an existing lot in a City approved and recorded subdivision or partition the small lot shall be no more than 500 square feet smaller than the lot directly across the street.

(iv) When a Tract or easement is between a small lot and an existing lot in a City approved and recorded subdivision or partition the small lot shall be separated from the existing lot by at least 50 feet.

(v) For purposes of this subsection, a small lot is directly across the street if one or more of its lot lines, when extended in a straight line across the local street, intersect the property line of the lot across the street.

(vi) When a subdivision is constructed in phases, a small lot in a later phase may abut or be directly across a local street from an existing lot in an earlier phase.

(f) The small lots shall be part of a development that contains lots of at least 7,000 square feet that are necessitated by trees, steep terrain or other topographic constraints.

(g) The small lots shall not exceed 35 percent of the lots in the total subdivision.

(h) The number of lots having a minimum area of 7,000 square feet shall equal or be greater than the number of small lots in the subdivision.

(i) The average lot width shall be at least 30 feet.

(j) When a lot has frontage on a public street, the minimum lot width shall be 50 feet on a street and 30 feet around a cul-de-sac bulb.

(k) The maximum building coverage for lots 5,000 to 6,499 square feet shall be 45 percent and for lots greater than 6,499 square feet shall be 35 percent.

(l) For flag lots, the minimum lot width at the street shall be sufficient to comply with at least the minimum access requirements contained in TDC 73.400(7) - (12).

- (4) Other uses as specified below:
 - (a) Cemeteries.
 - (b) Churches and accessory uses.
 - (c) Colleges.
 - (d) Community buildings (public).
 - (e) Child day care center, if all exterior walls and outdoor play areas are a minimum distance of 400 feet from the exterior walls and pump islands of any automobile service station, irrespective of any structures in between.
 - (f) Governmental structure or land use including public park, playground, recreation building, fire station, library or museum.
 - (g) Retail nursery.
 - (h) Hospital or sanitarium.
 - (i) School.
 - (j) Water reservoir.
 - (k) Any business, service, processing, storage or display essential or incidental to any permitted use in this zone and not conducted entirely within an enclosed building.
 - (l) Golf course, country club, private club.
 - (m) Agricultural animals, limited to cattle, horses and sheep, and agricultural structures such as barns, stables, sheds, but excluding feed lots, in areas designated on the Tualatin Community Plan Map. The City Council may limit the number of animals to be allowed on a specific parcel of property.
 - (n) Increased building height to a maximum of 75 feet, if all yards adjoining said building are not less than a distance equal to 1 1/2 times the height of the building.
 - (o) Nursing or convalescent home.
 - (p) Retirement housing conforming to the standards in TDC 34.160 - 34.170.
 - (q) Electrical substation and above ground natural gas pump station. [Ord. 590-83 §1, passed April 11, 1983; Ord. 592-83 §6, passed June 13, 1983; Ord. 614-84 §2, passed Jan. 9, 1984; Ord. 635-84 §11, passed June 11, 1984; Ord. 661-85 §4, passed March 25, 1985; Ord. 818-91 §15, passed Jan. 14, 1991; Ord. 923-94 §1, passed May 9, 1994; Ord. 965-96 §7, passed Dec. 9, 1996; Ord. 1026-99 §23, passed Aug. 9, 1999; Ord. 1054-00 §2-4, passed Aug. 14, 2000; Ord. 1201-05, 11/28/05.]

40.040

[Repealed by Ord. 1026-99 §102, passed Aug. 9, 1999.]

40.050 Lot Size for Permitted Uses.

Except as otherwise provided, the lot size for a single-family dwelling shall be:

- (1) The minimum lot area shall be an average of 6,500 square feet.
- (2) The average lot width shall be at least 30 feet.
- (3) When a lot has frontage on a public street, the minimum lot width shall be 50 feet on a street and 30 feet around a cul-de-sac bulb.
- (4) The maximum building coverage shall be 45 percent.
- (5) For flag lots, the minimum lot width at the street shall be sufficient to comply with at least the minimum access requirements contained in TDC 73.400(7) - (12). [Ord. 590-83 §1, passed April 11, 1983; Ord. 592-83 §6, passed June 13, 1983; Ord. 866-92 §1, passed April 27, 1992; Ord. 920-94 §2, passed April 11, 1994; Ord. 956-96 §12, passed Jan. 8, 1996; Ord. 1010-98 §1, passed Dec. 14, 1998; Ord. 1026-99 § 24, passed Aug. 9, 1999; Ord. 1054-00 §6, passed Aug. 14, 2000; Ord. 1055-00 §1, passed Aug. 28, 2000; Ord. 1272-08 §6, Amended, Nov. 10, 2008.]

Section 40.055 Lot Size for Greenway and Natural Area Tracts and Lots.

(1) The decision authority for partitions and subdivisions may allow one small lot for each 6,500 square feet of Tract created in the subdivision or partition process, provided the following criteria are met:

- (a) Each Tract must be:
 - (i) wholly in the Natural Resource Protection Overlay (NRPO) District (TDC Chapter 72), or
 - (ii) wholly in an Other Natural Areas identified in Figure 3-4 of the Parks and Recreation Master Plan, or
 - (iii) wholly in a Clean Water Services Vegetated Corridor.
- (b) The ownership of each Tract must be one of the following:
 - (i) dedicated to the City at the City's option, or
 - (ii) dedicated in a manner approved by the City to a non-profit conservation organization, or
 - (iii) retained in private ownership by the developer.
- (c) The small lot:

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(i) Shall be no less than 5,000 square feet and no more than 5,999.99 square feet.

(ii) The average lot width shall be at least 30 feet.

(iii) The minimum lot width shall be 50 feet on a street and 30 feet around a cul-de-sac bulb.

(iv) The maximum building coverage for lots less than 6,000 square feet shall be 45 percent.

(v) The subdivision's or partition's density, net of the Tracts, shall not exceed 7.5 dwelling units per acre.

(2) The decision authority for partitions and subdivisions shall consider, but is not limited to, the following factors when determining if TDC 40.055(1)(b)(i - iii) are allowed:

(a) Does the Park and Recreation Master Plan designate the Tract for a greenway, pedestrian or bike path, public park, recreation, overlook or interpretive facility, or other public facility;

(b) Does the Tract include one or more designated Heritage Trees, or one or more significant trees;

(c) Does the Tract provide a significant view or aesthetic element, or does it include a unique or intrinsically valuable element;

(d) Does the Tract connect publicly owned or publicly accessible properties;

(e) Does the Tract abut an existing park, greenway, natural area or other public facility;

(f) Does the Tract provide a public benefit or serve a public need;

(g) Does the Tract contain environmental hazards;

(h) Geologic stability of the Tract; and

(i) Future maintenance costs for the Tract.

(3) The following shall apply to small lots included in a partition or subdivision pursuant to (1) above:

(a) When a small lot abuts an existing lot in an approved and recorded subdivision or partition the small lot shall be no more than 500 square feet smaller than the abutting lot. For example, a new small lot shall be no less than 5,500 square feet if it abuts an existing lot of

6,000 square feet; 5,600 square feet if it abuts an existing lot of 6,100 square feet; 5,700 square feet if it abuts an existing lot of 6,200 square feet; and so on, up to 5,999 square feet if it abuts an existing lot of 6,499 square feet.

(b) When a small lot is directly across a local street from an existing lot in a City approved and recorded subdivision or partition the small lot shall be no more than 500 square feet smaller than the lot directly across the street. For purposes of this section, a small lot is directly across the street if one or more of its lot lines, when extended in a straight line across the local street, intersect the property line of the lot across the street.

(c) When a Tract or easement is between a small lot and an existing lot in a City approved and recorded subdivision or partition the small lot shall be separated from the existing lot by at least 50 feet.

(d) When a subdivision is constructed in phases, a small lot in a later phase may abut or be directly across a local street from an existing lot in an earlier phase.

[Ord. 933-94 §17, passed Nov. 28, 1994; Ord. 956-96 §13, passed Jan. 8, 1996; Ord. 979-97 §10, passed July 14, 1997; Ord. 1010-98 §2, passed Dec. 14, 1998; Ord. 1026-99 §25, passed Aug. 9, 1999.] (Ord. 1136-03, Amended, 04/28/2003; Ord. 1201-05, 11/28/05; Ord. 1224-06 §4, Amended, 11/13/06.)

Section 40.060 Lot Size for Conditional Uses.

Except as otherwise provided, the lot size for conditional uses shall be:

(1) The minimum lot area shall be 6,000 square feet, excepting secondary condominium lots as approved through the Architectural Review process and lots for public utility facilities.

(2) The average lot width shall be at least 60 feet, excepting secondary condominium lots as approved through the Architectural Review process and lots for public utility facilities.

(3) When a lot has frontage on a public street, the minimum lot width shall be 50 feet on a street and 30 feet around a cul-de-sac bulb, excepting secondary condominium lots as approved through the Architectural Review process and lots for public utility facilities.

(4) The maximum building coverage on a lot shall be 40 percent, excepting secondary condominium lots as approved through the Architectural Review process and lots for public utility facilities.

(5) For flag lots, the minimum lot width at the street shall be sufficient to comply with at least the minimum access requirements contained in TDC 73.400(7) to (12). [Ord. 590-83 §1, passed April 11, 1983; Ord. 592-83 §6, passed June 13, 1983; Ord. 866-92 §2, passed April 27, 1992; Ord. 920-94, §3, passed April 11, 1994; Ord. 923-94, §2, passed May 9, 1994; Ord. 956-96 §14, passed Jan. 8, 1996; Ord. 1026-99 §26, passed Aug. 9, 1999; Ord. 1054-00 §7, passed Aug. 14, 2000.]

Section 40.070 Setback Requirements for Permitted Uses.

Except as otherwise provided, the setbacks for permitted uses shall be:

(1) The front yard setback shall be a minimum of 15 feet, except to an unenclosed porch, which shall be 12 feet.

(2) The setback to a garage door shall be a minimum of 20 feet.

(3) The side yard setback shall be a minimum of five feet.

(4) For a corner lot, the following provisions shall apply:

(a) one front yard setback shall be a minimum of 15 feet; it shall be determined by the orientation of the structure based on the location of the front door.

(b) the second front yard setback shall be a minimum of 10 feet.

(5) The rear yard setback shall be a minimum of 15 feet. [Ord. 590-83 §1, passed April 11, 1983; Ord. 592-83 §6, passed June 13, 1983; Ord. 731-87 §1, passed Sept. 14, 1987; Ord. 743-88 §46, passed March 28, 1988; Ord. 956-96 §15, passed Jan. 8, 1996; Ord. 965-96 §8, passed Dec. 9, 1996; Ord. 1026-99 §27 passed Aug. 9, 1999; Ord. 1076-01 §1, July 9, 2001.] (Ord. 1076-01, Amended. 07/09/2001)

Section 40.080 Setback Requirements for Conditional Uses.

(1) Except as otherwise provided, the setbacks for conditional uses shall be as determined and approved through the Architectural Review process. However, no setback greater than 50 feet may be required. Off-street parking and vehicular circulation areas shall be set back a mini-

imum of ten feet from any public right-of-way or property line.

(2) Setback requirements for small lot subdivisions shall comply with the setback requirements for permitted uses as set forth in TDC 40.070. [Ord. 590-83 §1, passed April 11, 1983; Ord. 592-83 §6, passed June 13, 1983; Ord. 862-92 §3, passed March 23, 1992; Ord. 904-93 §2, passed Sept. 13, 1993; Ord. 923-94 §3, passed May 9, 1994.]

Section 40.085 Setback Requirements Adjacent to the Norwood Expressway.

A setback no less than 50 feet in depth will be provided adjacent to the Norwood Expressway right-of-way. [Ord. 592-83 §69, passed June 13, 1983.]

Section 40.090 Projections Into Required Yards.

Cornices, eaves, canopies, decks, sunshades, gutters, chimneys, flues, belt courses, leaders, sills, pilasters, lintels, ornamental features, and other similar architectural features may extend or project into a required front or rear yard setback area not more than three feet and into a required side yard not more than two feet, or into the required open space as established by coverage standards in this chapter. [Ord. 590-83 §1, passed April 11, 1983; Ord. 592-83 §6, passed June 13, 1983; Ord. 731-87 §2, passed Sept. 14, 1987.]

Section 40.100 Structure Height.

Except as otherwise provided, the maximum structure height is 35 feet. [Ord. 590-83 §1, passed April 11, 1983; Ord. 592-83 §6, passed June 13, 1983; Ord. 956-96 §16, passed Jan. 8, 1996; Ord. 965-96 §9, passed Dec. 9, 1996.]

Section 40.110 Access.

Refer to TDC 36.470 and 73.400. [Ord. 590-83 §1, passed April 11, 1983; Ord. 592-83 §6, passed June 13, 1983; Ord. 872-92 §2, passed June 29, 1992; Ord. 956-96 §17, passed Jan. 8, 1996; Ord. 1026-99 §28, passed Aug. 9, 1999; Ord. 1054-00 §8, passed Aug. 14, 2000.]

Section 40.120 Off-Street Parking and Loading.

Refer to TDC Chapter 73.

Section 40.130 Floodplain District.

Refer to TDC Chapter 70.

Tualatin Development Code

Section 40.140 Community Design Standards.

(1) Development of the following is subject to the provisions set forth in TDC 40.140(2) and standards and criteria set forth in TDC Chapter 73, in addition to all other applicable TDC standards:

(a) A new single-family dwelling.

(b) An addition or alteration to an existing single-family dwelling when it results in a 35% or more expansion of the structure's existing footprint or a new second or higher story or a 35% or more alteration of an existing wall plane (except for the wall plane of a side of the dwelling located in a side yard where the side yard of the dwelling abuts the side yard of an adjacent dwelling).

(i) Where a single-family dwelling addition or alteration described in TDC 40.140(1)(b) is proposed, TDC 40.140(2) applies only to the portion of the structure being altered or added.

(2) No building permits shall be issued for development described in TDC 40.140(1) until plans for the proposed development have been approved pursuant to one of the following two review options, and all other applicable TDC standards are met:

(a) LEVEL I – Clear and Objective Single-family Architectural Review.

(i) A Level I Single-family Architectural Review decision is

a ministerial decision.

(ii) Application for Level I (Clear and Objective) Single-family Architectural Review shall be made pursuant to the application procedures set forth in TDC 31.071(7)(a).

(iii) Proposed development that meets all standards set forth in TDC 73.190(1)(a) shall be administratively approved by the Community Development Director.

(iv) Variances to standards set forth in TDC 73.190(1)(a) are prohibited.

(v) Development unable to meet one or more of the

standards set forth in TDC 73.190(1)(a) may alternatively submit application for Level II (Discretionary) Single-family Architectural Review.

(b) LEVEL II – Discretionary Single-family Architectural Review.

(i) Proposed development that meets all approval criteria set forth in TDC 73.190(1)(b) shall be approved by the Community Development Director.

(ii) Application for Level II (Discretionary) Single-family Architectural Review shall be made pursuant to the application procedures set forth in TDC 31.071(7)(b).

(iii) A Level II (Discretionary) Single-family Architectural Review application shall be processed as a limited land use decision pursuant to the provisions set forth in TDC 31.071(7)(b).

(3) Where a site, structure, or object is designated a historic landmark, and proposed development is subject to TDC Chapter 68 Historic Certificate of Appropriateness review, conditions of Certificate of Appropriateness approval may, at the discretion of the decision-making authority, include modification of one or more of the standards set forth in TDC 73.190(1)(a), or modification of one or more of the discretionary approval criteria set forth in TDC 73.190(1)(b), in order to meet the Certificate of Appropriateness approval criteria. [Ord.

1260-08 §4, Amended, 5/12/08.]

Section 40.145 Placement Standards for Manufactured Homes.

Except for manufactured homes placed in manufactured dwelling parks, no manufactured home shall be permitted that does not meet the following standards.

(1) The manufactured home shall be multisectional and shall enclose a space of not less than 1,000 square feet. A manufactured home shall not be considered multisectional by virtue of having a tip-out section.

(2) The manufactured home shall be placed on an excavated and back-filled foundation, and enclosed at the perimeter such that the manufactured home is located not more than 12 inches

above grade. However, a structural concrete foundation such as that required for a single-family dwelling constructed on the site shall not be required.

(3) The manufactured home shall have a pitched roof with a minimum slope of one foot in height for each four feet of width.

(4) The roof of the manufactured home shall be shingles, wood shakes, tiles, or other materials which create an appearance similar to shingles, wood shakes or tiles. Exposed flat, corrugated or ribbed sheet metal, fiberglass, or other materials similar in form or appearance shall not be used as roofing material, except that they may be used for corner and edge flashing.

(5) The manufactured home shall be certified by the manufacturer to have an exterior thermal envelope meeting performance standards which reduce heat loss to levels equivalent to the performance standards required of single family dwellings constructed under the State Building Code as defined in ORS 455.010.

(6) The manufactured home shall have an attached or detached two-car garage constructed of materials similar to the manufactured home. [Ord.

818-91, §16, passed Jan. 14, 1991; Ord. 988-97 §4, passed Dec. 8, 1997.]

Section 40.150 Landscape Standards.

Refer to TDC Chapter 73. [Ord. 725-87 §13, passed June 22, 1987]

Chapter 49

Institutional Planning District (IN)

Sections:

- 49.010 Purpose.
- 49.020 Permitted Uses.
- 49.030 Permitted Conditional Uses.
- 49.040 Lot Size for Permitted and Conditional Uses.
- 49.050 Setback Requirements for Permitted Uses.
- 49.060 Setback Requirements for Conditional Uses.
- 49.070 Projections Into Required Yards
- 49.080 Structure Height.
- 49.090 Access.
- 49.100 Off-Street Parking and Loading.
- 49.110 Floodplain District.
- 49.120 Wetlands Protection District.
- 49.130 Natural Resources Protection District
- 49.140 Community Design Standards.
- 49.150 Landscape Standards.

Section 49.010 Purpose.

The purpose of the Institutional Planning District is to provide areas of the City that are suitable for educational, religious, recreational, and incidental support facilities in order to serve the community. The District is intended to be consistent with the Institutional land use designation in the Tualatin Community Plan. The District is intended to support lands and facilities that are owned and operated by governmental or non-profit entities. The District is intended to support lands and facilities that serve and benefit the community. The District is intended to provide for location and development of permitted and conditionally permitted

uses in a manner that is harmonious with adjacent and nearby residential, commercial, or manufacturing planning districts and uses. The District is intended to provide for location and development of permitted and conditionally permitted uses in a manner which protects the health, safety, and general welfare of adjacent residential, commercial, and manufacturing uses. [Ord. 1216-06, July 24, 2006].

Section 49.020 Permitted Uses.

No building, structure or land shall be used except for the following:

- (1) School.
- (2) Church.
- (3) Park or Community Recreation Building (local government unit or state).
- (4) Sportsfield, Tennis Court (when operated by a nonprofit community organization).
- (5) Swimming Pool wholly conducted within a completely enclosed building (when operated by a nonprofit community organization).
- (6) Greenways and Natural Areas, including but not limited to bike and pedestrian paths and interpretive stations.
- (7) Sewer and Water Pump Station, Pressure Reading Station.
- (8) Wireless Communication Facility located within 300 feet of the centerline of I-5.
- (9) Transportation Facilities and Improvements.
- (10) Accessory Uses, incidental and subordinate to a permitted or conditionally permitted primary use,

except for Conditional Accessory Uses as provided in TDC 49.030(4).

(11) Other uses of similar character, when found by the Community Development Director to meet the purpose of this district, as provided in TDC 31.070. [Ord. 1216-06, July 24, 2006].

Section 49.030 Permitted Conditional Uses.

