



TUALATIN CITY COUNCIL

Monday, SEPTEMBER 12, 2016

JUANITA POHL CENTER

8513 SW Tualatin Road

Tualatin, OR 97062

WORK SESSION begins at 6:30 p.m.

BUSINESS MEETING begins at 7:00 p.m.

Mayor Lou Ogden

Council President Monique Beikman

Councilor Wade Brooksby Councilor Frank Bubenik
Councilor Joelle Davis Councilor Nancy Grimes
Councilor Ed Truax

Welcome! By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified a time for your comments on its agenda, following Announcements, at which time citizens may address the Council concerning any item not on the agenda or to request to have an item removed from the consent agenda. If you wish to speak on a item already on the agenda, comment will be taken during that item. Please fill out a Speaker Request Form and submit it to the Recording Secretary. You will be called forward during the appropriate time; each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City website at www.tualatinoregon.gov/meetings, the Library located at 18878 SW Martinazzi Avenue, and on file in the Office of the City Manager for public inspection. Any person with a question concerning any agenda item may call Administration at 503.691.3011 to make an inquiry concerning the nature of the item described on the agenda.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact Administration at 503.691.3011. Notification thirty-six (36) hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Council meetings are televised *live* the day of the meeting through Washington County Cable Access Channel 28. The replay schedule for Council meetings can be found at www.tvctv.org. Council meetings can also be viewed by live *streaming video* on the day of the meeting at www.tualatinoregon.gov/meetings.

Your City government welcomes your interest and hopes you will attend the City of Tualatin Council meetings often.

PROCESS FOR LEGISLATIVE PUBLIC HEARINGS

A **legislative** public hearing is typically held on matters which affect the general welfare of the entire City rather than a specific piece of property.

1. Mayor opens the public hearing and identifies the subject.
2. A staff member presents the staff report.
3. Public testimony is taken.
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When the Council has finished questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *deny*, or *continue* the public hearing.

PROCESS FOR QUASI-JUDICIAL PUBLIC HEARINGS

A **quasi-judicial** public hearing is typically held for annexations, planning district changes, conditional use permits, comprehensive plan changes, and appeals from subdivisions, partitions and architectural review.

1. Mayor opens the public hearing and identifies the case to be considered.
2. A staff member presents the staff report.
3. Public testimony is taken:
 - a) In support of the application
 - b) In opposition or neutral
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When Council has finished its questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *approve with conditions*, or *deny the application*, or *continue* the public hearing.

TIME LIMITS FOR PUBLIC HEARINGS

The purpose of time limits on public hearing testimony is to provide all provided all interested persons with an adequate opportunity to present and respond to testimony. All persons providing testimony **shall be limited to 3 minutes**, subject to the right of the Mayor to amend or waive the time limits.

EXECUTIVE SESSION INFORMATION

An Executive Session is a meeting of the City Council that is closed to the public to allow the City Council to discuss certain confidential matters. An Executive Session may be conducted as a separate meeting or as a portion of the regular Council meeting. No final decisions or actions may be made in Executive Session. In many, but not all, circumstances, members of the news media may attend an Executive Session.

The City Council may go into Executive Session for certain reasons specified by Oregon law. These reasons include, but are not limited to: ORS 192.660(2)(a) employment of personnel; ORS 192.660(2)(b) dismissal or discipline of personnel; ORS 192.660(2)(d) labor relations; ORS 192.660(2)(e) real property transactions; ORS 192.660(2)(f) information or records exempt by law from public inspection; ORS 192.660(2)(h) current litigation or litigation likely to be filed; and ORS 192.660(2)(i) employee performance of chief executive officer.



OFFICIAL AGENDA OF THE TUALATIN CITY COUNCIL MEETING FOR SEPTEMBER 12, 2016

A. **CALL TO ORDER** Pledge of Allegiance

B. **ANNOUNCEMENTS**

1. Update on the Tualatin Youth Advisory Council's Activities for September
2. New Employee Introduction- Gladys Gomez, Court Clerk
3. New Employee Introduction- Michelle Weseman, Building Inspector

C. **CITIZEN COMMENTS**

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

D. **CONSENT AGENDA**

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

1. Consideration of Approval of the Minutes for the Regular Meeting and Work Session of August 22, 2016
2. Consideration of Approval of a New Liquor License Application for Stickmen Brewing Company
3. Consideration of **Resolution No. 5298-16** Authorizing the Reinstatement of an Intergovernmental Agreement for the Basalt Creek Planning Area
4. Consideration of **Resolution No. 5299-16** Authorizing Application and Acceptance of a Community Development Block Grant to Design and Renovate the Kitchen at the Juanita Pohl Center
5. Consideration of **Resolution No. 5284-16** Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5240-15