The following uses are permitted when authorized in accordance with TDC Chapter 32:

- (1) Electrical Substation.
- (2) Natural Gas Pumping Station.
- (3) Water Reservoir.
- (4) Swimming Pool not wholly conducted within a completely enclosed building (when operated by a nonprofit community organization).

(5) Accessory Uses, incidental and subordinate to a permitted or conditionally permitted primary use:

(a) Child Day Care Center, Provided that all exterior walls and outdoor play areas shall be a minimum distance of 400 feet from the exterior walls and pump islands of any automobile service station, irrespective of any structures in between.

(b) Exterior Lighting, Where height of tallest portion of fixture or standard is greater than the height of the tallest permitted building on site.

(c) Outdoor Public Address – Audio Amplification System.

(d) Wireless Communication Facility.

(6) Other uses of similar character, when found by the Community Development Director to meet the purpose of this district, as provided in TDC 31.070. [Ord. 1216-06, July 24, 2006].

Section 49.040 Lot Size for Permitted and Conditional Uses.

Except for lots for greenways and natural areas, sewer and water pump stations and wireless communication facilities, which shall be established through the Subdivision, Partition or Lot Line Adjustment process, the following minimum lot dimensions shall apply:

(1) The minimum lot size shall be one and one-half (1.5) acres.

(2) The minimum average lot width shall be 100 feet.

(3) When a lot has frontage on a public street, the minimum lot width shall be 40 feet at the street.

(4) For flag lots, the minimum lot width at the street shall be sufficient to comply with at least the minimum access requirements contained in TDC 73.400. [Ord. 1216-06, July 24, 2006].

Section 49.050 Setback Requirements for Permitted Uses.

Except as determined and approved through the Architectural Review process in accordance with TDC Chapter 73, which may establish greater minimum setback requirements, the setbacks for permitted uses shall be:

(1) Front Yard. The minimum front yard setback shall be 25 feet.

(2) Side Yard. The minimum side yard setback shall be 10 feet.

(3) For a Corner Lot, the minimum setback shall be 25 feet from any street other than an alley.

(4) Rear Yard. The minimum rear yard setback shall be 25 feet.

(5) Off-street parking and vehicular circulation areas shall be set back a minimum of 30 feet from any public right-of-way, and a minimum of 10 feet from any other property line.

(6) No fence shall be constructed within 5 feet of a public right-of-way.

(7) Setbacks for a wireless communication facility shall be established through the Architectural Review process, shall consider TDC 73.510, shall be a minimum of 20 feet, and shall be set back from an RL District, or an RML District with an approved small lot subdivision, no less than 175 feet for a monopole that is no more than 35 feet in height and the setback shall increase five feet for each one foot increase in height up to 80 feet in height, and the setback shall increase 10 feet for each one foot increase in height above 80 feet.

(8) Except for setbacks abutting property lines in the RL District, the decision authority may allow a reduction of up to 35% of the required front, side or rear yard setbacks, as determined in the Architectural Review process, if as a result the buildings are farther away from fish and wildlife habitat areas, and provided the following criteria are met.

(a) A portion of the parcel must be:

- (i) in the Natural Resource Protection Overlay District (NRPO), or
- (ii) in an Other Natural Area identified in Figure 3-4 of the Parks and Recreation Master Plan, or
- (iii) in a Clean Water Services Vegetated Corridor; and

(b) The portion of the parcel which meets the applicable criteria set forth in (a)(i), (ii), or (iii) must be placed in a Tract and must meet one of the following ownership criteria:

- (i) be dedicated to the City at the City's option, or
- (ii) be dedicated in a manner approved by the City to a non-profit conservation organization, or
- (iii) be retained in private ownership by the developer.

[Ord. 1216-06, July 24, 2006; Ord. 1224-06 §13, Amended, 11/13/06.]

Section 49.060 Setback Requirements for Conditional Uses.

Except as otherwise provided, the setback requirements for conditional uses shall be as determined and approved through the Conditional Use Permit process in accordance with TDC Chapter 32 and the Architectural Review process in accordance with TDC Chapter 73. However, no setback greater than 50 feet may be required. [Ord. 1216-06, July 24, 2006].

Section 49.070 Projections Into Required Yards.

Cornices, eaves, canopies, decks, sunshades, gutters, chimneys, flues, belt courses, leaders, sills, pilasters, lintels, ornamental features, and other similar architectural features may extend or project into a required front or rear yard setback area not more than three feet and into a required side yard not more than two feet, or into the required open space as established by coverage standards in this chapter. [Ord. 1216-06, July 24, 2006].

Section 49.080 Structure Height.

(1) Except for flagpoles displaying the flag of the United States of America, either alone or with the State of Oregon flag, which shall not exceed 100 feet in height above grade, and except as provided in subsection (2) of this section, the maximum height of any structure is 50 feet.

(2) Exterior lighting, where height of tallest portion of fixture or standard is greater than the height of the tallest permitted building on site is subject to conditional use approval, as set forth in TDC 49.030(4)(c).

(3) Maximum structure height for a wireless communication support structure and antennas located within 300 feet of the centerline of I-5 is 120 feet. [Ord. 1216-06, July 24, 2006].

Section 49.090 Access.

All lots created after September 1, 1979, shall abut a public street. Lots and tracts created to preserve wetlands, greenways, Natural Areas and Stormwater Quality Control Facilities identified by TDC Chapters 71, 72, Figure 3-4 of the Parks and Recreation Master Plan and the Surface Water Management Ordinance, TMC Chapter 3-5, as amended, respectively, or for the purpose of preserving park lands in accordance with the Parks and Recreation Master Plan, may not be required to abut a public street. [Ord. 1216-06, July 24, 2006].

Section 49.100 Off-Street Parking and Loading

Refer to Chapter 73. [Ord. 1216-06, July 24, 2006].

Section 49.110 Flood Plain District.

Refer to Chapter 70. [Ord. 1216-06, July 24, 2006].

Section 49.120 Wetlands Protection District.

Refer to Chapter 71. [Ord. 1216-06, July 24, 2006].

Section 49.130 Natural Resources Protection District.

Refer to Chapter 72. [Ord. 1216-06, July 24, 2006].

Section 49.140 Community Design Standards.

Refer to Chapter 73. [Ord. 1216-06, July 24, 2006].

Section 49.150 Landscape Standards.

Refer to Chapter 73. [Ord. 1216-06, July 24, 2006].



MEMORANDUM CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager 

FROM: Doug Rux, Community Development Director 
Colin Cortes, Assistant Planner 

DATE: October 12, 2009

SUBJECT: PUBLIC HEARING / LAND USE NOTIFICATION REQUIREMENTS

ISSUE BEFORE THE COUNCIL:

The issue before the Council is whether and if so how to amend those sections of the Tualatin Development Code (TDC) relating to public hearing / land use notification requirements, particularly mailed notification of property owners within 300 feet of a property that is the subject of a land use application.

POLICY CONSIDERATIONS:

Policy considerations related to public hearing / land use notification requirements:

- Oregon Revised Statutes (ORS) 197.763(2)(a)(A) mandates a minimum notification distance of 100 feet (ft) and ORS 197.763(2)(b) requires notification of any neighborhood or community organization recognized by the City and whose boundaries include the subject property.
- Is the current notification standard of 300 ft adequate?
- Should the notification distance be increased and if so to what distance?
- Should proximity to residential planning districts influence the minimum notification distance?
- If notification distance expands, should the applicant cover the full cost?
- Should we require signs for all land use application types?

BACKGROUND:

In addition to its recent expression, the City Council had expressed interest in public hearing / land use notification requirements twice in the past two decades, though it had not provided direction to staff to take any action.

Most select cities in the tri-county area have a minimum notification distance of 300 ft and like Tualatin also require neighborhood meetings:

City	Neighborhood Meeting	Min. Notification
Beaverton	Required except for quasi-judicial rezoning	Associations and owners within 300 ft
Gresham	Required except for legislative actions	Associations and owners within 300 ft
Hillsboro	Varies by application type	200 or 500 ft depending on application
Lake Oswego	Required for major development, partition, or subdivision; city manager reserves right to require for other apps	Associations and owners within 300 ft
Portland	Varies by application type	Varies by app and begins at 150 ft per ORS 197.763(2)(a)(A)
Sherwood	Not required	Associations and owners within 300 ft
Tigard	Not required	Associations and owners within 500 ft
West Linn	Required for CUP, rezoning following to PUD or following a PMA, SUB, multi-family dev; or, comm, office, or indus dev of 1,500+ sq ft	"Affected" association (no min. distance) and owners within 300 ft
Wilsonville	Required for major applications	Owners within 250 ft

TDC 31.063(1) requires that prior to submittal of a land use application, the applicant must hold a "Neighborhood/Developer" meeting. The application types tabulated below are subject to the requirement, except demolition of a historic landmark. As stated in TDC 31.071(5), "The purpose of the Neighborhood Meeting in TDC 31.071(1) is to provide a means for the applicant and surrounding neighbors to meet to review a development proposal and identify issues regarding the proposal so they can be addressed prior to the application submittal." The City adopted the neighborhood/developer meeting requirement via Ordinance No. 1149-03 on October 13, 2003. The requirement itself entails that the applicant mail notice to owners and City-recognized neighborhood associations within 300 ft, analogous to the notice of application that the City mails to owners and City-recognized neighborhood associations within 300 ft. The table below references the mailed notification distance by application type listed in TDC 31.063(1):

Application	Notification Requirements	TDC Reference
Annexation	300-ft for owners and neighborhood assoc.	31.067(6)(a), (7)(a)
Architectural Review (AR) (except Level I single-family)	Notice of application to 300-ft for owners and neighborhood assoc.; if ARB, then notice of hearing also	31.074(2), (5); 31.077(2)
Conditional Use	300-ft for owners and neighborhood assoc.	32.070 → 31.077(2)
Demolition of Historic Landmark	300-ft for owners and neighborhood assoc. (n/d meeting is n/a)	68.080 → 31.074(2), (3), & (4)
Industrial Master Plan	300-ft for owners and neighborhood assoc.	37.040(1) → 31.077(2)
Partition (PAR)	300-ft for owners and neighborhood assoc.	36.230(3)(d), (e)
Plan Map Amendment (PMA)	300-ft for owners and neighborhood assoc.	1.030(2)
Plan Text Amendment	300-ft for owners and neighborhood assoc.	1.030(2)

Application	Notification Requirements	TDC Reference
(PTA) (property-specific)		
Subdivision (SUB)	300-ft for owners and neighborhood assoc.	36.140(2)(d), (e)
Variance; Minor Variance	300-ft for owners and neighborhood assoc. (n/d meeting is n/a if existing single-family residence)	33.040 → 31.077(2)

Upon submittal of an application for architectural review (AR), partition, subdivision, or demolition of a historic landmark, the City provides a sign to the applicant to post on the property visible to passers-by. For annexation, it is incumbent upon an applicant to both provide and post a sign.

The City publishes advertisements in the *Tigard-Tualatin Times* for annexation, demolition of a historic landmark, Plan Map Amendment, and Plan Text Amendment.

The City posts copies of the notice of hearing in at least two public places, presently two City buildings, for annexation, Plan Map Amendment, and Plan Text Amendment.

Attachment B is a summary table of the advertising and notification requirements by application type.

GOALS:

The relevant strategy in the Tualatin Tomorrow Community Vision & Strategic Action Plan (June 2007) is:

Strategy GHT 3: Coherent Development Plan.

Develop and implement a clear and coordinated plan for the coherent development of all aspects of Tualatin, including housing, businesses, recreation, roads, etc., with flexibility to deal with changing circumstances over time.

The relevant objectives in the Strategic Management Plan (2009) are:

Goal No. 2

Manage development, redevelopment, and projected change that will occur within the city to maintain Tualatin’s quality and what the citizens value as a community.

Two-year Performance Objective 8 (Objective 2.8).

Update “tool boxes” to align with focus areas (Municipal Code, Development Code, Public Works Code). Tied in with periodic review and other planning policy implementation – these pieces come as the others are adopted.

Goal No. 8

Continue to develop and expand opportunities for citizen awareness and active civic involvement in Tualatin, both at the community and neighborhood levels.

Two-year Performance Objective 4 (Objective 8.4).

Explore and implement opportunities to educate and promote civic involvement (advisory committees, etc.) with a “how to get involved” component.

DISCUSSION:

Discussion points include:

- Should we modify notification requirements?
- Is the current notification standard of 300 ft adequate?
- Should the notification distance be increased and if so to what distance?
- Should we modify the minimum notification distance by increasing it or varying it based on geographic context? For example, if a notification distance includes a portion of a residential subdivision, should the entire subdivision be notified?
- If notification distance expands, should the applicant cover the full cost?
- Should we require signs for all land use application types?

RECOMMENDATION:

Provide direction to staff.

- Attachments:**
- A. Notification Requirements by Application Type
 - B. TDC 31.063 "Neighborhood/Developer Meetings"
 - C. Map: Industrial
 - D. Map: Commercial
 - E. Map: Residential

Notification Requirements by Application Type Per the Tualatin Development Code (TDC)

Acro-nym	App Title	Requirements Type	Applicability	Notified Parties	TDC Section	
Annexations						
ANN		neighborhood	same as AR		31.063(1)	
		... date of public hearing	20 calendar days after determination of app(lication) completeness	n/a	31.067(4)(a)	
		ex-pedited mailed notice of hearing	20 calendar days before hearing	property owners within 300 ft of subject property neighborhood associations recognized by the City	31.067(6)(a)	
		sign posting	unspecified	necessary parties per Metro Code (MC) 3.09	31.067(6)(b)	
	Annex-ation	neighborhood	same as AR			31.063(1)
		... date of public hearing	45 calendar days after determination of app completeness	n/a		31.067(4)(b)
		non-ex-pedited* mailed notice of hearing	45 calendar days before hearing	property owners within 300 ft of subject property neighborhood associations recognized by the City		31.067(7)(a)
		sign posting	45 calendar days before hearing	necessary parties per Metro Code (MC) 3.09		
		newspaper ad	17 calendar days before hearing	subject property (2 signs); two places frequented by the general public newspaper of general circulation (<i>Tualatin Times</i>)		31.067(7)(b)

*used when applicant and owner are one in the same

Development Review

AR	Archi- tectural Review	all	neighborhood meeting	post-pre-app and no more than 180 calendar days before app(lication) submittal	applicant notifies property owners within 300 ft of subject property	31.063(11)
			mailed notice of neighborhood meeting	at least 14 calendar days but no more than 28 calendar days before neighborhood meeting	applicant notifies property owners within 300 ft of subject property	31.071(5)
			sign posting (of neighborhood meeting)	14 calendar days before neighborhood meeting	applicant notifies neighborhood associations recognized by the City	31.063(4)(b)
			sign posting (of app submittal)	upon app submittal	applicant posts subject property and submits affidavit	31.071(5)
			mailed notice of app (receipt)	upon app submittal	neighborhood associations recognized by the City	31.071(2)
			mailed notice of app (to establish neighborhood comment period)	upon determination of app completeness	affected gov't agencies and parties	31.074(2)(c)
					property owners within 300 ft of subject property	31.074(2)(d)
					property owners within 300 ft of subject property	31.074(2)(5)
			if reviewed by AR Board	in addition to above requirements if AR app is heard by ARB	property owners within 300 ft of subject property	31.077(2)(ii)
				Other: Refer to "AR all" above.	neighborhood associations recognized by the City	31.077(2)(iii)
		affected gov't agencies and parties	31.077(2)(v)			
			31.077(2), 32.060			

CUP	Conditional Use Permit	mailed notice of hearing	20 calendar days before hearing; 31.077(2) does not specify this; ORS 197.763	property owners within 300 ft of subject property; neighborhood associations recognized by the City	32.060 32.070; 31.077

Historic Landmarks

HIST	alteration demo- lition, or re- location*	sign posting	if City approves demolition; unspecified	applicant posts "Historic Building to Be Demolished - For Sale" sign for 90 days	68.080(5) (b)
		issuance of certificate of appropriateness	within 30 days after determination of app completeness (regardless of 120-day limit)	City issues certificate of completeness to applicant	68.080(1)
		newspaper ad	if City approves demolition; unspecified	applicant advertises at least 10 days over a 5-week period in a newspaper of general circulation	68.080(5) (a)
		notice of decision	if City approves demolition	property owners and neighborhood associations w/in 300 ft	68.080(2)

*if relocation to planning district other than RL, AR also required per 68.050(3)

Subdivisions*

PAR	Partition	neighborhood	same as AR	affected gov't agencies	31.063(1) 36.230(3) (a)
		mailed notice of app	upon determination of app completeness	property owners within 300 ft of subject property	36.230(3) (d)
				neighborhood associations recognized by the City and whose boundaries are within 300 ft of the subject property	36.230(3) (e)
PLA	Property Line	none			36.330
SUB	Subdivision	neighborhood	same as AR		31.063(1)
		mailed notice of hearing	same as PAR		36.140(2), 31.077(2)

		mailed notice of decision	unspecified	recipients who commented in time to establish standing	36.140(9)
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*Engineering and Building

Plan Amendments

PMA	if property-specific	neighborhood ...	same as AR		1.030 31.063
	Plan Map Amendment	newspaper ad	at least 10 City business days before the City Council hearing	newspaper of general circulation (<i>Tualatin Times</i> ; <i>Oregonian</i> if <i>Times</i> deadline missed)	1.031(1)
		sign posting of hearing	at least 10 City business days before the City Council hearing	two places frequented by the general public	
		mailed notice of hearing	if quasi-judicial; unspecified no. of days	property owners within 300 ft of subject property	
PTA		mailed Measure 56 notice	upon solicited advice of city attorney; refer to Measure 56, Senate Bill (SB) 516 for timing	same as and integrated with mailed notice of hearing	<u>Measure 56</u> <u>SB 516</u> <u>(2003)</u>
	Plan Text Amendment	mailed notice of hearing	unspecified no. of days	affected gov't agencies and parties, inc. DLCD via proprietary form	1.031(1)
		PTAs that are not property-related or are area-wide require only a newspaper ad, sign postings in 2 public places, and Measure 56 as needed			1.030, 031

Variances

Variance:	limited land use request	mailed notice of hearing	unspecified no. of days	property owners within 300 ft of subject property who have commented via AR	31.077(2) (a)(ii)
				neighborhood associations recognized by the City and whose boundaries are within 300 ft of the subject property	31.077(2) (a)(iii)

VAR	allowed for Sect. 38.100-120, 140-240 and Chs. 40-69, 71-73 per 33.040, 31.077(2)	all other variance requests	mailed notice of hearing	unspecified no. of days	affected gov't agencies and parties	31.077(2)(a)(v)
					property owners within 300 ft of subject property	31.077(2)(b)(ii)
MVAR	Minor Variance	same as VAR			neighborhood associations recognized by the City and whose boundaries are within 300 ft of the subject property	31.077(2)(b)(iii)
					affected gov't agencies	31.077(2)(b)(v)
					affected parties	31.077(2)(b)(vi)
						33.040

Acro-nym	App Title	Requirements		Notified Parties	TDC Section
		Type	Applicability		

jective) Single-family Architectural Review; Conditional Uses; Industrial Master Plans; Partitions; Plan Map Amendments for a specific property; Plan Text Amendments for a specific property; Subdivisions; and Variances, except for variances to existing single family residences.

(2) Prior to the submittal of an application listed in TDC 31.063(1) and following a pre-application meeting held with the City, the developer shall host a meeting for the surrounding property owners. The purpose of this meeting is to provide a means for the applicant and surrounding property owners to meet to review a development proposal and identify issues regarding the proposal. The meeting is intended to allow the developer and neighbors to share information and concerns regarding the project. The applicant may consider whether to incorporate solutions to these issues prior to application submittal.

(3) The Neighborhood/Developer Meeting shall be held on a weekday evening, or weekend no earlier than 10:00 a.m. and no later than 6:00 p.m., at a location within the City of Tualatin.

(4) The applicant shall mail notice of the meeting:

(a) at least 14 days and no more than 28 days prior to the meeting;

(b) to owners of properties within 300 feet of the subject property, any City-recognized Neighborhood Associations under TDC 31.065 whose boundaries are within 300 feet of the subject property, and to the Community Development Director and City Engineer of Tualatin; and

(c) that states the date, time and location of the meeting and briefly discusses the nature and location of the proposal.

(5) Failure of a property owner to receive notice shall not invalidate the Neighborhood/Developer Meeting proceedings.

(6) The applicant shall post notice of the meeting by posting a waterproof sign on the subject property at least 14 days before the meeting. This sign shall be supplied by the applicant.

Section 31.063 Neighborhood/Developer Meetings

(1) This section applies to the following types of Land Use applications: Annexations; Architectural Reviews, except Level I (Clear and Ob-

(7) The applicant shall prepare meeting notes identifying the persons attending and the major points that were discussed and expressed.

(8) The applicant is required to hold one meeting prior to submitting an application for a specific site, but may hold additional meetings if desired.

(9) If an applicant fails to hold a neighborhood meeting, the application shall be deemed incomplete.

(10) The application shall include the following materials related to the Neighborhood/Developer meeting:

- (a) the mailing list for the notice;
- (b) a copy of the notice;
- (c) an affidavit of the mailing and posting;
- (d) the original sign-in sheet of participants;
- (e) the meeting notes described in TDC 31.063(7).

(11) Applications shall be submitted to the City within 180 days of the Neighborhood/Developer meeting. If an application is not submitted in this time frame, the Developer shall be required to hold a new Neighborhood/Developer meeting. (Ord. 1149-03, Add, 10/13/2003; Ord. 1260-08 §1, Amended, 5/12/08.)

Section 31.065 Procedure for Council Recognition of a Neighborhood Association.

(1) The purpose of this Section is to provide a method whereby a group of residents or property owners in a location which is distinct from existing, recognized neighborhood associations, may form a recognized neighborhood association. The business of such association may include any legitimate activity, but shall at a minimum include acting as the recipient and neighborhood disseminator of information from the City which may be of interest to the neighborhood.

(2) A petitioner who wishes to receive City Council recognition for a neighborhood association shall complete and submit to the City Recorder a written request. The written request shall include at least the following information:

(a) a map which accurately illustrates the proposed boundaries of such association, so long as they do not overlap with any other recognized association boundaries.

(b) a current list of names and addresses of households within the proposed boundaries;

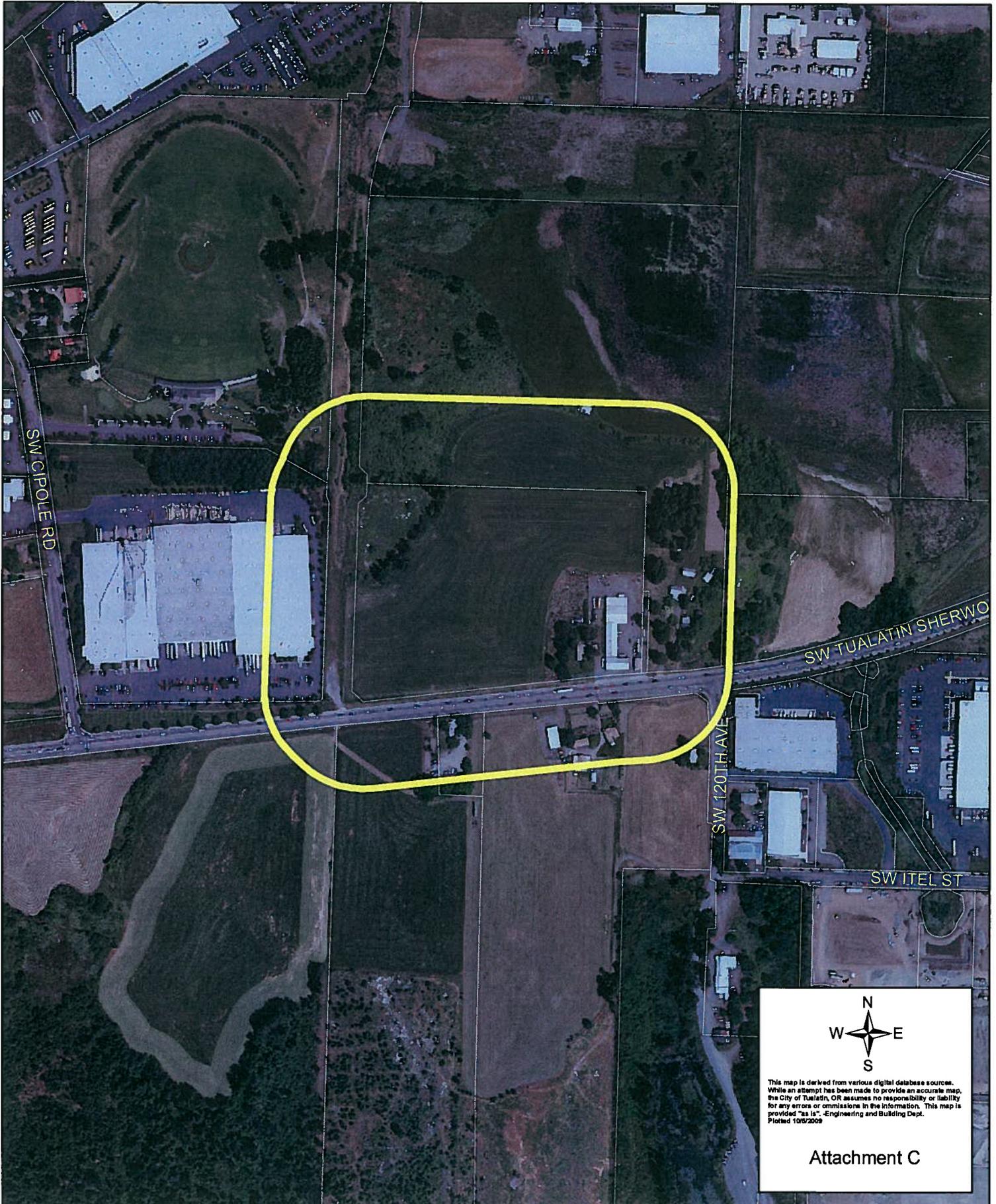
(c) the names, addresses, telephone numbers and hierarchy of leaders within the proposed association, so long as each such leader resides within the proposed boundaries of such association.

(d) the petition shall be signed by representatives of greater than 50% of the households within the proposed association boundaries, so long as the total number of households within said boundaries is not less than three.

(3) The City Recorder or designee shall review the petition for completeness and thereafter schedule a public hearing for City Council consideration.

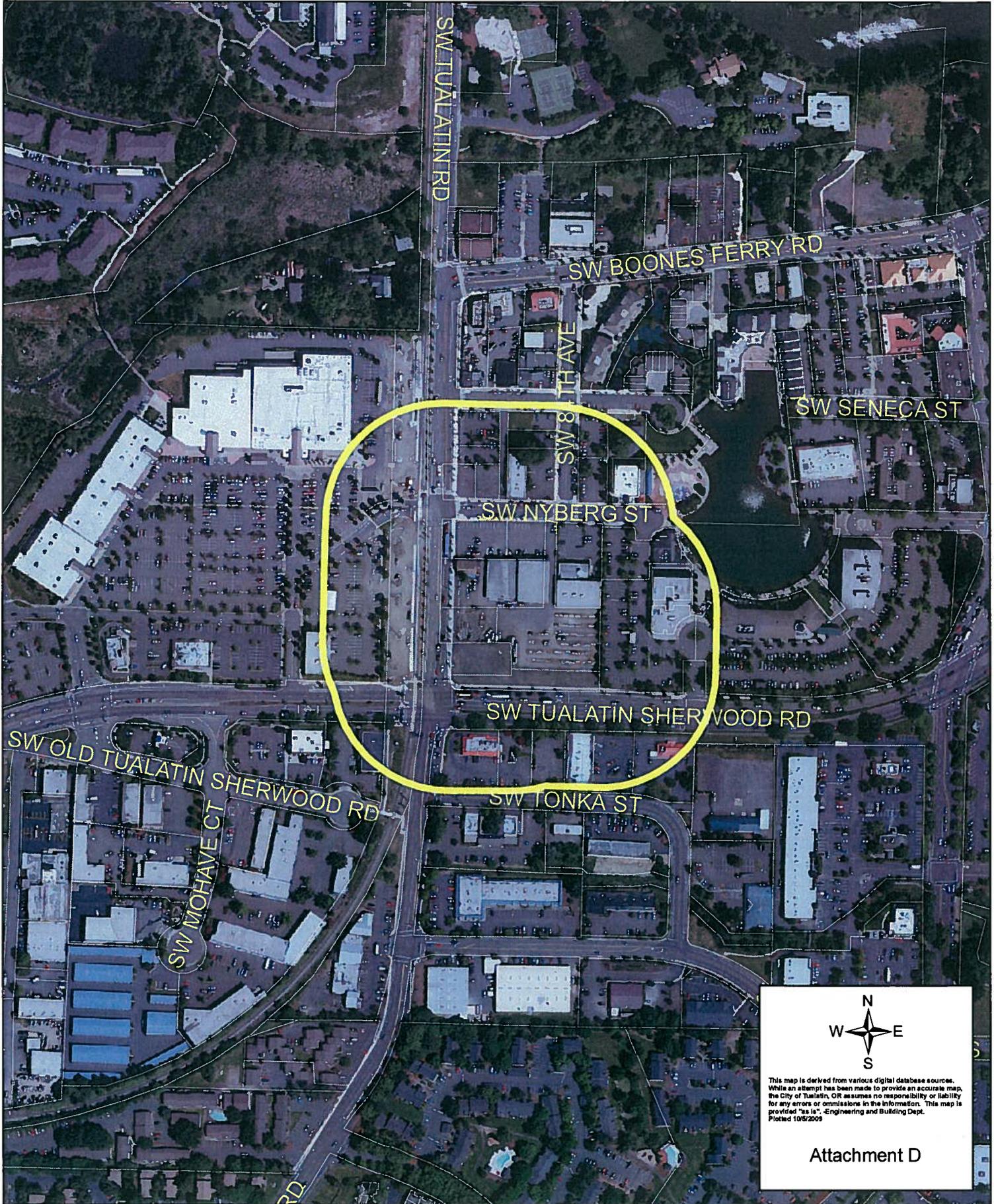
(4) The City Council shall conduct a quasi-judicial hearing to determine whether to recognize the association, giving due consideration to logical geographic boundaries, other nearby residences which lie outside recognized association boundaries, planning district boundaries, subdivision boundaries, and in the case of multiple unit structures, whether all residents proposed to be included. The City Council may approve, approve with conditions, or deny the application or it may continue the public hearing for the presentation of additional evidence. the Council shall adopt a written order as a final decision. After the City Council has adopted an order recognizing the neighborhood association, the association leaders shall be responsible for disseminating to its members official information which is directed to the association by the City. No particular form of dissemination of official information is required, so long as it is reasonably calculated to apprise the membership. Members of such association include all residents within the boundaries of the association. The City shall not be responsible for overseeing elections, choosing between competing factions or verifying the fulfillment of duties to be fulfilled by leaders. [Ord. 743-88 §18, passed March 28,

1988.]



This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, 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. Plotted 10/2/2009

Attachment C





This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, 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 10/6/2009

Attachment D



This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, 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. Plotted 10/5/2009

Attachment E



MEMORANDUM CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager *SL*

FROM: Doug Rux, Community Development Director *DR*
Aquilla Hurd-Ravich, Senior Planner *AHR*

DATE: October 12, 2009

SUBJECT: CITY RESPONSE TO METRO'S "MAKING THE GREATEST PLACE" RECOMMENDATIONS

ISSUE BEFORE THE COUNCIL

The issue before the Council are Metro's recommendations for the Making the Greatest Place program.

POLICY CONSIDERATIONS

1. Do the recommendations made by Metro support or not support Tualatin's Local Aspirations?

BACKGROUND

Metro released recommendations from Michael Jordan, COO on September 15, 2009 in the form of several reports. These reports consisted of Performance Measures, Urban Growth Report, Regional Transportation Plan, Aspirations and Investments and Urban Rural Reserves. On September 30, 2009 Community Development and Engineering staff presented an overview of these reports in a special work session. Tonight staff has brought back a written response, based on the Council's conversation, for your review.

DISCUSSION

The attached letter focuses on the City's Local Aspirations and how they are either supported or not supported by Metro's recommendations. The comments are categorized according to the section of the report. This letter is intended to capture your conversation from the Work Session on September 30, 2009. Metro will close the comment period on Thursday October 15, 2009.

MEMORANDUM: City Response to Metro's Making the Greatest Place Recommendation
October 15, 2009
Page 2 of 2

RECOMMENDATION

Staff recommends you review and approve the contents of this letter and provide any further comments you want to include.

Attachments: A. Response to Making the Greatest Place Recommendations



City of Tualatin

www.ci.tualatin.or.us

October 15, 2009

Mr. Michael Jordan
Chief Operation Officer
600 NE Grand Avenue
Portland, OR 97232

RE: MAKING THE GREATEST PLACE RECOMMENDATIONS

Dear Mr. Jordan and interested parties:

On Wednesday, September 30, 2009, Tualatin's City Council met in a work session to discuss your recommendations for "Making the Greatest Place". We appreciate the opportunity to review and comment on the reports released on September 15, 2009. We provided our comments below categorized by sections of the report. We are also aware that there will be other opportunities to comment through MPAC, JPACT and the Metro Council as further review occurs on your recommendations.

The *Strategies for a sustainable and prosperous region* included a quote from Ethan Seltzer that exemplifies the spirit of Local Aspirations and the exercise the region went through last winter. That is the opportunity for local jurisdictions to provide choices to current and future residents by creating great communities in the region. Our Council believes that the Local Aspirations we and other cities worked to develop should guide the region's decision making in terms of growth and investments.

Performance Measures

While we acknowledge the need to track the region's progress toward achieving the six desired outcomes, we are concerned with the process used for establishing that tracking mechanism. The Performance Measures report does not contain enough information about how the performance targets will be developed. There should be more opportunities to participate in the development besides MPAC and JPACT. Additionally, the report does not clearly articulate the consequences of these measures on local jurisdictions. For example there is no discussion of what type of data collection and reporting could be required. Finally, Metro should provide some clarification of the policies and processes that could be required to achieve the indicator targets. Our concern is that without involvement from local jurisdictions in establishing the targets, policies and processes we will not be able to ensure these targets align with our Local Aspirations.

Urban Growth Report

The residential section of the UGR uses a 33% refill rate for expected capacity and 7% refill rate for potential capacity. The expected housing capacity refill rate is higher than the average from 1997 to 2006 of 15.6% to 34.2% and may not be a reasonable expectation. The additional 7% assumed for potential growth relies on policy changes and investments. These investments are presumably those identified in the Greatest Place investment matrix but neither of these reports identifies the source of potential funding for investments. It is unreasonable to identify a potential capacity refill rate that relies on an unknown source of funding. Finally, where is refill at a 40% rate expected to occur? Where is the analysis and mapping showing where the refill will occur? This information is critical in determining capacity and the implications on the urban and rural reserve process and how it fits into Tualatin's Local Aspirations.

Protecting existing single-family neighborhoods is mentioned as an investment priority in the *Strategies for a sustainable and prosperous region* and in the UGR. These reports indicate this can be accomplished by focusing growth in cities and town centers and main streets within the current urban growth boundary and encouraging growth in centers and corridors to minimize impacts on existing neighborhoods. Tualatin's Local Aspirations are similarly focused in that we intend to protect the character of our existing single family neighborhoods and commercial and industrial areas while focusing redevelopment and any requisite policy changes and investments within our Town Center. Consequently, any refill rate higher than a historic average should only apply to centers and corridors.

In the employment section and the technical appendices there were several mentions of multi-story facilities for employment uses. We object to the assumption that industrial uses such as manufacturing, warehouse and distribution, and tech flex will locate in multi-story buildings as part of a future trend.

Regional Transportation Plan

We appreciate your efforts to update the RTP and other regional plans. Balancing the needs to move people and freight, protect neighborhood livability, protect the environment, and support the growth in the region's economy is a very complex and difficult task.

In reviewing the RTP it feels like we are not reviewing a plan but looking at a series of good ideas and some vague actions that may implement them. For example:

- Without modeling results it is not known if the projects in the draft RTP will achieve the goals of the plan.
- Without new performance standards how do we know how close we are coming to meeting them.
- The schedule does not appear to allow any time for iterations or discussion about the performance of the plan and projects versus the impacts on neighborhood, versus the cost to implement, versus the impacts on the economy versus changing the goals of the plan.

These are all very important actions that will have a lasting impact, good or bad, on Tualatin and everyone and every place in the Region.

As you know Tualatin is very concerned about the implementations of the recommendations from the I-5 to 99W Corridor study. We were very disappointed in the final efforts of the project. To have listened to and agreed with the concerns and issues raised by Wilsonville and Clackamas County over the final recommendations on the project, and all the participants AGREED with their issues and recommendations, and then to have them vote against their own recommendations was disheartening. That said we are very appreciative of the effort of Andy Cotugno to put together a plan to implement the recommendations of the I-5 to 99W Corridor Study. Mr. Cotugno's plan addresses Tualatin's concerns and we feel provides a logical well thought out series of events to address the transportation issues between I-5 and 99W in our area.

Our main concern has been and continues to be traffic in the Tualatin Town Center. We expect to deal with the traffic generated in Tualatin. Our concern is the thru traffic. To address this we are asking for your help and commitment on three key projects and concepts.

1. Widening Tualatin Sherwood Road:

Widening Tualatin Sherwood Road between Hwy 99W and Teton needs to be postponed until after 124th is connected between Tualatin Sherwood Road and Tonquin Road. We feel 124th will provide an outlet for the industrial traffic to access I-5 at Stafford Road in an all industrial route and not through the Tualatin Town Center. Widening without 124th will only bring more traffic to the Tualatin Town Center.

2. Extending Tualatin Road through the Community Park, across the Tualatin River and on to the Bridgeport Village Area:

We agree some improvement here is necessary to provide alternate routes to having all the east west traffic passing through the Tualatin Town Center. Widening Tualatin Road and the extension to the Bridgeport Village area to 4-5 lanes and connecting to 99W on the west end in Sherwood is not in keeping with the scale of what our vision is. The proposal to evaluate and correctly scale these improvements that Andy had proposed addresses our concerns. This is included in the Appendix 1 to the RTP as project 10731.

3. Extending 124th from Tualatin Sherwood Road south to Tonquin and on to I-5 at exit 286 is a high priority for Tualatin and Wilsonville.

This extension will provide access to an approximate 1,000 acres of industrial land. Tualatin is finishing the planning for the portion of the area north of Tonquin Road. The area between Tualatin and Wilsonville still needs some planning work. We are working with Wilsonville to accomplish this.

We look forward to participating in the discussions about the performance standard of the transportation system and how all components of the "Making the Greatest Place" work together and address all of the goals of the plans. We request you delay the final decisions so we can all be sure we are making the best choices, not just the choices that meet the schedule.

Aspirations and Investments

The *Investing in Great Places Matrix* identified five common themes that emerged from Local Aspirations. Based on the *Matrix* and the narrative it is clear that financial investments will be required to implement any policy changes that accomplish Local Aspirations. Tualatin's concern is where those sources of funding are going to come from. The report identifies developing an investment strategy as the next step in taking Local Aspirations to a strategy. While elements of such a strategy were identified targeted sources of possible funding were not identified.

We intend to submit information about the 99W Corridor in Tualatin. That corridor has been identified for future consideration of High Capacity Transit, and we will identify additional investments that could support or be supported by HCT in the 99W Corridor.