E. **SPECIAL REPORTS**

1. Update on Programs and Activities Offered this Summer by the City of Tualatin and Partners, and a Preview of Fall Programs

F. ITEMS REMOVED FROM CONSENT AGENDA

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

G. COMMUNICATIONS FROM COUNCILORS

H. ADJOURNMENT

City Council Meeting

Meeting Date: 09/12/2016

ANNOUNCEMENTS: Tualatin Youth Advisory Council
Update

ANNOUNCEMENTS

Update on the Tualatin Youth Advisory Council's Activities for September

A. YAC Update



September 12, 2016

TUALATIN YOUTH ADVISORY COUNCIL

New Member Recruitment

- Accepting applications through 9/16
- Excited to get new members on board!



Movies on the Commons

- 7 movies
- About 1,500 people attended
- Concessions sales help send YAC members to National League of Cities Conference



Coming Soon!

- West Coast Giant Pumpkin Regatta
 - Saturday, October 15
- Haunted House
 - Friday/Saturday October 21, 22, 28, 29
- Van Raden Teen Nights





STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 09/12/2016

SUBJECT: Consideration of Approval of the Minutes for the Regular Meeting and Work Session of August 22, 2016

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes for the Regular Meeting and Work Session of August 22, 2016.

RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

Attachments: City Council Work Session Minutes of August 22, 2016
City Council Regular Meeting Minutes of August 22, 2016



Present: Mayor Lou Ogden; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Nancy Grimes; Councilor Ed Truax

Absent: Council President Monique Beikman; Councilor Wade Brooksby

Staff City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele;

Present: Community Services Director Paul Hennon; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Assistant to the City Manager Tanya Williams; Management Analyst II Zoe Monahan; Associate Planner Charles Benson; Public Works Director Jerry Postema

CALL TO ORDER

Mayor Ogden called the meeting to order at 5:55 p.m.

1. *Willamette Water Supply Program Update.*

City Attorney Sean Brady and Public Works Director Jerry Postema provided the Council with an update on the Willamette Water Supply Program. Director Postema stated the City is part of the Willamette River Water Coalition (WRWC) of which Hillsboro and Tualatin Valley Water District are the two largest partners. They have reached out and asked regional partners for assistance with the Willamette Water Supply program. Director Postema provided background information on the City's participation in WRWC and the City's water use. He noted the City options are to disband or withdraw from WRWC leaving Tualatin with zero water rights. If Tualatin chooses to fully participate it would cost around \$2.5 million dollars and could participate through WRWC.

Director Postema stated in 2014 the City hired HRC to run a analysis on the cost difference between purchasing water from the Willamette or from Portland. He stated their conclusion was the Portland water supply was more reasonable over a thirty year period.

Director Postema stated other potential options could include participation in the Washington County supply line, buying stored water, or becoming a customer of Willamette Water Supply. Staff's recommendations at this time are for the City to maintain their membership with WRWC.

Councilor Grimes asked about the future of the Portland water supply line based on the current political issues surrounding it. Director Postema stated he has not heard anything as there has not been any discussion about future contract needs. City Manager Lombos added Portland is aware of the city's long term needs.

Council consensus was reached to not participate in the project.

2. *Food Carts: Research Results and Policy Discussion.*

Planning Manager Aquilla Hurd-Ravich and Associate Planner Charles Benson provided the Council with research results and regional examples on mobile food units. Manager Hurd-Ravich recapped Council direction from the June 2016 meeting. Planner Benson presented preliminary research results noting five neighboring cities were evaluated in the process. He noted the City currently only has one licensed mobile food vendor in Tualatin. Planner Benson presented similarities and differences between the neighboring cities including business licensing, where carts can operate, site improvements, hours of operations, legal definitions, and accessory use requirement. Additional suggested policy considerations from staff include adding regulations to the Tualatin Municipal Code, adopting operational definitions as found in the current temporary ordinance, restricting carts to sites that have already undergone an architectural review, and restricting signage. Staff asked for policy direction from Council on appropriate level of permit review, adopting specific licensing for food cart operations, requiring accessory uses, hours of operations, and design guidelines. Manager Hurd-Ravich reviewed the timeline noting public outreach and additional research is still be conducted and staff will be back for policy direction on code components in September with potential adoption in November.