Urban and Rural Reserves

Specifically, we are concerned with the recommendation for the Stafford Triangle portion of the Stafford Basin. We do not agree with the recommendation to expand urban reserves beyond Clackamas County's recommendation. Further, we submitted correspondence to Clackamas County and to the Regional Steering Committee and the Core 4 stating our recommendation that this area be designated a rural reserve with the exception of the 840 acres located in Washington County within the Stafford Basin. This area is bound by I-5 on the west, I-205 on the north, 65th Avenue on the east and Frobase Road on the south. To summarize our concerns previously stated providing urban levels services to this area would be cost prohibitive to the City of Tualatin, there are questions of governance that need to be resolved, and urban level development could impact the quality of life in our existing neighborhoods. The City Council's top priority is to maintain quality of life in Tualatin by maintaining the character of existing residential neighborhoods and continuing that character in new neighborhoods as the City grows. This priority guided our Local Aspirations and emerged from Tualatin's *Community Vision and Strategic Action Plan: Tualatin Tomorrow*. Designating urban reserves identified by Clackamas County and expanding the area according to Metro's recommendation would not adhere to our Local Aspirations or our community's desire to preserve our quality of life.

The cities of Lake Oswego and West Linn have also stated their opposition to the Stafford Basin as an urban reserve in their Local Aspirations.

Additionally, in the technical appendix to this report an assumed density of 15 dwelling units per acre was used to calculate the residential acreage range for urban reserves. Our concern with this assumed density is that we are not clear as to where this density applies. Is it only assumed for urban reserve land or has this density been applied to other land in calculating capacities? Through our Local Aspirations we have stated our intention to continue the existing residential neighborhood character in any new areas. An assumed density of 15 dwelling units per acre does not conform to our aspirations.

Regarding your recommendation for Urban Reserve land in the South Sherwood/ West Wilsonville area, we agree with your recommendations. Your assessment of land between the cities of Tualatin and Sherwood is correct in that urban reserve land will provide the opportunity to extend 124th Avenue to a future east west arterial road and make use of future public and private infrastructure investments. We also agree with the analysis that if the area is deemed suitable for urban reserves then all of the land should be designated urban without creating an island of rural reserve land. We continue to object to Clackamas County's recommendation for a small portion of this area to be a designated a rural reserve. Additionally, we support the City of Sherwood's aspirations for urban reserves in this area to support their long term jobs and housing needs.

Again, thank you for the opportunity to comment on these recommendations.

Sincerely,

Lou Ogden
Mayor



STAFF REPORT

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: October 12, 2009

SUBJECT: OUTSIDE AGENCIES ALLOCATION OF FUNDS

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to review the funding requests from Outside Agencies for the current fiscal year and provide direction on award amounts.

RECOMMENDATION:

No recommendation by staff.

EXECUTIVE SUMMARY:

Tualatin opened its grant process in late August 2009. A letter of invitation, along with the application, was e-mailed to all organizations that received funding last year, 2008-2009. Information was also available on our website to all interested organizations. Applications received by the City of Tualatin for the current fiscal year are copied and enclosed for Council's review.

OUTCOMES OF DECISION:

If Council provides direction on allocation of funds, then staff will disburse checks accordingly. If Council does not provide direction, the funds will remain in the budget.

FINANCIAL IMPLICATIONS:

\$15,000 is currently budgeted for allocations to outside agencies.

Attachments:

- A. FY 2009-2010 requests spreadsheet
- B. Outside Agencies disbursement history
- C. Applications received

Outside Agencies 2009-2010 Funding Requests

Organization	Amount Requested	% of Tualatin Residents Served	Target Population	Specific Use
Community Action Org.	\$3,000	4-8%	Low-income residents of Tualatin & Washington County	Emergency rental assistance
Domestic Violence Resource Center	\$3,000	3-4%	Adults & children in imminent physical danger of family violence	Supplement to general fund budget
Good Neighbor Center	\$3,000	Varies as many are homeless with no address	Homeless families	Utilities at the shelter
Sexual Assault Resource Center	\$2,000	Varies as services are available equally to all Washington Co. residents	Adolescent & adult survivors of recent or past sexual assaults	Emergency service expenses for clients in need of prescriptions, food, rental assistance, etc.
Tigard-Tualatin Family Resource Center	\$5,500	43%	Tigard-Tualatin School District families as well as parents with children 0-5 that will eventually enter into the school district	To fund additional staff hours during the summer and to provide outreach to schools
Tualatin School House Pantry	\$5,000	100%	Low-income families; 46% are children	Toward the general budget to buy fresh milk weekly
Tualatin Farmer's Market	\$1,050	100%	All citizens in Tualatin & surrounding communities	Start-up costs (insurance & filing costs to become incorporated) for our Tualatin Farmer's Market
Total Requested	\$22,550			



DOMESTIC VIOLENCE
RESOURCE
CENTER

September 25, 2009

City of Tualatin Administration
Attn: Grant Request
Maureen Smith
18880 SW Martinazzi Avenue
Tualatin, OR 97062

Dear Ms. Smith:

I am pleased to submit our agency's application for the City of Tualatin's 2009-2010 outside agency funding. The request for \$3,000 will support all of our core programs and will be used to generate and reproduce printed resources for victims and survivors, such as safety plans, outreach materials, and brochures.

Since 1975 the Domestic Violence Resource Center has been the only agency in Washington County providing services specifically for all survivors of domestic violence. Our mission is to eliminate domestic violence and empower the community to become safer by delivering effective services, raising public awareness and providing expertise. Every year we serve more than 10,000 survivors in all of our programs (historically, 2-4% of clients are Tualatin residents, this last fiscal year was around 4%). Our free and bilingual services aim to empower clients to make their own choices in life, which helps enhance their self-sufficiency and decrease their reliance on public resources.

We appreciate the City of Tualatin's continued support and look forward to continuing to serve all residents of Tualatin and beyond who are victims and survivors of domestic violence. Thank you for your consideration of this request.

Sincerely,



Sarah H. Keefe
Community Outreach/Education/Development Coordinator
Work cell: 503-926-3245



City of Tualatin

18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092
Main 503.692.2000

FY 2009-2010 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. **Applications are due by 5:00 p.m. on Friday, September 25, 2009.**

Agency Name: Domestic Violence Resource Center
Address: PO Box 494
City, State, Zip: Hillsboro, OR 97123
Contact Name: La Donna Burgess
Telephone Number: 503-640-5352
E-Mail Address: ladonnab@dvrc-or.org

1. **Request** (*express in whole dollar amounts only*)

Cash \$3000

In-Kind Services (*use of City property, City staff support, etc. Please explain the services requested on a separate sheet*) \$0

TOTAL REQUEST \$3000

2. **What is this specific request for? If it's a supplement to the general fund budget, please state:**

To supplement general operating costs.

3. **Describe the Agency's mission:**

To empower all individuals and families to have safe and healthy relationships.

4. **What group of citizens in Tualatin does your organization target?**

Survivors of domestic violence of all genders, ages, ethnicities, religion, and other backgrounds. The Domestic Violence Resource Center does not discriminate.

4a. What types of services will be provided in the funding request year?

Emergency crisis shelter, 24-hour crisis line, counseling, support groups, advocacy, resource referral, protective order advocacy, case management, art therapy for children, and safety planning. All of our services are free and bilingual in English and Spanish.

4b. How many Tualatin residents will be served?

Approximately 400 will receive our free and bilingual services, though this number will increase this service year due to our Clinical Services Office move from Hillsboro to Beaverton, a location more easily accessible to communities across Washington County.

4c. What percentage of your operation is dedicated to service in Tualatin?

About 4% (not all clients disclose their location) of our clients typically identify Tualatin, OR, as their home.

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:

<i>Government</i>	<i>Received Last Year</i>	<i>Requested This Year</i>
City of Hillsboro	\$11000	\$12000
City of Tigard	\$3000	\$3000
Washington Co.	\$250436	\$250436

6. Please submit the following information with this request:

- a. Detailed budget, including FY 2008-09 actual expenditures and FY 2009-10 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Names, addresses, occupations, and telephone numbers for your Board of Directors.
- c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

Program Year 09-10 Board Approved
 Budget - July 1, 2009

	09-10 funds	Agency O/H	Administration	Dev/Outreach/ Education/ Communication	Shelter	Counseling	Legal Advocacy	Agency Total
Individual Donations	\$30,749.35	\$29,997.00	\$752.35					\$30,749.35
Organizations	\$30,000.00	\$30,000.00						\$30,000.00
Businesses	\$5,485.00	\$5,485.00						\$5,485.00
Fundraising Events	\$45,777.00	\$41,777.00	\$4,000.00					\$45,777.00
Foundation Grants	\$75,000.00	\$65,000.00	\$10,000.00					\$75,000.00
	fundraising activities	\$187,011.35						
EHA Shelter	\$21,431.00				\$21,431.00			\$21,431.00
SHAP	\$59,416.00				\$59,416.00			\$59,416.00
ESG - CAO	\$13,303.00				\$13,303.00			\$13,303.00
FEMA	\$21,000.00				\$21,000.00			\$21,000.00
Commission on Family & Children	\$47,700.00				\$47,700.00			\$47,700.00
VOCA Domestic Violence	\$42,224.00				\$42,224.00			\$42,224.00
VAWA	\$16,473.00				\$16,473.00			\$16,473.00
ODSVS	\$25,347.50				\$25,347.50			\$25,347.50
DHS - Marriage License Surcharge	\$15,864.00		\$10,850.13	\$980.00	\$2,249.87	\$784.00	\$1,000.00	\$15,864.00
DHS - Criminal Fine Assessment	\$28,020.00		\$6,220.00	\$12,300.00		\$6,500.00	\$3,000.00	\$28,020.00
DHS - Family Violence Prev & Serv	\$28,500.00		\$2,013.81	\$1,645.79		\$10,940.01	\$13,900.39	\$28,500.00
Washington County - CDBG	\$6,500.00				\$6,500.00			\$6,500.00
Washington County - Safety Levy	\$228,936.00		\$63,947.71	\$56,227.21		\$29,433.57	\$79,327.51	\$228,936.00
Washington County - Shelter Repair	\$15,000.00				\$15,000.00			\$15,000.00
City of Beaverton - CDBG	\$15,000.00				\$15,000.00			\$15,000.00
City of Tigard	\$3,000.00			\$3,000.00				\$3,000.00
City of Tualatin	\$3,000.00			\$3,000.00				\$3,000.00
City of Hillsboro	\$12,000.00		\$6,000.00	\$6,000.00				\$12,000.00
Interest & Divends								
Earned Income								
	Grants & Foundations	\$602,714.50						
Total Revenue & Support	\$789,725.85	\$172,259.00	\$103,784.00	\$83,153.00	\$185,567.87	\$137,178.08	\$107,783.90	\$789,725.85

Expenses		Agency O/H	Administration	Dev/Outreach/ Education/ Communication	Shelter	Counseling	Legal Advocacy	Agency Total
Personnel Costs - Salary & Benefits	\$502,449.61		\$73,805.00	\$58,634.00	\$159,730.87	\$114,800.58	\$95,479.16	\$502,449.61
Employer Match/Retirement Benefits	\$5,000.00	\$5,000.00						\$5,000.00
Contract Services	\$10,500.00	\$8,150.00	\$470.00	\$470.00	\$470.00	\$470.00	\$470.00	\$10,500.00
Audit	\$14,000.00	\$3,165.00	\$2,167.00	\$2,167.00	\$2,167.00	\$2,167.00	\$2,167.00	\$14,000.00
Advertising	\$350.00			\$350.00				\$350.00
Bank Fees	\$600.00	\$200.00		\$100.00	\$100.00	\$100.00	\$100.00	\$600.00
Legal & Accounting Fees	\$10,000.00		\$4,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$10,000.00
Payroll Service	\$2,700.00		\$540.00	\$540.00	\$540.00	\$540.00	\$540.00	\$2,700.00
Supplies	\$13,500.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,250.00	\$2,250.00	\$2,000.00	\$13,500.00
Computers & Internet	\$2,000.00	\$600.00					\$1,400.00	\$2,000.00
Client Assistance	\$1,500.00				\$800.00	\$350.00	\$350.00	\$1,500.00
Gifts & Awards	\$2,500.00	\$500.00		\$1,500.00		\$250.00	\$250.00	\$2,500.00
Telecommunications	\$12,000.00	\$2,700.00	\$1,650.00	\$1,650.00	\$2,800.00	\$1,600.00	\$1,600.00	\$12,000.00
Postage & Delivery	\$2,500.00	\$250.00		\$2,250.00				\$2,500.00
Utilities	\$10,000.00				\$10,000.00			\$10,000.00
Security	\$500.00				\$500.00			\$500.00
Insurance	\$9,500.00	\$1,170.00	\$1,666.00	\$1,666.00	\$1,666.00	\$1,666.00	\$1,666.00	\$9,500.00
Repairs & Maintenance	\$5,000.00	\$750.00			\$4,250.00			\$5,000.00
Conference & Training	\$2,500.00		\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,500.00
Dues & Subscriptions	\$2,000.00		\$250.00	\$1,750.00				\$2,000.00
Publications	\$1,000.00		\$200.00	\$500.00	\$100.00	\$100.00	\$100.00	\$1,000.00
Equipment Rental	\$6,000.00	\$1,000.00	\$500.00	\$1,500.00	\$1,500.00	\$750.00	\$750.00	\$6,000.00
Small Equipment & Furniture	\$1,000.00		\$250.00	\$1,500.00	\$250.00	\$250.00	\$250.00	\$1,000.00
Printing & Copying	\$1,500.00		\$150.00	\$1,350.00				\$1,500.00
Travel/Milage	\$2,000.00			\$500.00	\$500.00	\$500.00	\$500.00	\$2,000.00
Occupancy	\$44,100.00	\$10,800.00	\$11,100.00	\$11,100.00		\$11,100.00		\$44,100.00
Fundraising Expense	\$2,500.00			\$2,500.00				\$2,500.00
Depreciation Expense	\$26,200.00		\$6,200.00	\$10,000.00		\$10,000.00		\$26,200.00
Rebuild Reserves	\$55,826.24	\$55,826.24						\$55,826.24
Repay Line of Credit	\$40,500.00	\$40,500.00						\$40,500.00
Total Expenses	\$789,725.85	\$132,611.24	\$105,948.00	\$103,027.00	\$189,623.87	\$148,893.58	\$109,622.16	\$789,725.85

\$628246.36 expenses without: LOC,
Depreciation, Rebuilding Reserves

Domestic Violence Resource Center 2009-2010

STAFF ROSTER

Name	Title	Bicultural/ Bilingual (& details)	FTE*
La Donna B.	Executive Director		1 FTE
Sarah K.	Community Outreach/Education/ Development Coordinator		1 FTE
Claudia H.	Coordinator/Shelter Supervisor	Bilingual Spanish	1 FTE
Debbie M.	Residential Support Staff III/Advocate		1 FTE
Sarah M.	Residential Support Staff/Advocate		1 FTE
Stephanie M.	Residential Support Staff/Advocate		1 FTE
Eden L.	Bilingual Advocate	Bilingual Spanish	.75 FTE
Anna M.	Bilingual Advocate	Bilingual Spanish	.75 FTE
Chalaina C.	Bilingual Counselor	Bilingual Spanish	1 FTE
Claudia G.	Bilingual Counselor	Bilingual Spanish	.75 FTE
Amy G.	Clinical Director		1 FTE
Serina J.	Clinical Administrator		1 FTE
Rhonda S.	Development and Protective Orders Advocate Program Coordinator		1 FTE

Domestic Violence Resource Center, Inc.
Profit & Loss Budget Performance

June 2009

DVRC 08-09 Actuals

	Jun 09	Budget	Jul 08 - Jun 09	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41000 - Fundraising Income	0.00	1,666.67	6,904.44	20,000.00	20,000.00
43400 - Direct Public Support	4,283.79	8,294.59	65,470.99	99,535.11	99,535.11
44800 - Indirect Public Support	1,399.70		8,175.51		
45000 - Foundation Grants	3,577.00	6,575.00	17,477.00	78,900.00	78,900.00
46000 - Federal Grants	0.00	1,750.00	11,919.00	21,000.00	21,000.00
46200 - State Grants	42,896.70	26,356.08	302,092.35	316,273.00	316,273.00
46400 - County Grants	0.00	55,640.75	219,977.00	227,695.00	227,695.00
46600 - City Grants	3,500.00	0.00	22,925.50	31,000.00	31,000.00
46999 - Washington Cty-Shelter Maintena	0.00		15,000.00	15,000.00	15,000.00
49900 - Uncategorized Income	569.24		11,569.24		
Total Income	56,226.43	100,283.09	681,511.03	809,403.11	809,403.11
Expense					
61000 - Personnel Costs	36,764.14	50,410.95	599,694.29	604,931.46	604,931.46
62100 - Contract Services	900.00	901.67	9,555.95	10,820.00	10,820.00
62110 - Audit	0.00	902.91	13,739.25	13,002.00	13,002.00
62115 - Advertising	0.00	29.17	0.00	350.00	350.00
62120 - Bank Fees	46.66	16.67	640.38	200.00	200.00
62130 - Legal & Accounting Fees	800.00	833.33	13,424.00	10,000.00	10,000.00
62140 - Payroll Service	185.00	208.50	2,833.61	2,502.00	2,502.00
62150 - Supplies	1,269.26	1,161.05	12,998.37	13,932.65	13,932.65
62160 - Computers & Internet	0.00	166.67	627.56	2,000.00	2,000.00
62170 - Client Assistance	104.37	125.00	450.09	1,500.00	1,500.00
62180 - Gifts and Awards	250.00	210.84	401.50	2,530.00	2,530.00
62190 - Telecommunications	880.34	1,025.00	10,235.72	12,300.00	12,300.00
62200 - Postage & Delivery	53.00	125.00	1,152.31	1,500.00	1,500.00
62210 - Utilities	648.96	833.33	7,961.41	10,000.00	10,000.00
62220 - Security	50.88	41.67	626.16	500.00	500.00
62230 - Insurance	764.47	833.73	12,914.25	10,005.00	10,005.00
62240 - Repairs & Maintenance	218.45	416.67	3,999.35	5,000.00	5,000.00

Domestic Violence Resource Center, Inc.
Profit & Loss Budget Performance
June 2009

DVRC 08-09 Actuals

	Jun 09	Budget	Jul '08 - Jun 09	YTD Budget	Annual Budget
62250 · Conference & Training	61.61	208.35	616.04	2,500.00	2,500.00
62260 · Dues and Subscriptions	0.00	166.66	1,313.43	2,000.00	2,000.00
62270 · Publications	0.00	83.33	2,079.88	1,000.00	1,000.00
62280 · Equipment Rental	737.25	750.00	7,585.71	9,000.00	9,000.00
62290 · Small Equipment & Furniture	46.99	125.00	46.99	1,500.00	1,500.00
62300 · Printing & Copying	256.21	83.33	5,934.95	1,000.00	1,000.00
62310 · Travel/Mileage	327.24	83.32	1,527.72	1,000.00	1,000.00
62312 · Expense Reimbursements	0.00		1,608.47		
62320 · Occupancy	5,272.26	5,135.83	65,742.21	61,630.00	61,630.00
62330 · Fundraising Expense	0.00	208.33	2,674.85	2,500.00	2,500.00
62340 · Depreciation Expense	2,362.33	2,183.33	28,587.96	26,200.00	26,200.00
62400 · Interest Expense	142.91		967.03		
66000 · Payroll Expenses	0.00		0.00		
69800 · Uncategorized Expenses	0.00		0.00		
Total Expense	52,162.33	67,269.64	809,939.44	809,403.11	809,403.11
Net Ordinary Income	4,064.10	33,013.45	-128,428.41	0.00	0.00
Other Income/Expense					
Other Income					
50000 · Other Income	176.70		1,111.85	0.00	0.00
Total Other Income	176.70		1,111.85	0.00	0.00
Net Other Income	176.70	0.00	1,111.85	0.00	0.00
Net Income	4,240.80	33,013.45	-127,316.56	0.00	0.00



DOMESTIC VIOLENCE

RESOURCE CENTER

Board of Directors

The Board meets every 3rd Thursday of the month for the total of 12 regular meetings per year. The Board conducts an annual daylong planning retreat in the spring. The Board Executive Committee (Chair, Vice-Chair, Secretary, Treasurer) meets min. once a month between regular Board meetings.