Councilor Grimes requested staff seek input on a proposed ordinance from local event organizers.

Councilor Bubenik wanted to make sure food trucks will still be allowed at special events, ie. National Night Out, etc.

Councilor Davis stated she would like to see permit review go through the Planning Commission.

Councilor Grimes asked about health inspections. Planner Benson stated health inspections are done through the County. Councilor Grimes asked that the license included a portion that asks business owners to attest to the fact they have the necessary documentation from the health department.

Mayor Ogden presented concerns regarding parking considerations. Manager Hurd-Ravich stated parking decisions would be based off the sites architectural review to determine if there is appropriate parking.

Mayor Ogden stated he would prefer the sites offer no additional on site amenities.

3. *Request for Proclamation.*

Councilor Bubenik stated he would champion the proclamation request. Council consensus was reached to place the proclamation on the Council agenda for October 24.

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

None.

ADJOURNMENT

The work session adjourned at 6:51 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR AUGUST 22, 2016

Present: Mayor Lou Ogden; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Nancy Grimes; Councilor Ed Truax

Absent: Council President Monique Beikman; Councilor Wade Brooksby

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steepe; Community Services Director Paul Hennon; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Assistant to the City Manager Tanya Williams; Library Manager Jerianne Thompson; Management Analyst II Zoe Monahan; Public Works Director Jerry Postema

A. CALL TO ORDER

Pledge of Allegiance

Mayor Ogden called the meeting to order at 7:00 p.m.

B. ANNOUNCEMENTS

1. 2016 Tualatin Community Survey

Assistant to the City Manager Tanya Williams announced the City is conducting a community survey. She stated paper surveys had already been distributed to citizens. The online survey is now available and she encouraged all citizens to participate and provide feedback. The survey will close on September 5.

C. CITIZEN COMMENTS

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

Susan Novak, on behalf of the Tualatin Aging Task Force, provided a update to the Council on their petition efforts regarding the relocation of the Post Office. She stated around 339 letters opposing the relocation had been mailed. A final decision from the Post Office regarding the relocation will take place on September 26.

D. **CONSENT AGENDA**

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

MOTION by Councilor Nancy Grimes, SECONDED by Councilor Joelle Davis to adopt the consent agenda.

Aye: Mayor Lou Ogden, Councilor Frank Bubenik, Councilor Joelle Davis, Councilor Nancy Grimes, Councilor Ed Truax

Other: Council President Monique Beikman (Absent), Councilor Wade Brooksby (Absent)

MOTION CARRIED

1. Consideration of Approval of the Minutes for the Regular Meeting of August 8, 2016
2. Consideration of Recommendations from the Council Committee on Advisory Appointments
3. Consider **Resolution No. 5294-16** Authorizing the City Manager to Execute an Intergovernmental Agreement to Participate in the Emergency Management Cooperative of Washington County

E. **SPECIAL REPORTS**

1. 2015-16 Annual Report of the Tualatin Arts Advisory Committee

Tualatin Arts Advisory Committee (TAAC) Vice-Chair Dawn Upton and Committee Member Brett Hamilton presented the annual report. Vice-Chair Upton stated the role of the committee is to stimulate private and public support for programs and activities in the arts, encourage greater opportunities for recognition of arts in Tualatin, and to strive to ensure excellence in the public arts collection. The committee produces four primary art programs a year including ArtSplash, Concerts on the Commons, ArtWalk, and the Visual Chronicle. Member Hamilton stated TAAC provides greater opportunities for recognition of local artists by providing a Living Room Gallery wall in the Library and honoring artists with the Community Enhancement Award. TAAC action plan for the next year includes continuing to produce art events and programs, improve the Lazy River Sculpture, support gateway artwork, and incorporate the Public Art Plan into the Parks and Recreation Master Plan Update.

Mayor Ogden complimented the committee on another successful year of work.

2. Soil and Water Conservation District Presentation

Chairman of the Board for the Soil and Water Conservation District John McDonald presented and update on the districts activities. Mr. McDonald spoke to the upcoming levy they have proposed. They levy would allow the District to expand its services to urban residents, forests, and farms throughout the County. Specific activities include technical assistance for private lands, restoration and conservation, outreach and education, and local leverage opportunities. The levy rate would be 9 cents per \$1,000 assessed value and may not levy the full amount for the first three to five years.