<p><i>Kim Marshall(6/2005),Chair</i> Shelter and Housing Manager Good Neighbor Center 11130 SW Greenburg Road Tigard, OR 97223 503.443.6084, fax: 503.443.3745 kmarshall@goodneighborcenter.org</p>	<p><i>Doris Winegar (4/2007) Vice- chair/interim secretary</i> Attorney Perry & Winegar 7420 SW Bridgeport Road, Suite 204 Portland, OR 97224 503.670.0443, fax: 503.443.3793 doriswinegar@perrywinegar.com</p>
<p><i>Amy Mauss(6/2008)Treasurer</i> CPA Owner, Mauss Company 14665 SW Klipsan Ct Tigard, Or 97223 503. 579.6963 maussco@verizon.net</p>	<p><i>Gina Skinner(7/2008)</i> Deputy District Attorney Justice Services Bldg. 150 N. First Ave., Suite 300 Hillsboro, Oregon 97124 503-846-8671 Gina_Skinner@co.washington.or.us</p>
<p><i>Katie Schaefer(11/2008)</i> Grad Student 15373 SW Twoponds DR Portland, Or 97229 971.732.0990 kj_schaefer@yahoo.com</p>	<p><i>Roger Dawes(4/2009)</i> Controller Washington County 155 N First Ave., Suite 270, MS 25 Hillsboro, OR 97124-3072 503-846-4433 (direct) 503-846-4464 (fax) roger_dawes@co.washington.or.us</p>
<p><i>Christopher Zoucha(4/2009)</i> 12345 SW Main Street Tigard, OR 97223 503.639.1656 503.639.6302 – fax 503.572.5201 – cell chrisz@tigardchamber.org</p>	<p><i>Jim Webb(4/2009)</i> Retired 10305 SW 87th Ave Tigard, OR 97223 402-213-3347 spydr_54@msn.com</p>

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: December 27, 2001

**Person to Contact:
Ms. Smith #31-07262
Customer Service Representative**

**Domestic Violence Resource Center, Inc
P.O. Box 494
Hillsboro, OR 97123-0494**

**Toll Free Telephone Number:
8:00 a.m. to 8:30 p.m. EST
877-828-5500**

**Fax Number:
513-263-3756
Federal Identification Number:
93-0665804**

Dear Sir or Madam:

This is in response to the Amendment to your organization's Articles of Incorporation, filed with the state on March 01, 2001. We have updated our records to reflect the name change as indicated above.

Our records indicate that a determination letter issued in October 1977 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.



1001 SW Baseline Street
Hillsboro, OR 97123
503.648.6646
503.648.4175 Fax
www.communityaction4u.org

OUR PROGRAMS:

- Child Care Resource & Referral of Washington County
- Energy & Emergency Services
- Head Start/Early Head Start
- Housing & Homeless Services
- Information & Referral
- Opening Doors
- Weatherization

OUR PROMISE:

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and are dedicated to helping individuals help themselves and each other.



September 23, 2009

Carina Christensen
City of Tualatin
18880 SW Martinazzi Avenue
Tualatin, OR 97062

Dear Ms. Christensen,

The enclosed proposal is enthusiastically submitted by Community Action to the City of Tualatin to provide Emergency Rental Assistance to residents of Tualatin.

During the 2008-2009 Program year, Community Action responded to 1,620 requests for services from Tualatin residents and prevented 45 Tualatin households from being evicted from their homes. Preventing people from losing their homes, especially during this time of economic instability is essential to ensuring that families can maintain their self-sufficiency. Community Action seeks to continue to provide emergency rental assistance to prevent our neighbors from becoming homeless. To that end, we respectfully request \$3,000 in 2009-2010 to provide emergency rental assistance to Tualatin residents. A completed application is enclosed.

The financial support we receive from the City of Tualatin has been vital to Community Action's ability to continue providing services and leveraging other funds to bring more resources to Washington County. We greatly appreciate the support that the City of Tualatin has provided in the past. Please call me at (503) 693-3251 if you need any additional information. I look forward to hearing from you.

Sincerely,

Jerralynn Ness
Executive Director
(503)693-3251

Enclosure

REC'D
CITY OF TUALATIN

SEP 25 2009

MAYOR ___ COUNCIL ___ POLICE ___ ADM ___
FINANCE ___ COMM DEV ___ LEGAL ___ OPER ___
COMMSVCS ___ ENG & BLDG ___ LIBRARY ___



City of Tualatin

18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092
Main 503.692.2000

FY 2009-2010 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. **Applications are due by 5:00 p.m. on Friday, September 25, 2009.**

Agency Name: Community Action
Address: **1001 SW Baseline St.**
City, State, Zip: Hillsboro, OR 971243
Contact Name: Renee Bruce
Telephone Number: (503) 693-3260
E-Mail Address: rbruce@caowash.org

1. **Request** (*express in whole dollar amounts only*)

Cash	\$3000
In-Kind Services (<i>use of City property, City staff support, etc. Please explain the services requested on a separate sheet</i>)	\$0
TOTAL REQUEST	\$3000

2. **What is this specific request for? If it's a supplement to the general fund budget, please state:**

Community Action respectfully requests \$3,000 to be used as emergency rental assistance payments for residents of Tualatin. In Program Year 08-09, Community Action provided \$16,979 in emergency rental assistance to 45 Tualatin households, preventing 158 children, women and men from becoming homeless. Families facing a financial crisis receive up to \$500 to prevent eviction and are connected to other services that can help further stabilize their family. One-time emergency assistance to prevent eviction can save families from court fees, credit damage and emotional turmoil that only make it more difficult to recover from a financial set-back.

- 6. Please submit the following information with this request:**
- a. Detailed budget, including FY 2008-09 actual expenditures and FY 2009-10 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.**
 - b. Names, addresses, occupations, and telephone numbers for your Board of Directors.**
 - c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.**

**Community Action
Emergency Rental Assistance Program
09-10 Budget**

Program Expenses

Staffing (1 FTE)	\$41,839
Telephone	\$2,000
Utilities	\$1,600
Recognition	\$500
Client Expenses Rent	\$239,622
Administration	\$28,556
Total Expense	\$314,117

Program Revenue

Federal EFSP	\$119,003
State of Oregon	\$45,439
Washington County	\$30,000
City of Beaverton	\$21,775
City of Hillsboro	\$10,000
City of Tigard	\$5,000
City of Tualatin	\$3,000
City of Forest Grove	\$4,000
United Way	\$50,400
Private Donations	\$25,500
Total Revenue	\$314,117

**Community Action
Emergency Rental Assistance Program
08-09 Budget to Actual**

	Budgeted	Expended
Staffing (1 FTE)	\$41,839	\$46,767
Supplies	\$1,750	\$1,750
Telephone	\$2,000	\$2,000
Utilities	\$1,600	\$1,600
Recognition	\$500	\$378
Client Expenses Rent	\$167,321	\$208,890
Administration	\$10,943	\$25,646
Total	\$225,953	\$287,031
	Budgeted	Received
Revenue		
Federal EFSP	\$101,758	\$112,436
State of Oregon	\$51,908	\$51,908
Washington County	\$30,000	\$30,000
City of Tualatin	\$3,000	\$2,000
City of Tigard	\$5,000	\$5,000
City of Beaverton	\$6,787	\$6,787
City of Banks	\$500	0
City of Forest Grove	\$2,000	\$1,000
United Way	\$0	\$50,400
Private donations	\$25,000	\$27,500
Total	\$225,953	\$287,031

COMMUNITY ACTION -- 2009 -2010 Roster

NAME	AFFILIATION	**	ADDRESS	PHONE - WORK	FAX	PHONE -HOME	E-MAIL	DATE BEGAN	TERM ENDS
1 D. Craig Kinnie	Retired, Intel Architecture Labs	PR	12915 NW Skyline Blvd Portland, OR 97231	(503) 819-7640 - cell	---	(503) 645-9931	cmjtk@csymtel.net	6/06	11
2	<i>vacant</i>	PR							11
3 Leda I. Garside	iSalud Services Clinical Nurse Manager / Tuahly HealthCare	PR	324 SE 9th Ave, Ste E Hillsboro, OR 97123	(503) 681-4290	(503) 681-4086	(503) 635-8879 (503) 209-5588 cell	leda.garside@Tuahly.org lpegarida@opencast.net	6/09	09
4 Ron Sarazin	Olympic Performance, Inc	PR	PO Box 3137 Wilsonville, OR 97070-3137	(503) 682-0900 (971) 235 1442 cell	(503) 682-0888	(503) 682-0831	Ron@123worldflms.com	1/02	10
5 Scott Gardner	Project Manager, Financial Systems Projcs, PGE	PR	2138 SE 61st Place Hillsboro, OR 97123	(503) 464 7762 680-4549 cell	(503) 464-7006	(503) 642-2426	scgardner@gmail.com	08	10
6	<i>vacant</i>								09
7 Cathy Stanton	Beaverton City Council <i>for Mayor of Beaverton*</i>	PU	8595 SW Rebecca Ln Beaverton, OR 97008	(503) 526-2343 (503) 516-5764 cell*	(503) 526-2479	(503) 646-8323 (503) 516-5764 cell	landcs@comcast.net	10/02	11
8 Dick Schouten	County Commissioner	PU	155 N First Ave, Ste 300 Hillsboro, OR 97124	(503) 846-8681		(503) 626-5320	Dick_Schouten@co.washington.or.us	6/01	10
9 Monique Beikman	Tuahly City Council <i>for Mayor of Tuahly*</i>	PU	22760 SW 87th Place Tuahly, OR 97062	(503) 310-7901 cell		(503) 612-6925	mbeikman@verizon.net	1/08	10
10 Ron Louie	for David Wu	PU	284 NE 17th Ave Hillsboro, OR 97124	(503) 802-5723 (503) 327-5356 - cell		(503) 523-7809 648 5207 cell	ronlouie@verizon.net ron.louie@lan.km.com louie.r@ptd.net	6/09	09
11 Tom Hughes	<i>for Mayor of Hillsboro</i>	PU	2722 SE Hollyhock Ct, Hillsboro, OR 97123		(503) 327-5356	(503) 648-9098		6/01	09
12	<i>vacant</i>								11
13 Christy Barker	Community Representative	LI	12017 SW Tuahly Rd #727 Tuahly, OR 97062-6207	---	---	(503) 692-3813 (503) 734-0221 cell	barkerchristy@msr.com	6/08	10
14 Dana Galaxy	Community Representative	LI	5053 SW 174 th Place Beaverton, OR 97007	(503) 531-4187	(816) 382-4671	(503) 848 0470	dangalaxy@usa.com	10/04	10
15 Dawn M. Powers	Head Start Policy Council	LI	22115 NW Imbrie Dr #123 Hillsboro, OR 97124	(503) 956-1477 cell	---	(503) 956-1477 cell	dawn316@hotmail.com	6/09	09
16 Kevin Aguire	Oregon DHS	LI	10777 SW Cascade Avenue Tigard, OR 97223	(503) 598-3101	(503) 598-7948	(503) 819-2643 cell	kevin.aguire@state.or.us	12/02	11
17 Leslea Smith	Legal Aid Services of Oregon	LI	230 NE Second Ave, Suite A Hillsboro, OR 97124-3089	(503) 648-7163 (503) 640-8228 x105	(503) 648-0513	(503) 640-8362 (503) 984-6124 cell	leslea.smith@leagues.org	2/01	10
18 Lynn Baker	Virginia Garcia Memorial Health Center, <i>for Clatsop Cultural</i>	LI	17930 SW Jay St Aloha, OR 97006	(503) 359-8516	(503) 359-8516	(503) 642-2284 708-9066 cell	bakerl@public.org	6/99	11
* <i>Officials resigning members</i>									
1 David Wu, Congressman	US Congress	PU	620 SW Main Street, Suite 606 Portland, OR 97205	(503) 326-2901	(503) 326-5066	---	david.wu@mail.house.gov	4/00	09
2 Jerry Willey, Mayor	City of Hillsboro	PU	150 E Main Street Hillsboro, OR 97123	(503) 681-6473	(503) 681-6232	---	jerrey@ci.hillsboro.or.us	1/09	09
3 Lou Ogden, Mayor	City of Tuahly Resource Strategies Planning Group	PU	21040 SW 90th Ave. Tuahly, OR 97062	(503) 692-0163	(503) 914-1699	(503) 692-3349	lou.ogden@ius.com	6/93	10
4 Denny Doyle, Mayor	City of Beaverton	PU	PO Box 4755 Beaverton, OR 97076	(503) 526-2481	(503) 526-2571	---	ddoyl@ci.beaverton.or.us	02/09	11

** CV = Committee Volunteers, LI - Low Income Sector, PR = Private sector, PU = Public Sector



E. L. Webber (206) 442-4768

District Director

Internal Revenue Service

Date:

APR 3 8 1974

In reply refer to:

L-178, Code ~~XXX~~ 428

SEA:EO:74-802

Name and address changed by CAO.

Washington County Community Action
Organization
546 E. Baseline
Hillsboro, OR 97123

Community Action Organization
1001 SW Baseline Street
Hillsboro OR 97123

Gentlemen:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(vi).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes.

Donors may deduct contributions to you as provided in section 170 of the Code: Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal-estate and gift tax purposes under sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, you must let us know so we can consider the effect of the change on your exempt status. Also, you must inform us of all changes in your name or address.

If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely yours,

Michael Sassi
District Director

This determination supersedes and modifies our letter dated December 8, 1966, Form L-178 (Rev. 7-71)



City of Tualatin

18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092
Main 503.692.2000

REC'D
CITY OF TUALATIN

SEP 10 2009

MAYOR _____ COUNCIL _____ POLICE _____ ADM _____
FINANCE _____ COMM DEV _____ LEGAL _____ OPER _____
COMM SVCS _____ ENG & BLDG _____ LIBRARY _____

FY 2009-2010 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. **Applications are due by 5:00 p.m. on Friday, September 25, 2009.**

Agency Name: East Washington County Shelter Partnership Council
DBA Good Neighbor Center
Address: 11130 SW Greenburg Road
City, State, Zip: Tigard, OR 97223
Contact Name: Sydney L. Webb
Telephone Number: 503-443-6084 Ext. 228
E-Mail Address: sydneysher@aol.com

1. **Request** (express in whole dollar amounts only)

Cash \$3000

In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet) \$

TOTAL REQUEST \$3,000

2. **What is this specific request for? If it's a supplement to the general fund budget, please state:**

This request is for general operations of the shelter.

3. **Describe the Agency's mission:**

The Good Neighbor Center is dedicated to providing safe emergency housing and supportive empowering services for families.

4. **What group of citizens in Tualatin does your organization target?**

Homeless families

4a. What types of services will be provided in the funding request year?

Housing, meals and case management

4b. How many Tualatin residents will be served?

Last year we served 3 families (15 residents) and we will serve as many families that need shelter as we can.

4c. What percentage of your operation is dedicated to service in Tualatin?

We serve all of Washington County and Tualatin is included. We have served clients from all over the tri-county area and even have a few out of state families on our roles. Many of our families last address is two or three addresses old as they are living in cars and vans. Some come to us from sleeping on the floor of a friend's house. We try to determine as close as we can where there last zip code was and as a result we were able to certify that three families came from Tualatin. Our clients only prerequisite is that they are homeless.

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:

<i>Government</i>	<i>Received Last Year</i>	<i>Requested This Year</i>
<i>WA CO Safety Levy</i>	\$218409	\$228936
<i>SHAP (State Homeless Fund)</i>	\$60767	\$47781
<i>City of Tigard</i>	\$15000	\$15000

} These amounts are set for this fiscal year)

6. Please submit the following information with this request:

- a. Detailed budget, including FY 2008-09 actual expenditures and FY 2009-10 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Names, addresses, occupations, and telephone numbers for your Board of Directors.
- c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

**East Washington County Shelter Partnership Council, Inc., dba Good Neighbor Center
Board of Directors 2009-10**

Officers

Dick Roland, Chair
12746 SW Terraview Dr. Tigard, OR 97224
(503)639-2484

Jim Strickler, Vice Chair
14677 SW 106th Ave.
Tigard, Oregon 97224
(503)598-8061

Lete Davis, Secretary
21843 SW Sherwood Blvd. #203
Sherwood, OR 97140

Scott Mitton - Treasurer
9820 SW Choctaw St
Tualatin, Oregon 97062
(503)222-1731

Directors

Bruce Kaiser
Tigard, OR 97224

Dan Larsen
12668 SW Winterview Drive
Tigard, Oregon 97224
(503)639-5521

John Lucerno
14660 SW 76th Ave. #82, Tigard, OR 97224
503-624-9169

Steve Metzger
16147 SW Palermo Lane
Tigard, Oregon 97223
(404)394-7710

Michael Moiso
12543 SW 134th Ave.
Tigard, OR 97223
503-579-0629

Art Schmidt
15437 SW 114th Ct. #89
Tigard, Oregon 97224
(503)684-6464

Steve Schmitt
Sherwood, Oregon
(503)281-0055

Cathy Stanton
8595 SW Rebecca Lane, Beaverton, OR 97008
(503)646-8323

Affiliation

Retired Vice President - Mobile
Dental Vans
Northwest Medical Teams

Blue Bird Transfer-Vice President

Retired
St. Francis Church - Sherwood

Western Graphics & Data
Chief Financial Officer

Lake Oswego School District
Retired Administrator

Retired - CFI Furnishings Owner

Former Resident

Vice President, BIAMP

Lawyer, Law Professor

St. Anthony's Parish - Tigard

The Berry Group
Insurance - CLU

Beaverton City Council Woman

Sharon Schwinghammer
14580 SW 120th Place
Tigard, Oregon 97224
(503)332-5864

VP-Manager Banner Bank

Dean Williams
8880 SW Nimbus Ave. Suite D
Beaverton, OR 97008
(503)213-2701

Vice President -Washington Trust Bank

East Washington County Shelter Partnership Council, DBA

Good Neighbor Center

Operating Budget 2009-2010

	<u>Budget</u> <u>FY2009</u>	<u>Forecast</u> <u>FY2009</u>	<u>Budget</u> <u>FY2010</u>	<u>Note:</u>
<u>REVENUE</u>				
Washington County Levy	\$218,409	\$218,409	\$228,936	
FEMA (Federal/CAO)	\$34,000	\$36,000	\$39,963	
SHAP (CAO/State)	\$60,767	\$60,767	\$47,781	
ESG (State/CAO)	\$13,303	\$13,303	\$13,222	
HUD Grant	\$7,700	\$0	\$31,300	
Beaverton	\$12,000	\$12,000	\$12,000	
Tigard	\$15,000	\$15,000	\$15,000	
Tualatin	\$2,000	\$2,000	\$3,000	
WA Co Maintenance Funds	\$15,000	\$15,000	\$15,000	
Vision Action Network	\$5,000	\$4,500	\$4,500	Project Homeless Connect
Fundraiser	\$5,000	\$2,000	\$10,000	
Children's Program Grant			\$10,000	Kinsman Foundation
Foundation Grants	\$25,000	\$25,000	\$25,000	
Private Donations/Misc./Int.	\$80,000	\$80,000	\$80,000	
Designated Use-Donations	\$3,000	\$250	\$3,000	
Interest Income	\$5,500	\$5,500	\$3,000	
TOTAL REVENUE	\$501,679	\$489,729	\$541,702	
<u>EXPENSE</u>				
Wages	\$300,000	\$296,000	\$312,160	Six Full Time and six part time emplo
Payroll Taxes	\$30,000	\$32,388	\$34,780	
Medical/Dental/Life Insurance	<u>\$32,000</u>	<u>\$38,664</u>	<u>\$47,000</u>	
IRA Retirement Plan			<u>\$5,000</u>	
Sub-Total Personnel	\$362,000	\$367,052	\$398,940	
Business Liability Ins.	\$6,500	\$6,850	\$7,150	
Worker's Compensation Ins.	\$6,575	\$6,600	\$6,600	
Director & Officer Ins.	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$1,500</u>	
Sub-Total Insurance	\$14,575	\$14,950	\$15,250	
Shelter Food Needs	\$1,000	\$1,200	\$1,200	
Children's Program	\$5,000	\$5,000	\$5,000	set per grant
Adult Education Support	\$50	\$100	\$150	
Clothing Program	\$0	\$0	\$0	
GIK Storage	\$1,560	\$1,560	\$1,560	
Client Assistance Expense	\$1,000	\$1,000	\$1,500	
Transition Housing Assistance	\$20,000	\$5,000	\$10,000	
Drug Testing	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$1,500</u>	
Sub-Total Program	\$30,110	\$15,360	\$20,910	