F. GENERAL BUSINESS

If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

1. Consideration of a Request from the Tualatin Chamber of Commerce to Adopt a Resolution Opposing the Passage of Initiative Petition 28

Tualatin Chamber of Commerce Director Linda Moholt spoke in opposition of the passage of Initiative Petition 28. She stated the Chamber would like to continue to create a business friendly environment for businesses to create jobs. The proposed tax will hurt local businesses with the potential job lose in the State of Oregon around 38,000.

President of the Tigard-Tualatin Education Association John Webber spoke in favor of Initiative Petition 28. He stated the tax will support schools and senior programs throughout Oregon. He noted it is important for citizens to fully educate themselves on the measure before making a decision as this will affect education, health care, and senior services.

COUNCIL DISCUSSION

Councilor Bubenik stated he would like to see the Council not take a position on the measure so citizens can make their own decision.

Councilor Davis is in opposition of the resolution and does not want to see the Council make a decision for citizens on a state wide measure.

Councilor Grimes stated the Council should not take a stand on the measure.

Councilor Truax stated he is opposed to the measure but concurred with the sentiments of his fellow Councilors.

Mayor Ogden stated he is opposition of the measure due to the long term tax impacts it will have on Tualatin.

MOTION by Mayor Lou Ogden, **SECONDED** by Councilor Ed Truax to adopt a resolution opposing the passage of Initiative Petition 28.

Aye: Mayor Lou Ogden, Councilor Ed Truax

Nay: Councilor Frank Bubenik, Councilor Joelle Davis, Councilor Nancy Grimes

Other: Council President Monique Beikman (Absent), Councilor Wade Brooksby (Absent)

MOTION Failed

2. Consideration of **Resolution No. 5296-16** Supporting the Clackamas County Ballot Measure Requesting Voter Approval for a County-Wide Motor Vehicle Fuel Tax

Mayor Ogden stated the Clackamas County Board of Commissioners had proposed an IGA for a fuel tax. Within the IGA it stated City's who did not support the IGA via a resolution would not be able to participate in revenue distribution. Local cities pushed back against and the Board of Commissioners removed the language. Mayor Ogden urged the Council to support the proposed resolution tonight in support of the fuel tax.

Councilor Truax stated he was offended by the original demands of the IGA. He is concerned with Tualatin receiving their fair share of the tax. Overall he is not opposed to the proposed fuel tax.

MOTION by Councilor Ed Truax, SECONDED by Councilor Nancy Grimes to adopt Resolution No. 5296-16 Supporting the Clackamas County Ballot Measure Requesting Voter Approval for a County-Wide Motor Vehicle Fuel Tax.

Aye: Mayor Lou Ogden, Councilor Frank Bubenik, Councilor Joelle Davis, Councilor Nancy Grimes, Councilor Ed Truax

Other: Council President Monique Beikman (Absent), Councilor Wade Brooksby (Absent)

MOTION CARRIED

3. Consideration of **Resolution No. 5293-16** Authorizing the City Manager to Apply for and Accept Regional Flexible Fund Allocation (RFFA) Grant Funds to Complete Project Design for the Herman Road Active Transportation Project

City Engineer Jeff Fuchs and Management Analyst Zoe Monahan presented a resolution to apply for and accept Regional Flexible Fund Allocation (RFFA) grant funds to complete project design for the Herman Road Active Transportation Project. Analyst Monahan spoke to the total breakdown of funds for the RFFA. Engineer Fuchs stated the proposal is for the design development phase of the Herman Road project. The phase would include public outreach, identify preferred alternatives, and the development of construction documents. The completed project would include buffered bicycle lanes, pedestrian facilities, upgraded lighting, and other safety improvements along the roadway. He stated the total RFFA request will be \$571,000. Analyst Monahan stated grant applications are due Friday with the technical evaluation of the proposals occurring over the rest of the summer. A final project list for funding will be available in the winter of 2017.

Management Analyst Monahan stated in addition to seeking Council support for the Herman Road project the County is requesting a letter of support for RFFA funding on the Basalt Creek Parkway project.

Councilor Davis asked if this is for the bridge project. Engineer Fuchs stated it is.

Mayor Ogden asked where the additional funding for the City project would come from. Engineer Fuchs stated funding will come in three cycles: design, development, and construction.

Mayor Ogden asked how much funding was available. Analyst Monahan stated \$25.81 million.

Mayor Ogden asked if other funding sources were being considered. Engineer Fuchs stated RFFA is the only considered source at this time.

MOTION by Councilor Ed Truax, SECONDED by Councilor Frank Bubenik to adopt Resolution No. 5293-16 Authorizing the City Manager to Apply for and Accept Regional Flexible Fund Allocation (RFFA) Grant Funds to Complete Project Design for the Herman Road Active Transportation Project.

Aye: Mayor Lou Ogden, Councilor Frank Bubenik, Councilor Joelle Davis, Councilor Nancy Grimes, Councilor Ed Truax

Other: Council President Monique Beikman (Absent), Councilor Wade Brooksby (Absent)

MOTION CARRIED

MOTION by Councilor Ed Truax, SECONDED by Councilor Frank Bubenik to issue a letter of support for the Basalt Creek Parkway grant submission.

Aye: Mayor Lou Ogden, Councilor Frank Bubenik, Councilor Nancy Grimes, Councilor Ed Truax

Nay: Councilor Joelle Davis

Other: Council President Monique Beikman (Absent), Councilor Wade Brooksby (Absent)

MOTION CARRIED

4. Consideration of **Resolution No. 5295-16** Supporting the Endorsement of the Cities of Tigard and Tualatin to be Designated as the Demonstration Community by the Blue Zones Project

Mayor Ogden stated this is a community driven proposal. To date over thirty entities had signed endorsement letters of support. The Tigard City Council passed the same resolution at their last Council meeting.

MOTION by Councilor Ed Truax, SECONDED by Councilor Joelle Davis to adopt Resolution No. 5295-16 Supporting The Endorsement of the Cities of Tigard And Tualatin to be Designated as the Demonstration Community by the Blue Zones Project.

Aye: Mayor Lou Ogden, Councilor Frank Bubenik, Councilor Joelle Davis, Councilor Nancy Grimes, Councilor Ed Truax

Other: Council President Monique Beikman (Absent), Councilor Wade Brooksby (Absent)

MOTION CARRIED

G. ITEMS REMOVED FROM CONSENT AGENDA

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

H. COMMUNICATIONS FROM COUNCILORS

None.

I. ADJOURNMENT

Mayor Ogden adjourned the meeting at 8:25 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 09/12/2016

SUBJECT: Consideration of Approval of a New Liquor License Application for Stickmen Brewing Company

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve a new liquor license application for Stickmen Brewing Company.

RECOMMENDATION:

Staff respectfully recommends that the Council approve endorsement of the liquor license application for Stickmen Brewing Company.

EXECUTIVE SUMMARY:

Stickmen Brewing Company has submitted a new liquor license application under the category of Brewery Public House. Under the category of brewery Public House, they may make and sell malt beverages; import malt beverages into and export from Oregon; distribute malt beverages directly to retail and wholesale licensees in Oregon; and sell malt beverages made at the business to individuals for consumption on or off-site. The business is located at 19475 SW 118th Ave, Suite 2. The application is in accordance with provisions of Ordinance No.680-85 which establishes procedures for liquor license applicants. Applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The Police Department has reviewed the new liquor license application and recommended approval. According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:

A fee has been paid by the applicant.

Attachments: [Attachment A - Vicinity Map](#)

Attachment B- License Types

Attachment C- Application



OREGON LIQUOR CONTROL COMMISSION

LICENSE TYPES

FULL ON-PREMISES SALES

- **Commercial Establishment**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location (*this is the license that most “full-service” restaurants obtain*). Sell malt beverages for off-site consumption in securely covered containers provided by the customer. Food service required. Must purchase distilled liquor **only** from an Oregon liquor store, or from another Full On- Premises Sales licensee who has purchased the distilled liquor from an Oregon liquor store.
- **Caterer**
Allows the sale of distilled spirits, malt beverages, wine, and cider by the drink to individuals at off-site catered events. Food service required.
- **Passenger Carrier**
An airline, railroad, or tour boat may sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises. Food service required.
- **Other Public Location**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location, where the predominant activity is not eating or drinking (for example an auditorium; music, dance, or performing arts facility; banquet or special event facility; lodging fairground; sports stadium; art gallery; or a convention, exhibition, or community center). Food service required.
- **Private Club**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location, but only for members and guests. Food service required.

LIMITED ON-PREMISES SALES

Sell and serve malt beverages, wine, and cider for onsite consumption. Allows the sale of malt beverages in containers (kegs) for off-site consumption. Sell malt beverages for off-site consumption in securely covered containers provided by the customer.

OFF-PREMISES SALES

Sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises. Eligible to provide sample tastings of malt beverages, wine, and cider for consumption on the premises. Eligible to ship manufacturer-sealed containers of malt beverages, wine, or cider directly to an Oregon resident.