East Washington County Shelter Partnership Council, DBA
Good Neighbor Center
 Operating Budget 2009-2010

	Budget FY2009	Forecast FY2009	Budget FY2010	Note:
<u>EXPENSE CONT</u>				
Heat	\$6,800	\$6,000	\$7,000	
Electricity	\$9,000	\$9,000	\$9,500	
Water/Sewer	\$6,500	\$6,500	\$5,500	
Refuse	\$6,000	\$6,500	\$6,500	
Telephone / Internet	\$4,600	\$4,600	\$4,600	
Floor Care	\$1,900	\$2,000	\$2,750	based on monthly service
Facility Maintenance	\$7,500	\$7,500	\$7,500	
County Maintenance Funds	<u>\$15,000</u>	<u>\$13,800</u>	<u>\$15,000</u>	
Sub-Total Facility	\$57,300	\$55,900	\$58,350	
Financial Audit			\$8,500	
Office Supplies	\$2,200	\$2,500	\$2,500	
Office Equipment	\$3,000	\$3,000	\$5,000	
Bookkeeping Service	\$2,500	\$2,500	\$3,200	
Record Storage	\$500	\$500	\$500	
Bank Charges	\$350	\$350	\$350	
Automotive Expenses	\$2,000	\$2,000	\$3,000	Van donated for food pickups
Licenses & Taxes	\$250	\$250	\$300	
Dues & Subscriptions	\$250	\$250	\$650	
Training	\$2,500	\$2,500	\$2,500	
Travel & Reimbursement	<u>\$3,750</u>	<u>\$3,200</u>	<u>\$3,700</u>	
Sub-Total Administration	\$17,300	\$17,050	\$21,700	
Volunteer Recognition	\$150	\$150	\$150	
Staff Recognition	<u>\$1,500</u>	<u>\$2,000</u>	<u>\$2,000</u>	
Sub-Total Volunteer	\$1,650	\$2,150	\$2,150	
Printing	\$3,500	\$3,500	\$13,500	
Postage	\$2,500	\$3,500	\$4,000	
Artwork		\$0	\$0	
Advertising	<u>\$250</u>	<u>\$0</u>	<u>\$250</u>	
Sub-Total Mktg & Development	\$6,250	\$7,000	\$17,750	
Designated Use-Expense	\$3,000	\$250	\$3,000	
Other Expense	\$150	\$250	\$250	
TOTAL EXPENSE	\$492,335	\$479,962	\$538,300	
NET INCOME	\$9,344	\$9,767	\$3,402	



Preliminary

Good Neighbor Center
Income Statement
For the Twelve Months Ending June 30, 2009

	Current Month	Year to Date Actual	Year to Date Budget	Budget Variance	Budget Annual
Revenues					
Washington County Serial Levy	\$ 0.00	\$ 218,409.00	\$ 218,409.00	0.00	\$ 218,409.00
Vision Action Network	0.00	4,500.00	5,000.00	500.00	5,000.00
WashingtonCo Maintenance Fu	0.00	15,000.00	15,000.00	0.00	15,000.00
ESG (State) (CAO)	3,324.75	13,299.00	13,299.00	0.00	13,299.00
FEMA (Federal)(CAO)	15,319.00	34,191.00	34,000.00	(191.00)	34,000.00
SHAP (CAO)	15,192.00	60,768.00	60,767.00	(1.00)	60,767.00
HUD Grant	0.00	0.00	7,700.00	7,700.00	7,700.00
Tigard Leadership	(2,000.00)	(2,000.00)	0.00	2,000.00	0.00
City of Beaverton (CDBG)	6,000.00	12,000.00	12,000.00	0.00	12,000.00
City of Tigard	0.00	15,000.00	15,000.00	0.00	15,000.00
City of Tualatin	0.00	2,000.00	3,000.00	1,000.00	3,000.00
United Way (CPAH)	5,000.00	20,000.00	20,000.00	0.00	20,000.00
Private Donations	565.00	75,997.07	85,000.00	9,002.93	85,000.00
Foundation Grants	0.00	480.00	20,000.00	19,520.00	20,000.00
Fundraising	0.00	2,616.00	5,000.00	2,384.00	5,000.00
Interest Income	242.26	3,058.78	5,500.00	2,441.22	5,500.00
Designated Use-Donations	500.00	550.00	3,000.00	2,450.00	3,000.00
Total Revenues	44,143.01	475,868.85	522,675.00	46,806.15	522,675.00
Expenses					
Salaries	29,777.21	307,821.31	292,786.00	(15,035.31)	292,786.00
Payroll tax expense	2,534.93	29,456.68	32,388.00	2,931.32	32,388.00
Employee Insurance Expense	2,278.31	38,948.29	38,664.00	(284.29)	38,664.00
Total Personnel Expense	34,590.45	376,226.28	363,838.00	(12,388.28)	363,838.00
Business Liability Ins	0.00	7,947.00	6,850.00	(1,097.00)	6,850.00
Workman's Compensation Ins	491.57	6,052.61	6,575.00	522.39	6,575.00
Total Insurance Expense	491.57	13,999.61	13,425.00	(574.61)	13,425.00
Food Program	0.00	1,215.79	1,200.00	(15.79)	1,200.00
Childrens Program	295.00	4,399.94	5,000.00	600.06	5,000.00
Adult Education Support	50.00	150.00	0.00	(150.00)	0.00
Storage Unit & Bluebird	34.00	1,938.47	1,560.00	(378.47)	1,560.00
Client Assistance Expenses	318.00	684.46	1,000.00	315.54	1,000.00
Transition Housing Assistance	290.00	2,095.00	20,000.00	17,905.00	20,000.00
Drug Testing	0.00	750.00	1,500.00	750.00	1,500.00
Total Program Expenses	987.00	11,233.66	30,260.00	19,026.34	30,260.00
Heat	327.48	6,728.17	6,000.00	(728.17)	6,000.00
Electric	663.63	8,341.08	9,000.00	658.92	9,000.00
Water/Sewer	285.40	4,423.11	6,500.00	2,076.89	6,500.00
Refuse	0.00	6,040.08	6,000.00	(40.08)	6,000.00
Telephone/Internet	116.59	4,913.22	5,000.00	86.78	5,000.00
Floor & Carpet Care	312.05	2,466.51	1,700.00	(766.51)	1,700.00
CDBG Renovation Funds Used	(6,106.83)	0.00	0.00	0.00	0.00
Carpet/Water Restoration	0.00	4,413.60	0.00	(4,413.60)	0.00
County Maintenance Funds Use	0.00	13,384.38	15,000.00	1,615.62	15,000.00
Walk in Refrig Funds Used	(8,887.00)	(8,887.00)	0.00	8,887.00	0.00
Facility Maintenance Costs	166.57	6,797.62	7,500.00	702.38	7,500.00
Total Facility Expenses	(13,122.11)	48,620.77	56,700.00	8,079.23	56,700.00
Office Supplies	142.61	3,201.83	2,500.00	(701.83)	2,500.00

For Management Purposes Only

Preliminary

Good Neighbor Center
Income Statement
For the Twelve Months Ending June 30, 2009

	Current Month	Year to Date Actual	Year to Date Budget	Budget Variance	Budget Annual
Office Equipment	166.82	3,082.29	2,500.00	(582.29)	2,500.00
Record & Date Offsite Storage	0.00	0.00	500.00	500.00	500.00
Bookkeeping Services	130.00	2,786.00	2,500.00	(286.00)	2,500.00
Bank Charges	144.00	472.46	350.00	(122.46)	350.00
Automotive Expense	53.15	1,459.18	2,000.00	540.82	2,000.00
Licenses & Taxes	0.00	235.00	250.00	15.00	250.00
Dues & Subscriptions	0.00	86.00	250.00	164.00	250.00
Training-Staff	0.00	1,512.50	2,500.00	987.50	2,500.00
Travel & Reimbursement	152.75	2,378.98	3,750.00	1,371.02	3,750.00
Total Administration Expenses	789.33	15,214.24	17,100.00	1,885.76	17,100.00
Volunteer Recognition	0.00	94.91	150.00	55.09	150.00
Staff Recognition	0.00	1,235.95	1,500.00	264.05	1,500.00
Total Volunteer Expenses	0.00	1,330.86	1,650.00	319.14	1,650.00
Printing	0.00	2,201.86	3,500.00	1,298.14	3,500.00
Postage	46.00	1,626.45	2,500.00	873.55	2,500.00
Web Site Develop/Maintenance	0.00	0.00	2,500.00	2,500.00	2,500.00
Advertising	25.00	25.00	500.00	475.00	500.00
Building title transfer fees	0.00	66.75	0.00	(66.75)	0.00
Designated Use-Expenses	0.00	0.00	3,000.00	3,000.00	3,000.00
Other Expense	0.00	50.00	0.00	(50.00)	0.00
Total Marketing & Development	71.00	3,970.06	12,000.00	8,029.94	12,000.00
Total Expenses	\$ 23,807.24	\$ 470,595.48	\$ 494,973.00	24,377.52	\$ 494,973.00
Net Income	\$ 20,335.77	\$ 5,273.37	\$ 27,702.00	22,428.63	\$ 27,702.00

Good Neighbor Center
Balance Sheet
June 30, 2009

ASSETS

Current Assets		
Petty Cash	\$	76.41
West Coast Bank		3,402.78
West Coast Bank-Shelter Acct		630.78
West Coast Bank-Money Market		22,045.95
Pinnacle Bank of Oregon-CD		83,299.51
CPAH/United Way Receivable		5,000.00
ESG (State) (CAO) Receivable		3,324.75
City of Beaverton (CDBG) Rec		3,000.00
FEMA Receivable		15,319.00
SHAP (CAO) Receivable		15,192.00
Deposit-Workman's compensation		10,191.90
Employee Advances		35.00
		<hr/>
Total Current Assets		161,518.08
Property and Equipment		
Furniture and Fixtures		12,813.00
Building/Property		772,650.00
Kitchen Remodel		27,062.00
Office Remodel		79,252.91
Equip/Comm Dishwasher		5,800.00
Play Yard and Equipment		12,000.00
Equip/Walk in refrigerator		31,905.43
Accum. Depre - Furniture		(12,813.00)
Accum. Depreciation - Equipmen		(9,584.56)
Accum. Depreciation - Building		(24,145.00)
Accum. Depreciation - Bldg Imp		(3,340.27)
		<hr/>
Total Property and Equipment		891,600.51
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>1,053,118.59</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accrued Payroll Payable	\$	9,167.21
SUTA Payable		2,329.60
Workman's Comp Assess Payable		101.95
Workman's Comp Payable		10,484.74
		<hr/>
Total Current Liabilities		22,083.50
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		22,083.50
Capital		
Retained Earnings		1,025,761.72
Net Income		5,273.37
		<hr/>

Unaudited - For Management Purposes Only

**Good Neighbor Center
Balance Sheet
June 30, 2009**

Total Capital	<u>1,031,035.09</u>
Total Liabilities & Capital	\$ <u><u>1,053,118.59</u></u>

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 19 2004

EAST WASHINGTON COUNTY SHELTER
PARTNERSHIP COUNCIL, INC
11130 SW GREENBURG RD
TIGARD, OR 97223-5433

Employer Identification Number:
93-1269989
DLN:
17053269739054
Contact Person:
ERIC J BERTELSEN ID# 31323
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated JANUARY 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern Time.

Please keep this letter in your permanent records.

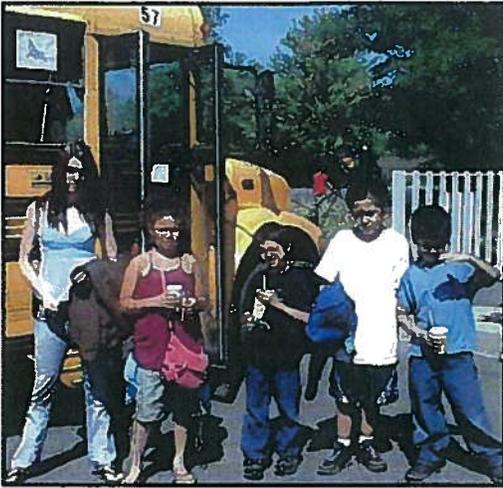
Sincerely yours,



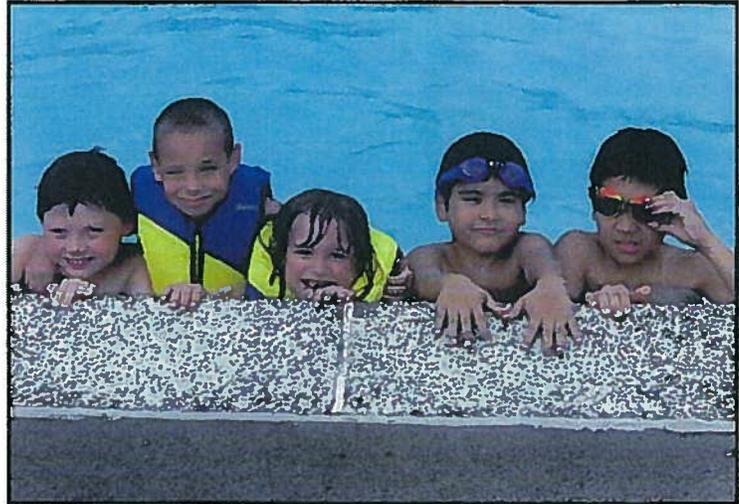
Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Good Neighbor Center Summer School Program



School bus picks up and delivers five days a week.

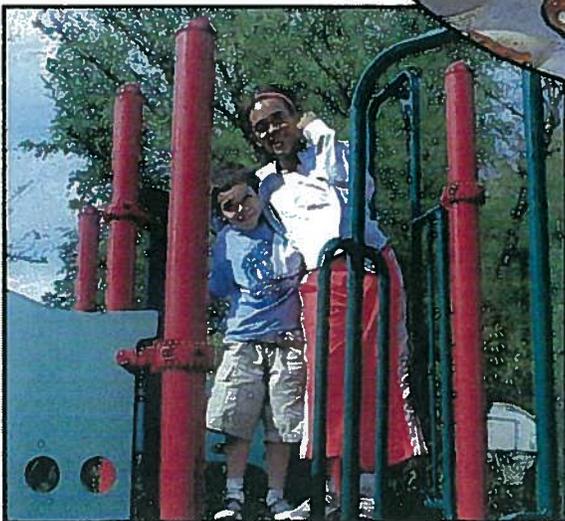


Children enjoying a swim on a very hot day!
Summer School teaches water safety.



Right: Pizza party to celebrate
the end of Summer School!

Below: Field trip to the
Japanese Gardens.



Above: Children playing upon return from
Summer School.





City of Tualatin

18880 SW Martinazzi Avenue

Tualatin, Oregon 97062-7092

Main 503.692.2000

REC'D
CITY OF TUALATIN
SEP 25 2009

MAYOR _____ POLICE _____ ADM _____
FINANCE _____ COUNCIL _____ COMM DEV _____
COMM SVCS _____ ENG & BLDG _____ LIBRARY _____

FY 2009-2010 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. **Applications are due by 5:00 p.m. on Friday, September 25, 2009.**

Agency Name: Sexual Assault Resource Center

Address: 4900 SW Griffith Drive, Suite 100

City, State, Zip: Beaverton, OR 97005

Contact Name: Erin Ellis

Telephone Number: 503-626-9100

E-Mail Address: sarc@sarcoregon.org

1. **Request (express in whole dollar amounts only)**

Cash \$2000

In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet) \$0

TOTAL REQUEST \$2000

2. **What is this specific request for? If it's a supplement to the general fund budget, please state:**

Funding will be applied toward our emergency service expenses for our clients who are in need of prescriptions, food, rental assistance, locksmith services, as well as supporting our clothing bank at the four local hospitals within Washington County.

3. **Describe the Agency's mission:**

The mission of the Sexual Assault Resource Center (SARC) of Washington County is to promote social justice by eliminating sexual violence in our community through education, support & advocacy. Philosophically we operate on the basis of empowering the survivor by encouraging them to make their own choices. We recognize that sexual assault is based on anger, power, and control and is never the survivor's fault. Our role is to ensure that survivors get the information they need, that they are listened to, and that they are treated with sensitivity, respect

and dignity. Our philosophy reflects our knowledge that sexual assault has no boundaries of race, age, language, gender, economic class, disability or religion. We believe that the survivor need not be alone during their healing process.

4. What group of citizens *in Tualatin* does your organization target?

Adolescent and adult survivors of recent or past sexual assaults, which are acute by nature (in contrast to protracted childhood abuse), who are male or female are eligible as well as their co-survivors (family members) who are also impacted and need to acquire support skills.

Sexual assaults are acts of profound violence subjecting victims to the most intrusive and humiliating acts of control producing not only physical but psychological trauma. Due to experiencing an inescapable event so severe, harmful or threatening they demand extraordinary coping efforts. Initial trauma responses include the feeling of numbness or disconnection; anxiety; and affective responses including terror, rage, despair, hopelessness, shame or guilt. Survivors often report that they expect to have some initial difficulty with the assault but assume that they will recover and return to normal quickly. Most survivors eventually understand that their lives have been permanently changed as a result of the assault. According to the National Victim Center approximately one third of survivors develop rape related Post Traumatic Stress Disorder (PTSD) - repeatedly re-experiencing their ordeal via flashbacks, memories, nightmares, or frightening thoughts, especially when exposed to events or objects reminiscent of the trauma. Sexual assault survivors are at higher risk for developing eating disorders, panic attacks, sleep disorders, low self-esteem and depression, as well as substance abuse. In addition, they are 13 times more likely than non-victims to have attempted suicide (Rape in America: A Report to the Nation).

4a. What types of services will be provided in the funding request year?

The Sexual Assault Resource Center was established in 1977 to help women, men, and teens who have been sexually assaulted. We operate a 24-hour crisis line to provide immediate assistance to all callers who may be requesting crisis counseling, information, and referrals. Volunteer advocates also respond in person to all calls from law enforcement and hospitals to provide crisis intervention and support to survivors during the forensic exam and law enforcement interviews. The Center also provides advocates for court accompaniment and any additional case related meetings as well. A detailed list of services is listed below:

Hospital Accompaniment: SARC provides accompaniment to the hospital. We are contacted by law enforcement, hospital personnel, and the survivor or their family or friends. The trained advocate on call will meet the survivor at the hospital to provide support. The advocate will accompany them through the evidence exam and law enforcement interview. The survivor is given information on Crime Victims' Compensation and other resources as appropriate. We also provide support if the survivor chooses not to report but needs to go to the hospital to be checked out physically for injuries and receive medications as appropriate.