BREWERY PUBLIC HOUSE

Make and sell malt beverages. Import malt beverages into and export from Oregon. Distribute malt beverages directly to retail and wholesale licensees in Oregon. Sell malt beverages made at the business to individuals for consumption on or off-site.

WINERY

Must principally produce wine or cider in Oregon. Manufacture, store, and export wine and cider. Import wine or cider *If bottled, the brand of wine or cider must be owned by the licensee*. Sell wine and cider to wholesale and retail licensees in Oregon. Sell malt beverages, wine, and cider to individuals in Oregon for consumption on or off-site.



CITY OF TUALATIN

LIQUOR LICENSE APPLICATION

Return Completed form to:
City of Tualatin
Attn: Deputy City Recorder
18880 SW Martinazzi Ave
Tualatin, OR 97062

Date 8-29-2016 spo

IMPORTANT: This is a three-page form. You are required to complete all sections of the form. If a question does not apply, please indicate N/A. Please include full names (last, first middle) and full dates of birth (month/day/year). Incomplete forms shall receive an unfavorable recommendation.

Thank you for your assistance and cooperation.

SECTION 1: TYPE OF APPLICATION

- ☒ Original (New) Application - \$100.00 Application Fee.
☐ Change in Previous Application - \$75.00 Application Fee.
☐ Renewal of Previous License - \$35.00 Application Fee. Applicant must possess current business license. License # _____
☐ Temporary License - \$35.00 Application Fee.

SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): Stickmen Brewing Company

Business address 19475 SW 118th Ave City Tualatin State OR Zip Code 97062
Suite 2

Mailing address 19505 SW 90th Ct. City Tualatin State OR Zip Code 97062

Telephone # 503-702-8668 Fax # NA

Name(s) of business manager(s) First Timothy Middle Allen Last Schoenheit

Date of birth [REDACTED] Social Security # [REDACTED] ODL# [REDACTED] M X F

Home address [REDACTED]
(attach additional pages if necessary)

Type of business Brewery & Taproom

Type of food served None

Type of entertainment (dancing, live music, exotic dancers, etc.) None

Days and hours of operation M-TH: 2-9, F-Sat: Noon-11, Sun Noon-9

Food service hours: Breakfast N/A Lunch N/A Dinner N/A

Restaurant seating capacity 87 Outside or patio seating capacity 0

How late will you have outside seating? N/A How late will you sell alcohol? Till close - 15 min

How many full-time employees do you have? 3 Part-time employees? 2-3

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

Name of Individual, Partnership, Corporation, LLC, or Other applicants Stickmen Brewing Inc

Type of liquor license (refer to OLCC form) Brewery public house

Form of entity holding license (check one and answer all related applicable questions):

☐ **INDIVIDUAL:** If this box is checked, provide full name, date of birth, and residence address.

Full name _____ Date of birth _____

Residence address _____

☐ **PARTNERSHIP:** If this box is checked, provide full name, date of birth and residence address for each partner. If more than two partners exist, use additional pages. If partners are not individuals, also provide for each partner a description of the partner's legal form and the information required by the section corresponding to the partner's form.

Full name _____ Date of birth _____

Residence address _____

Full name _____ Date of birth _____

Residence address _____

☒ **CORPORATION:** If this box is checked, complete (a) through (c).

(a) Name and business address of registered agent.

Full name Stickmen Brewing Inc

Business address 19475 SW 118th Ave, Suite 2 Tualatin OR 97062

(b) Does any shareholder own more than 50% of the outstanding shares of the corporation? If yes, provide the shareholder's full name, date of birth, and residence address.

Full name No Date of birth _____

Residence address _____

(c) Are there more than 35 shareholders of this corporation? Yes X No. If 35 or fewer shareholders, identify the corporation's president, treasurer, and secretary by full name, date of birth, and residence address.

Full name of president: Timothy Allen Schoenhef Date of birth: _____

Residence address: _____

Full name of treasurer: NA Date of birth: _____

Residence address: _____

Full name of secretary: Ronald Allen Schoenhef Date of birth: _____

Residence address: _____

☐ **LIMITED LIABILITY COMPANY:** If this box is checked, provide full name, date of birth, and residence address of each member. If there are more than two members, use additional pages to complete this question. If members are not individuals, also provide for each member a description of the member's legal form and the information required by the section corresponding to the member's form.

Full name: _____ Date of birth: _____

Residence address: _____

Full name: _____ Date of birth: _____
Residence address: _____

☐ **OTHER:** If this box is checked, use a separate page to describe the entity, and identify with reasonable particularity every entity with an interest in the liquor license.

SECTION 4: APPLICANT SIGNATURE

A false answer or omission of any requested information on any page of this form shall result in an unfavorable recommendation.

Signature of Applicant

Date

8/29/16

For City Use Only

Sources Checked:

☒ DMV by BH ☒ LEDS by BH ☒ TuPD Records by BH
☒ Public Records by BH

☒ Number of alcohol-related incidents during past year for location.

☒ Number of Tualatin arrest/suspect contacts for _____

It is recommended that this application be:

☒ Granted

☐ Denied

Cause of unfavorable recommendation: _____

Signature

Date

8-30-16

~~Kent W. Barker~~ Bill Steele
Chief of Police
Tualatin Police Department



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Karen Perl Fox, Senior Planner
Alice Cannon, Assistant City Manager

DATE: 09/12/2016

SUBJECT: Consideration of **Resolution No. 5298-16** Authorizing the Reinstatement of an Intergovernmental Agreement for the Basalt Creek Planning Area

ISSUE BEFORE THE COUNCIL:

On July 7, 2011 Tualatin signed an Intergovernmental Agreement (IGA) with Metro, Washington County and Wilsonville for Concept Planning the Urban Growth Boundary Expansions Area (Basalt Creek/West Railroad Planning Area, referred to generally as the Basalt Creek Planning Area). This agreement expired on June 30, 2016. The agreement is attached.

In order to complete the Concept Planning for the Basalt Creek Planning Area, this IGA needs to be reinstated within 90 days of its expiration, which is September 30, 2016, by all the parties to it. Staff from each of the parties to the IGA have indicated they are fine with the proposed language in the IGA Reinstatement document attached. Logistically, this matter is scheduled for Tualatin City Council first, Wilsonville City Council on September 19, 2016 and then followed by Metro and Washington County.

The City Council is being asked to approve the attached resolution that would authorize the City Manager to execute the reinstatement of the Intergovernmental Agreement.

RECOMMENDATION:

Staff recommends City Council approval of the resolution authorizing the City Manager to execute the reinstatement of the Intergovernmental Agreement (IGA) as it is vital to continuing and completing the integrated land use and transportation system planning to assure carefully planned development in the Basalt Creek Concept Planning Area. A three year time extension is recommended in order to complete the Concept Plan, amend planning agreements, and to coordinate on transportation projects and funding.

EXECUTIVE SUMMARY:

The Intergovernmental Agreement (IGA) between Metro, Washington County, and the Cities of Tualatin and Wilsonville expired on June 30, 2016.

In order for the the Cities of Tualatin and Wilsonville and Washington County to continue to work together to complete integrated land use and transportation system concept planning to assure carefully planned development in the Basalt Creek Planning area, the IGA will need to be reinstated.

A three year extension of the IGA is recommended in order to complete the Concept Plan, amend planning agreements, and to coordinate on transportation projects and funding. The extended expiration time period is from the date of execution of the Reinstatement Contract No. BCC 11-0470 Addendum No. 2.0.

There is no change to the subject IGA content. The only changes are the reinstatement and amended expiration time period of the IGA.

OUTCOMES OF DECISION:

The decision to approve the attached resolution is intended to allow for the continuation of the collaborative effort and coordination between the parties to complete the Basalt Creek Concept Planning.

If the extension of the IGA for the Basalt Creek Concept Planning were not approved, the Basalt Creek Concept Plan would be in jeopardy of not being completed.

FINANCIAL IMPLICATIONS:

The Basalt Creek Concept Planning work is being funded by a Metro Construction Excise Tax Grant, with in-kind labor provided by staff from Tualatin and Wilsonville.

Attachments: Attachment A - Resolution 5298-16
 Attachment B- Basalt IGA Reinstatement
 Attachment C - Original Basalt IGA BCC 11-0470
 Attachment D - Orig Resolution 5041-11

RESOLUTION NO. 5298-16

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A REINSTATEMENT OF THE INTERGOVERNMENTAL AGREEMENT BETWEEN METRO, WASHINGTON COUNTY, AND THE CITIES OF TUALATIN AND WILSONVILLE FOR CONCEPT PLANNING THE URBAN GROWTH BOUNDARY EXPANSION AREAS KNOWN AS THE "BASALT CREEK" AND "WEST RAILROAD" PLANNING AREA.

WHEREAS, ORS 190.010 et. seq. authorizes the City of Tualatin to enter into an intergovernmental agreements; and

WHEREAS, on or about July 7, 2011, the City of Tualatin entered into an Intergovernmental Agreement (IGA) with Metro, Washington County, and Wilsonville for Concept Planning of the Urban Growth Boundary Expansion Areas of Basalt Creek and the West Railroad areas.