24-hour Crisis Line: Our Center operates a 24-hour crisis line. A trained advocate is on call to handle the call as appropriate. Our advocates are trained to provide crisis intervention, peer support, information and referral.

Counseling Program: One of the newest additions to our Center is the addition of Mental Health Services, free of charge, for uninsured adolescents and adults who otherwise would have no access to counseling services.

Drop in Center: We have an office that is open Monday through Friday 10:00 AM to 4:00 PM, or by appointment, for anyone seeking in-person services or case-management.

Support Group: We run nine-week long self-help support groups three times a year for both teens and adult female survivors, as well as survivors of stalking, offering participants education, coping skills, validation and new choices to continue their healing process.

School Education Program: A 1.0 FTE Education Coordinator is committed to providing a comprehensive sexual assault prevention curriculum within the middle and high schools of Washington County. Alternative schools, youth groups and activity centers are also contacted.

Clothing: When a survivor goes to the hospital for an evidence exam, their clothing may be held as evidence. Historically the hospitals have only been able to supply hospital scrubs for a survivor to wear home. With the help of donations and grants SARC is able to stock all hospitals in the county with T-shirts, sweats, and underwear for the survivor's comfort and self-respect.

Emergency Funding: Funds are available on an emergency basis for survivors in need of assistance with food, shelter, clothing, and transportation. Funding is also available for re-keying their home or car for security reasons.

4b. How many Tualatin residents will be served?

Our program directly benefits Tualatin residents by offering services that are not currently available through any other agency in Washington County. In the event that an assault should happen to a citizen in your city, our agency is there to provide immediate crisis intervention and continued follow-up services free of charge. According to the Center for Disease Control and Prevention (CDCP), one in six women in the United States will become the victim of an attempted or completed rape sometime in her life. Alarmingly Oregon's rate is one in four; significantly higher than the national average (CDCP, 2006). With a population of approximately 9800 females over the age of 15 in the city of Tualatin 2.5 % of these women, or 245, will experience some level of sexual violence within a 12-month period and potentially need our services.

We know that negative victim impact from sexual assault is substantially reduced when victims are believed, protected and adequately supported. Paramount is the assurance that these services are always accessible whether or not the survivor chooses to report to law enforcement and no matter how long post assault they seek assistance.

4c. What percentage of your operation is dedicated to service in Tualatin?

Our services are equitably available to all of the cities within Washington County

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:

<i>Government</i>	<i>Received Last Year</i>	<i>Requested This Year</i>
	\$7000	\$8038
	\$6000	\$6000
	\$8000	\$8000

6. Please submit the following information with this request:

- a. Detailed budget, including FY 2008-09 actual expenditures and FY 2009-10 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Names, addresses, occupations, and telephone numbers for your Board of Directors.
- c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

Sexual Assault Resource Center 2008-09	1 FTE ED	.6 FTE OM	1 FTE VM	1 FTE RC	.5 FTE MH	.75 FTE RPE	.5 FTE CM	.75 FTE LCM	BU	Ad	Total	
Approved October 13, 2008	\$63,114	\$36,554	\$49,733	\$56,605	\$28,467	\$27,000	\$24,457	\$33,028	\$9,580	\$15,892	\$344,430	
INCOME												
ODSVS	\$49,844	\$28,694	\$11,530		\$4,187	\$4,226				\$1,207	\$49,844	
ODSVS Backfill	\$3,689				\$3,484					\$205	\$3,689	
SAF - DHS	\$34,900		\$23,248			\$2,291			\$7,023	\$2,338	\$34,900	
VOCA - BASIC	\$61,311	\$9,992	\$811	\$49,733					\$387	\$388	\$61,311	
VOCA - PROJECT	\$30,000							\$30,000			\$30,000	
VAWA - COMPETITIVE	\$59,447	\$5,027		\$48,934					\$1,500	\$3,986	\$59,447	
VAWA - STOP	\$24,709						\$24,457		\$252		\$24,709	
RPE	\$20,000					\$20,000					\$20,000	
CITY	\$21,000	\$19,401	\$965			\$245			\$253	\$136	\$21,000	
WAM	\$12,750				\$12,750						\$12,750	
PRIVATE	\$5,948					\$2,755		\$3,028	\$165		\$5,948	
DIRECT MAIL	\$6,000				\$6,000						\$6,000	
BOARD GIVING	\$3,200				\$3,200						\$3,200	
PGE	\$4,000					\$4,000					\$4,000	
RENTAL DIFF.	\$7,632									\$7,632	\$7,632	
	\$344,430	\$63,114	\$36,554	\$49,733	\$56,605	\$28,467	\$27,000	\$24,457	\$33,028	\$9,580	\$15,892	\$344,430
EXPENSES												
ED 1.0 FTE	\$48,801	\$48,801									\$48,801	
VC 1.0 FTE	\$32,136			\$32,136							\$32,136	
MHPC .5 FTE	\$18,528				\$18,528						\$18,528	
CCM .5 FTE	\$16,068						\$16,068				\$16,068	
EC .5 FTE	\$17,211					\$17,211					\$17,211	
LCM .75 FTE	\$24,177							\$24,177			\$24,177	
CLC 1 FTE	\$31,200			\$31,200							\$31,200	
OM 0.6 FTE	\$25,531		\$25,531								\$25,531	
Backup	\$7,200								\$7,200		\$7,200	
Payroll Taxes	\$22,086	\$4,880	\$2,553	\$3,214	\$3,120	\$1,853	\$1,721	\$1,607	\$2,418	\$720	\$22,086	
Payroll Fees	\$1,440	\$160	\$160	\$160	\$160	\$160	\$160	\$160	\$160	\$160	\$1,440	
Benefits	\$28,498	\$4,094	\$3,131	\$4,094	\$4,094	\$3,131	\$2,729	\$3,131	\$4,094		\$28,498	
Accounting	\$1,500									\$1,500	\$1,500	
Answering service	\$4,560			\$4,560							\$4,560	
Cell phones	\$2,688	\$384	\$384	\$384	\$384	\$384	\$384	\$384	\$384		\$2,688	
Center phones	\$3,304	\$413	\$413	\$413	\$413	\$413	\$413	\$413	\$413		\$3,304	
Clinical Supervision	\$0				\$0			\$0			\$0	
Copier	\$3,104	\$388	\$388	\$388	\$388	\$388	\$388	\$388			\$3,104	
Crisis Line	\$550			\$550							\$550	
Emergency Services	\$3,600			\$3,600							\$3,600	
Insurance	\$4,300									\$4,300	\$4,300	
Internet / Web Mgmt.	\$952	\$44	\$44	\$44	\$44	\$44	\$44	\$44	\$44	\$600	\$952	
Meetings (food)	\$650			\$650							\$650	
Marketing	\$0									\$0	\$0	
Memberships	\$500									\$500	\$500	
Moving	\$7,632									\$7,632	\$7,632	
Pagers	\$1,500								\$1,500		\$1,500	
Postage	\$1,930			\$500	\$430			\$500		\$500	\$1,930	
Printing / Publications	\$1,500			\$500	\$500					\$500	\$1,500	
Recognition	\$1,600			\$1,600							\$1,600	
Recruitment	\$600			\$600							\$600	
Rent	\$23,460	\$3,500	\$3,500	\$3,500	\$4,148	\$3,500	\$3,500	\$1,812			\$23,460	
Security System	\$360									\$360	\$360	
Supplies	\$4,865	\$450	\$450	\$450	\$1,715	\$450	\$450	\$450	\$450		\$4,865	
Technology	\$0									\$0	\$0	
Training	\$1,000			\$400	\$600						\$1,000	
Travel/Mileage	\$1,399			\$700	\$699						\$1,399	
TOTAL:	\$344,430	\$63,114	\$36,554	\$49,733	\$56,605	\$28,467	\$27,000	\$24,457	\$33,028	\$9,580	\$15,892	\$344,430

Board of Directors

<i>Member</i>	<i>Dates of Service</i>	<i>Board Position</i>	<i>Profession</i>	<i>Home</i>
Mandy Davis, LCSW	February 2004 to Present	Governance Sub-committee	Adjunct Professor / Researcher Portland State University 527 SW Hall, Room 400 Portland, OR 97201 503-725-8008 madvavis@pdx.edu	5936 NE 15th Avenue Portland, OR 97211 503-477-5080 503-724-0939 (cell)
Marion Denard, MA	August 2005 to Present	Vice Chair Development Sub-committee	Community Advocate	7412 North Oatman Avenue Portland, OR 97217 503-286-1035 503-310-4120(cell) mepd@alum.dartmouth.org
Mark Baenziger	September 2008 to Present	Secretary IT Support	Software Engineer Independent Contractor	1526 NE Alberta, #9 Portland, OR 97211 503-238-4725 503-708-4572(cell) mmbaenz@yahoo.com
Amy Hutson, LPC	January 2003, to Present	Governance Sub-committee	Supervisor, Project Respond Cascadia Behavioral Network 2415 SE 43 rd Avenue Portland, OR 97206 503-963-2569 503-969-7940 (cell)	PO Box 1743 Lake Oswego, OR 97035 503-310-7468 (cell) harleyhutson9@msn.com
Greg Sanders, MBA	January 2007 to Present	Chair Development sub-committee	Engineer PECI 1400 SW 5 th Portland, OR 97201 503-248-4636	1913 SE Harold Street Portland, OR 97202 503-449-2755 (cell) Gts7@cornell.edu

Internal Revenue Service

Date: July 11, 2002

Sexual Assault Resource Center
9450 SW Barnes Rd Ste 240
Portland, OR 97225

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Person to Contact:
Pat Mahan 31-04019
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
93-0800739

Dear Sir or Madam:

This is in response to the amendment to your organization's Articles of Incorporation filed with the state on September 11, 2001. We have updated our records to reflect the name change as indicated above.

Our records indicate that a determination letter issued in May 1991 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.



City of Tualatin

18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092

Main 503.692.2000

REC'D
CITY OF TUALATIN

SEP 18 2009

MAYOR _____ COUNCIL _____ POLICE _____ ADM _____
FINANCE _____ COMMDEV _____ LEGAL _____ OPER _____
COMMSVCS _____ ENG & BLDG _____ LIBRARY _____

FY 2009-2010 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. **Applications are due by 5:00 p.m. on Friday, September 25, 2009.**

Agency Name: Tigard-Tualatin Family Resource Center
Address: C/O Durham Center, 8040 SW Durham Road
City, State, Zip: Tigard, Oregon 97224
Contact Name: Catherine West
Telephone Number: 503-603-1588
E-Mail Address: cwest@ttsd.k12.or.us

1. Request (express in whole dollar amounts only)

Cash	\$5,500
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$0
TOTAL REQUEST	\$5,500

2. What is this specific request for? If it's a supplement to the general fund budget, please state:

The request is to supplement the grant received by the Washington County Commission on Children & Families in order to fund additional direct service staff hours and to provide outreach to schools at Back to School nights, Head Start parent meetings and other events. The grant would also be used to supplement donation funds paying for such items as hygiene products, transportation and prescription assistance, volunteer-led class materials, volunteer appreciation, dental clinics, and office supplies not covered by the grant from the Commission on Children & Families.

3. Describe the Agency's mission:

The Tigard-Tualatin Family Resource Center is a school-based family resource center that provides social, health and career services to the community. The Center's mission is to build the community's capacity to support its children and families through pooling resources and coordinating services for children and families at the community level. The Center's goal is to help families become more self-sufficient and to increase successful family relationships to the school district and community.

The Family Resource Center is viewed as a model for assuring families feel comfortable seeking the kinds of information, resources and support services that all citizens need at various times. It provides service by acting as a connection point for families seeking information, referrals, and on-site social services. It supports families that struggle everyday to provide for basic needs such as food, clothing, dental, medical and mental health needs.

4. What group of citizens *in Tualatin* does your organization target?

The Tigard-Tualatin Family Resource Center targets Tigard-Tualatin School District families as well as parents with children 0-5 years old that will eventually enter into the school district. The target population within this group is low-income families and others with community resource needs.

4a. What types of services will be provided in the funding request year?

The Tigard-Tualatin Family Resource Center will continue to provide up-to-date and accurate information and referral to community resources, parenting class and Medical Teams International Dental Clinic Coordination, volunteer-led English class and other skills-based classes coordination, applications for state services such as Food Stamps and the Oregon Health Plan, access to basic-needs items like hygiene products, diapers, school supplies and children's birthday gifts, holiday assistance coordination, basic employment assistance including access to a computer, phone, fax, copy machine and resource materials, and a parenting resource library. The current request of \$5,500 would be used to ensure that these services continue to be provided to low-income Tualatin families.

4b. How many Tualatin residents will be served?

An estimated 860 Tualatin families will be served by the Tigard-Tualatin Family Resource Center in the funding request year.

4c. What percentage of your operation is dedicated to service in Tualatin?

Approximately 43% of the Tigard-Tualatin Family Resource Center's operation is dedicated to service in Tualatin.

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:

<i>Government</i>	<i>Received Last Year</i>	<i>Requested This Year</i>
City of Tualatin	\$5,500	\$5,500
City of Tigard	\$5,500	\$6,000
WA Co. Commission on Children & Families	\$77,987	\$76,797

6. Please submit the following information with this request:

- a. Detailed budget, including FY 2008-09 actual expenditures and FY 2009-10 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Names, addresses, occupations, and telephone numbers for your Board of Directors.
- c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.
A copy of the 501(c)(3) equivalency is included.

Tigard-Tualatin Family Resource Center

BUDGET 2008-2009

Major Revenue Sources	Beginning Balance	Major Expenditure Categories	Ending Balance
Washington County Commission on Children & Families	\$77,987	Salaries (\$41,943) two employees, 1.31 FTE Fringe benefits (\$32,808) two employees School district supervision (\$3,236) (An additional .13 FTE paid through donations)	\$0
Tigard-Tualatin School District In-kind Contributions	Estimated Value \$46,976	Space, custodial, administrative, technical support	\$0
Community Donations (in-kind)	Estimated Value \$12,246	Basic needs items such as hygiene products, food, clothing, books, household goods and toys	\$0
Community Donations (cash)	\$4,932	Hygiene products, food vouchers, transportation assistance, mobile dental clinics, holiday sponsorship, and direct-service staff hours	\$500 for holiday assistance \$500 emergency funds
City of Tigard	\$5,500	Direct-service staff hours, mobile dental clinic, basic needs assistance for low-income Tigard families, volunteer appreciation dinner	\$0
City of Tualatin	\$5,500	Direct-service staff hours, mobile dental clinic, basic needs assistance for low-income Tualatin families, volunteer appreciation dinner	\$0
Dental Foundation of Oregon	\$1,500	Mobile dental clinics	\$0

Total Cash Revenue	\$95,419
Total In-kind Donations	\$59,222
Total Cash Revenue & In-kind Donations	\$154,641

Tigard-Tualatin Family Resource Center

BUDGET 2009-2010

Major Revenue Sources	Beginning Balance	Major Expenditure Categories	Estimated Ending Balance
Washington County Commission on Children & Families	\$76,797	Salaries (\$42,263) two employees, 1.1 FTE Fringe benefits (\$30,962) two employees School district supervision (\$2,795) Staff Travel (\$777) (An additional .34 FTE paid through donations)	\$0
Tigard-Tualatin School District In-kind Contributions	Estimated Value \$48,385	Space, custodial, administrative, technical support	\$0
Grainger Inc. of Tigard	\$10,000	\$6,000 Mobile dental clinics, \$2,000 After-school activities, \$2,000 Supplies for classes, \$1,000 Transportation assistance	\$0
City of Tigard	\$6,000	Direct-service staff hours, basic needs assistance for low-income Tigard families, volunteer appreciation dinner	\$0
Community Donations (in-kind)	Estimated \$10,000	Basic needs items such as hygiene products, food, clothing, books, household goods and toys	\$0
Community Donations (cash)	Estimated \$4,500	Hygiene products, food vouchers, transportation assistance, mobile dental clinics, holiday sponsorship, and direct-service staff hours	\$500

Total Cash Revenue	\$97,297
Total Estimated In-kind Donations	\$58,385
Total Cash Revenue & In-kind Donations	\$155,682

Tigard-Tualatin Family Resource Center Steering Committee

Name/ Title	Occupation	Program	Phone	Address/ Emails
Catherine West	Director	Tigard-Tualatin Family Resource Center	503-603-1588	c/o Durham Center 8040 SW Durham Road Tigard, OR 97224 cwest@ttsd.k12.or.us
Chuck Bomar	Pastor	Colossae Church	503-477-4475	12176 SW Garden Place Tigard, OR 97223 chuck@colossaechurch.org
Donna Maddux	Council Member	Tualatin City Council	503-692-2000	18880 SW Martinazzi Ave Tualatin, OR 97062 maddux01@verizon.net
Esmeralda Arizmeudi	Volunteer	Tigard Covenant Church	503-486-5550 503-490-2187	frfas4990@comcast.net
Jennifer Nelson	Director of Alternative Programs	Tigard-Tualatin School District	503-431-4588	8040 SW Durham Road Tigard, OR 97224 jnelson2@ttsd.k12.or.us
Katie Scaief	Receptionist	Tigard-Tualatin Family Resource Center	503-603-1585	c/o Durham Center 8040 SW Durham Road Tigard, OR 97224 kscaief@ttsd.k12.or.us
Margaret Stochosky	Nurse Practitioner	Virginia Garcia, School Based Health Center at Tigard High	503-603-5775	9000 SW Durham Road Tigard, OR 97224 mstochosky@vgmhc.org
Rachael Molitor	Family Resource Specialist/ AmeriCorps Member	Tigard-Tualatin Family Resource Center	503-603-1582	c/o Durham Center 8040 SW Durham Road Tigard, OR 97224 rmolitor@ttsd.k12.or.us
Sima Gharagozly	Manager	DHS- Self Sufficiency Tigard Branch	503-598-6280	10777 SW Cascade Blvd., Tigard, OR 97224 Sima.Gharagozly@state.or.us
Tracy Northfield	Program Coordinator	Commission on Children & Families	503-846-4496	111 SE Washington Street, MS 6 Hillsboro, OR 97123-4029 Tracy_Northfield@co.washington.or.us

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: April 4, 2003

Person to Contact:

**Ms. Regina Parker 31-07403
Customer Service Specialist**

**Tigard School District 23J
6960 SW Sandburg St.
Tigard, OR 97223-8039**

**Toll Free Telephone Number:
8:00 A.M. to 6:30 P.M. EST
877-829-5500**

**Fax Number:
513-263-3756**

**Federal Identification Number:
93-0572833**

Dear Sir or Madam:

This responds to your request dated March 3, 2003, for information concerning your organization's federal tax status.

Our records indicate that your organization may be a governmental instrumentality or a political subdivision of a state.

No provision of the Internal Revenue Code imposes a tax on the income of governmental units (such as states and their political subdivisions). Therefore, it has been the position of the Service that income of governmental units is not generally subject to federal income taxation. If, however, an entity is not itself a governmental unit (or an "integral part" thereof), its income will be subject to tax unless an exclusion or exemption applies.

One exclusion is provided by section 115(1) of the Code, which excludes from gross income:

- (A) income derived from the exercise of any essential governmental function,
and
- (B) income accruing to a state or political subdivision.

Your organization's income may not be subject to tax, either because the organization is a governmental unit (or an "integral part" thereof), or because the income is excluded under section 115. In addition, your organization may also be eligible to receive charitable contributions, which are deductible for federal income, estate, and gift tax purposes. Also, your organization is probably exempt from many federal excise taxes.

Your organization may obtain a letter ruling on its status under section 115, following the procedures specified in Rev. Proc. 2001-1 or its successor.

Your organization may also qualify for exemption from federal income tax as an organization described in section 501(c)(3) of the Code. If the organization is an entity separate from the state, county, or municipal government, and if it does not have powers or purposes inconsistent with exemption (such as the power to tax or to exercise enforcement of regulatory powers), your organization would qualify under section 601(c)(3). To apply for exemption, complete Form 1023 and pay the required user fee.

Tigard School District 23J
93-0572833

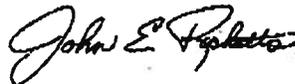
Sometimes governmental units are asked to provide proof of their status as part of a grant application. If your organization is applying for a grant from a private foundation, the foundation may be requesting certain information from your organization because of the restrictions imposed by the Code on such foundations. One such restriction imposes a tax on private foundations that make any "taxable expenditures." Under section 4945(d) and (h) of the Code, "taxable expenditures" include (1) any grant to an organization (unless excepted), unless the foundation exercises "expenditure responsibility" with respect to the grant; and (2) any expenditure for non-charitable purposes. Under section 4942 of the Code, private foundations must also distribute certain amounts for charitable purposes each year—"qualifying distributions"—or incur a tax on the undistributed amount. "Qualifying distributions" include certain amounts paid to accomplish charitable purposes.

Private foundation grants to governmental units for public or charitable purposes are not taxable expenditures under these provisions, regardless of whether the foundation exercises "expenditure responsibility." Under section 53.4945-5(a)(4)(ii) of the Foundation and Similar Excise Tax Regulations, expenditure responsibility is not required for grants for charitable purposes to governmental units (as defined in section 170(c)(1) of the code). Similarly, grants to governmental units for public purposes are "qualifying distributions", under section 53.4942(a)-3(a) of the regulations; and, if they are for charitable purposes, will not be taxable expenditures, under section 53.4945-6(a) of the regulations. Most grants to governmental units will qualify as being for charitable (as well as public) purposes.

Because of these restrictions, some private foundations require grant applicants to submit a letter from the Service determining them to be exempt under section 501(c)(3) and classified as a non-private foundation. Such a letter, or an underlying requirement that a grantee be a public charity, is not legally required to be relieved from the restrictions described above, when the prospective grantee is a governmental unit and the grant is for qualifying (public or charitable) purposes.

We believe this general information will be of assistance to your organization. This letter, however, is not a ruling and may not be relied on as such. If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services



City of Tualatin
 18880 SW Martinazzi Avenue
 Tualatin, Oregon 97062-7092
 Main 503.692.2000

REC'D
CITY OF TUALATIN
 SEP 25 2009
 MAYOR _____ COUNCIL _____ POLICE _____ ADM _____
 FINANCE _____ COM DEV _____ LEGAL _____ OPER _____
 COMM SVCS _____ ENG & BLDG _____ LIBRARY _____

FY 2009-2010 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. **Applications are due by 5:00 p.m. on Friday, September 25, 2009.**

Agency Name: Tualatin Farmers' Market
 Address: **22382 SW 107th Avenue**
 City, State, Zip: Tualatin, OR 97062
 Contact Name: Beth Roach
 Telephone Number: 503-691-1820
 E-Mail Address: varoaches@hotmail.com

1. **Request** (express in whole dollar amounts only)

Cash	\$1050
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$
TOTAL REQUEST	\$1050

2. **What is this specific request for? If it's a supplement to the general fund budget, please state:**

Start-up costs (insurance and filing costs to become incorporated) for our Tualatin Farmers' Market.

3. **Describe the Agency's mission:**

To give our community access to a wide variety of fresh, local, in-season farm products; to enhance the Tualatin community; to support our local farmers.

4. **What group of citizens in Tualatin does your organization target?**

Our organization serves all citizens in Tualatin and surrounding communities.

4a. What types of services will be provided in the funding request year?

Our goal is to provide an opportunity for members of the Tualatin community to purchase local, fresh produce and other farm products. We are hoping to also serve those members of our community that use food stamps by allowing them to use food stamps to purchase tokens for use at the farmers' market. Additionally, we're hoping to have a booth at the market where members of our community can donate food (either brought from home or purchased at the farmers' market) to the local food bank.

4b. How many Tualatin residents will be served?

All Tualatin residents are encouraged to attend.

4c. What percentage of your operation is dedicated to service in Tualatin?

100%

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:

<i>Government</i>	<i>Received Last Year</i>	<i>Requested This Year</i>
	\$	\$1050
	\$	\$
	\$	\$

6. Please submit the following information with this request:

a. Detailed budget, including FY 2008-09 actual expenditures and FY 2009-10 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.

b. Names, addresses, occupations, and telephone numbers for your Board of Directors.

c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

a. Please see attached proposed budget sheet. Because we are a new group our budget numbers are projected based on information obtained from other local market managers.

b. Attached is our the contact information for our Board of Directors.

c. We are in the process of filing our Articles of Incorporation and once that is complete we will file with the IRS to obtain non-profit status.

Tualatin Farmers' Market Board of Directors

Beth Roach, President

22382 SW 107th Avenue

Tualatin

503-691-1820

Current occupation: Process Engineer

Tonya Peterson, Vice President

10553 SW Dogwood Street

Tualatin

503-692-3635

Current occupation: At home mom

Kirin Nelson, Secretary

8826 SW Stono Drive

Tualatin

503-885-9944

Current occupation: Counselor

Jodie Krivens, Treasurer

22464 SW 107th Avenue

Tualatin

503-691-6108

Current occupation: At home mom

Tualatin Farmers' Market

Proposed 2009 Budget

Revenue	
Membership Fees	
Sponsors	TBD
Total	\$0
Expenses	Program or Project
Insurance	1,000
Filing in Oregon	50
Total	\$1,050

Proposed 2010 Budget

Revenue	
Membership Fees	
Vendor Fees (24 vendors for 12 weeks at \$25)	7,200
Sponsors	6,000
Grants	4,000
Total	\$17,200
Expenses	Program or Project
Market Manager 15 hours a week at \$15/hour	11,700
Insurance	1,000
Advertising	2,500
Wireless Debit/Credit Machine	1,000
Spider Contractors Box	1,000
Total	\$17,200



City of Tualatin

18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092
Main 503.692.2000

FY 2009-2010 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011. **Applications are due by 5:00 p.m. on Friday, September 25, 2009.**

Agency Name: Tualatin School House Pantry

Address: **3550 SW Borland Road**

City, State, Zip: Tualatin, Oregon 97062

Contact Name: Mike Shiffer

Telephone Number: 503-783-0721

E-Mail Address: mike@schoolhousepantry.org

1. **Request** (*express in whole dollar amounts only*)

Cash \$5000

In-Kind Services (*use of City property, City staff support, etc. Please explain the services requested on a separate sheet*) \$0

TOTAL REQUEST \$5000

2. **What is this specific request for? If it's a supplement to the general fund budget, please state:**

Our request is to help supplement our general budget. We purchase milk for almost 500 families every month and through the Oregon Food Bank's Food Share program we purchase food at 10 cents per pound to feed our families.

3. **Describe the Agency's mission:**

The Tualatin School House Pantry is a member of the Oregon Food Bank. We embrace their mission to eliminate hunger and its root causes, "because nobody should go hungry". As Tualatin's only food bank, we serve almost 500 families every month.

- 4a. **What types of services will be provided in the funding request year?**
Emergency food baskets to low income Tualatin families.
- 4b. **How many Tualatin residents will be served?**
500 families per month
- 4c. **What percentage of your operation is dedicated to service in Tualatin?**
almost 100%. Occasionally, we get homeless folks passing through.
5. **If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested:**

<i>Government</i>	<i>Received Last Year</i>	<i>Requested This Year</i>
	\$0	\$0
	\$	\$
	\$	\$

6. **Please submit the following information with this request:**
- Detailed budget, including FY 2008-09 actual expenditures and FY 2009-10 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.**
 - Names, addresses, occupations, and telephone numbers for your Board of Directors.**
 - A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.**

2009 Pantry Board of Directors

Name	Position	Home Phone	Cell Phone	Work Phone	email
Cheryl Dorman	Treasurer	503-799-4145		503-691-9929	dormanc@wcb.com
Faith Carter				503-638-5300	faith.carter@rollinghills.org
Laura Spurrell	Secretary	503-692-7034	503-380-8850		dandy7@earthlink.net
Linda Moholt	VP	503-692-9621	503-869-0901	503-692-0780	linda_moholt@msn.com
Matt Bratschi			503-757-2079		breathe@cprpublicity.com
Mike Shiffer	President	503-692-3405	503-349-2358		mike@schoolhousepantry.org
Mike Weaver			503-804-2020	503-639-8796	mikeweaver@weavertech.com
Shirley Johnson		503-692-1950	503-522-4995		sj7751@verizon.net

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 16 2008

TUALATIN SCHOOL HOUSE PANTRY
PO BOX 248
TUALATIN, OR 97062

Employer Identification Number:
20-2253741
DLN:
17053210335008
Contact Person:
RENEE RAILLEY NORTON ID# 31172
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 31, 2007
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

1:02 PM
 01/23/09
 Accrual Basis

**Tualatin School House Pantry
 Profit & Loss
 January through December 2008**

	Jan - Dec 08
Ordinary Income/Expense	
Income	
4 · Contributed support	
4010 · Individual contribution	25,030.41
4012 · Business contributions	14,461.80
4014 · Service org contributions	2,750.00
4016 · School org contributions	2,117.58
4018 · Religious org contributions	13,418.56
4020 · Local gov contributions	5,500.00
4050 · Other contributions	206.22
4055 · Services - Individual	555.00
4056 · Turkey give-away	1,306.68
4603 · Dental Van - Service Orgs	5,100.00
Total 4 · Contributed support	70,446.25
47 · Capital campaign contributions	
4710 · Capital campaign - individual	300.00
Total 47 · Capital campaign contributions	300.00
5 · Earned revenues	
5310 · Interest-savings/short-term inv	128.60
Total 5 · Earned revenues	128.60
6900 · Assets released fr restrictions	
6910 · Satisfaction of use restric	800.00
Total 6900 · Assets released fr restrictions	800.00
Total Income	71,674.85
Expense	
8100 · Non-personnel expenses	
8110 · Supplies	48.41
8112 · OFB - Share Costs	7,866.25
8114 · Milk Purchase	10,500.00
8116 · Other Food Purchases	102.96
8117 · Holiday turkey purchase	3,131.00
8118 · Bottled water service	414.50
8122 · Staff mileage reimbursement	1,817.40
8123 · Volunteer Expenses (non mileage)	506.41
8124 · Banking fees	202.08
8126 · Dental van	3,000.00
8130 · Telephone & Internet Hosting	1,014.74
8140 · Postage, shipping, delivery	96.00
8155 · Equipment	460.69
8156 · Building Maintenance	99.86
8160 · Equip rental & maintenance	81.00
8165 · Computer equipment and supplies	661.67
8166 · Computer software and licenses	2,122.87
8191 · Board expense	872.95
8192 · Other expense	636.43
Total 8100 · Non-personnel expenses	33,635.22
8200 · Occupancy expenses	
8220 · Utilities	400.99
Total 8200 · Occupancy expenses	400.99
8300 · Travel & meetings expenses	
8320 · Conference, convention, meeting	42.00
Total 8300 · Travel & meetings expenses	42.00
8500 · Misc expenses	
8520 · Insurance - non-employee	1,015.00
8560 · Outside computer services	1,500.00
Total 8500 · Misc expenses	2,515.00

1:02 PM

01/23/09

Accrual Basis

Tualatin School House Pantry
Profit & Loss
January through December 2008

	<u>Jan - Dec 08</u>
8600 · Business expenses	
8670 · Organizational (corp) expenses	285.00
Total 8600 · Business expenses	<u>285.00</u>
8700 · Credit card expense	
8710 · Merchant fees	372.78
8700 · Credit card expense - Other	149.00
Total 8700 · Credit card expense	<u>521.78</u>
8800 · Resources Expenses	
8810 · Bus tickets	46.00
Total 8800 · Resources Expenses	<u>46.00</u>
Total Expense	<u>37,445.99</u>
Net Ordinary Income	<u>34,228.86</u>
Net Income	<u><u>34,228.86</u></u>

WORK SESSION ITEMS

PowerPoint?

1. Bancroft Bonding _____
2. CURD Maximum Indebtedness Financial Analysis TDC – (Comm. Dev.) (*Tentative*) _____
3. For Sale/Lease Signs (Comm. Dev.) _____
4. South Tualatin (Comm. Dev) _____
5. _____

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. Tualatin Tomorrow HSS _____
2. _____
3. _____

CONSENT CALENDAR ITEMS

1. Meeting Minutes _____
2. FY 2008/2009 Parks System Development (SDC) Annual Report (Comm. Serv) _____
3. _____
4. _____

PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other

PowerPoint?

1. PTA-09-06 Land Use Approval Time Limits (*Legislative*) (Comm. Dev.) _____
2. PTA-08-06 Sign Design Standards (*Legislative*) (Comm. Dev.) _____
3. *CONTINUED from 9/28/09* INT-09-01 Sposito Appeal (*Quasi-Judicial*) _____

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. Verizon change to Frontier – MACC (*will be at meeting*) _____
2. Water/SDC Report _____
3. _____
4. _____
5. _____

EXECUTIVE SESSION ITEMS

1. _____

WORK SESSION ITEMS

PowerPoint?

1. Municipal Court Update and Peer Court Discussion _____
2. PGE Franchise Discussion _____
3. Ordinance regarding filming in city limits (Comm.Dev.) _____
4. _____
5. _____

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. Presentation of GFOA Award – Finance Director _____
2. YAC Update _____
3. _____

CONSENT CALENDAR ITEMS

1. Meeting Minutes _____
2. _____
3. _____
4. _____

PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other

PowerPoint?

1. PMA 09-03 Meridian Park Hospital (*Quasi-Judicial*) (Comm.Dev.) _____
2. _____
3. _____

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. _____
2. _____
3. _____
4. _____
5. _____

EXECUTIVE SESSION ITEMS

1. _____

WORK SESSION ITEMS

PowerPoint?

1. Land Acquisition and Trails Update (Comm Svc) _____
2. _____
3. _____
4. _____
5. _____

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. _____
2. _____
3. _____

CONSENT CALENDAR ITEMS

1. Meeting Minutes _____
2. _____
3. _____
4. _____

PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other

PowerPoint?

1. _____
2. _____
3. _____

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. Ord regarding filming in city limits (Comm.Dev.) _____
2. _____
3. _____
4. _____
5. _____

EXECUTIVE SESSION ITEMS

1. _____

WORK SESSION ITEMS

PowerPoint?

1. _____
2. _____
3. _____
4. _____
5. _____

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. YAC Update _____
2. _____
3. _____

CONSENT CALENDAR ITEMS

1. Meeting Minutes _____
2. _____
3. _____
4. _____

PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other

PowerPoint?

1. PTA-09-03 Historic Regs (*Legislative*) (Comm. Dev.) (*Tentative*) _____
2. PTA-09-04 Tree Preservation Regs (*Legislative*) (Comm. Dev.) (*Tentative*) _____
3. PTA-09-02 For Sale/Lease Signs (*Legislative*) (Comm. Dev.) (*Tentative*) _____

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. _____
2. _____
3. _____
4. _____
5. _____

EXECUTIVE SESSION ITEMS

1. _____

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 LOC Conference - PDX 4p RTP Open House/ 5:15p RTP Public Hearing @ Gresham Conf Center 6:45p Clackamas County C-4 Meeting @County Develop. Services Bldg	2 7:30a Chamber Networking @ True Health Medicine, 8555 SW Tualatin Road	3 6:00p-9:00p Portland Model Power Boat Association at Lake at Tualatin Commons
4	5 6:00p CIC Meeting	6 6:30p TLAC	7 International Walk & Bike to School Day	8 4p RTP Open House/ 5:15p RTP Public Hearing @ Happy Valley City Hall 7:00p TPAC Meeting, Council Chambers	9 7:30a Chamber Networking @ Paul Sivley Photo, 30789 SW Boones Ferry Road, Suite M Wilsonville	10
11	12 5:00p Work Session 7:00p Council/TDC Mtg	13 11:30a Multi-Chamber Luncheon @ Stafford Woods 25030 Parkway Wilsonville 4p RTP Open House/ 5:15p RTP Public Hearing @ Clack Co Public Serv Bldg, 4th fir hearing room 6:00p TPARK	14 5:00p Metro Policy Advisory Committee 6:30p Tualatin Tomorrow VIC Steering Committee Meeting, Council Chambers	15 4p RTP Open House / 5:15p RTP Public Hearing @ Metro Regional Ctr - Council Chamber 7:00p Urban Renewal Advisory Committee, City Offices, 18876 SW Martinazzi Avenue	16 7:30a Chamber Networking Sponsored by American Admin. @ Heritage Center	17 8:30a-4:00p Portland Model Power Boat Association at Lake at Tualatin Commons
18	19	20 6:30p TAAC	21 5:30p Chamber Alive After Five @ Pacific Cont. Bank, 7111 SW Nyberg St.	22 11:30a Chamber Luncheon @ Country Club	23 7:30a Chamber Networking Sponsored by Times Newspaper @ Heritage Center 7:00p - 10:00p YAC Haunted House @ Van Raden	24 7:00p - 10:00p YAC Haunted House @ Van Raden
25	26 5:00p Work Session 7:00p Council/TDC Mtg	27	28 4pm Whazzup Wednesday 5:00p Metro Policy Advisory Committee	29	30 7:00p - 10:00p YAC Haunted House @ Van Raden	31 8:00a Regatta Run @ Lake at the Commons 6th Annual West Coast Giant Pumpkin Regatta 7:00p - 10:00p YAC Haunted House @ Van

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2 6:00p CIC Meeting	3 6:30p TLAC	4 6:30p Tualatin Tomorrow VIC Steering Committee, Police Department 7:00p ARB re: Stafford Hills Racquet Club	5 2:00p Chamber Business Showcase @ Grand Hotel 6:45p Clackamas County C-4 Meeting @County Develop. Services Building	6	7 10-2:00 Bulky Waste Day @ Allied in Wilsonville
8	9 5:00p Work Session 7:00p Council/TDC Mtg	10 6:00p TPARK NLC Conference - San Antonio	11 Veterans Day Holiday CITY OFFICES CLOSED LIBRARY OPEN	12 7:00p TPAC Meeting, Council Chambers	13	14 10-2:00 Yard Debris Drop- Off @ Grimm's - Tualatin
15	16	17 6:30p TAAC	18 12:00p Core Area Parking District Board, Council Chambers 5:00p Metro Policy Advisory Committee	19	20	21
22	23 5:00p Work Session 7:00p Council/TDC Mtg	24	25	26 Thanksgiving Day Holiday CITY OFFICES AND CHAMBER CLOSED	27 Thanksgiving Holiday CITY OFFICES AND CHAMBER CLOSED LIBRARY OPEN 10a-6p	28
29	30					

2009

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3 11:00a Chamber Holiday Auction 6:45p Clackamas County C-4 Meeting @County Develop. Services Building	4 6p-9p Starry Nights and Holiday Lights	5
6	7 6:00p CIC Meeting	8 6:00p TPARK	9 6:30p Tualatin Tomorrow VIC Meeting, Library Community Room	10 7:00p TPAC Meeting, Council Chambers	11 City Holiday Party	12
13	14 5:00p Work Session 7:00p Council/TDC Mtg	15	16	17	18	19
20	21	22 6:30p TAAC	23 5:00p Metro Policy Advisory Committee	24	25 Christmas Day Holiday CITY OFFICES AND LIBRARY CLOSED	26
27	28	29	30	31		

2009