WHEREAS, the IGA expired on June 30, 2016; and

WHEREAS, the parties wish to reinstate the IGA and complete the concept planning of the Basalt Creek and the West Railroad planning areas.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Manager is authorized to execute the *Reinstatement of the Intergovernmental Agreement between Metro, Washington County, and the Cities of Tualatin and Wilsonville for Concept Planning the Urban Growth Boundary Expansion Areas Known as the "Basalt Creek" and "West Railroad" Planning Area*, which is set forth in Exhibit A and is incorporated by reference.

Section 2. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 12th day of September, 2016.

CITY OF TUALATIN OREGON

BY _____
Mayor

APPROVED AS TO LEGAL FORM

ATTEST

BY _____
City Attorney

BY _____
City Recorder

REINSTATEMENT OF CONTRACT NO. BCC 11-0470
ADDENDUM NO. 2.0

The INTERGOVERNMENTAL AGREEMENT BETWEEN METRO, WASHINGTON COUNTY, AND THE CITIES OF TUALATIN AND WILSONVILLE FOR CONCEPT PLANNING THE URBAN GROWTH BOUNDARY EXPANSION AREAS KNOWN AS THE "BASALT CREEK" AND "WEST RAILROAD" PLANNING AREAS, identified as Contract No. BCC 11-0470, is hereby reinstated by the parties pursuant to Washington County Purchasing Rule 10-180.

The contract is hereby amended by the parties, this amendment modifies the original contract number being BCC 11-0470.

The IGA is reinstated and amended as follows:

Original language is represented with the strikethrough and new language is underlined.

On page 6 of 10, Section D, paragraph 5 (paragraph before Attachments list) which states:

This IGA shall become effective upon full execution by all parties. The effective date of this IGA shall be the last date of signature on the attached signature pages. This IGA shall be in effect until the CITIES and COUNTY amend their respective UPAs and incorporate the Basalt Creek Concept Plan into each CITIES respective comprehensive plans or until ~~5 years following the execution of this IGA, whichever occurs earlier~~ three years from the effective date of this Addendum 2.0, whichever occurs earlier.

Effective Date of Amendment: 9/1/2016 or upon last date of signature.

All other terms and conditions of the original IGA shall remain in full force and effect.

Washington County:

Signature

Printed Name

Date

Title

Metro:

Signature

Printed Name

Date

Title

City of Tualatin:

Signature

Printed Name

Date

Title

City of Wilsonville:

Signature

Printed Name

Date

Title

**INTERGOVERNMENTAL AGREEMENT
BETWEEN METRO, WASHINGTON COUNTY, AND THE CITIES OF TUALATIN AND
WILSONVILLE FOR CONCEPT PLANNING THE URBAN GROWTH BOUNDARY
EXPANSION AREAS KNOWN AS THE "BASALT CREEK" AND "WEST
RAILROAD" PLANNING AREAS**

This Intergovernmental Agreement (IGA) is entered into by the following parties: METRO, the Portland area metropolitan service district; WASHINGTON COUNTY, a political subdivision in the State of Oregon, hereinafter referred to as "COUNTY"; and the CITY OF TUALATIN and CITY OF WILSONVILLE, incorporated municipalities of the State of Oregon, hereinafter referred to as "CITIES".

Whereas, in 2004 METRO's Council added two areas known as the Basalt Creek and West Railroad Planning Areas, located generally between the CITIES, to the Urban Growth Boundary (UGB) for industrial uses, via Metro Ordinance No. 04-1040B; and

Whereas, METRO conditioned that these UGB expansion areas undergo Title 11 concept planning as defined in Metro Code Chapter 3.07, cited as the Urban Growth Management Functional Plan ("UGMFP"), and that the concept planning be in accordance with Exhibit F of Metro Ordinance 04-1040B; and

Whereas, on June 10, 2010 the METRO Council adopted its 2035 Regional Transportation Plan ("2035 RTP") via Metro Ordinance 10-1241B, with a Project List including an extension of SW 124th Avenue (Project #10736) south of SW Tualatin-Sherwood Road and several projects related to the proposed I-5 to Hwy 99W Connector Project Alternative 7 "Southern Arterial", which is planned as a continuous east-west roadway between I-5 and Hwy 99W passing through the subject UGB expansion areas; and

Whereas, in recognition of the immediate needs of the region, the parties of this IGA support the extension of SW 124th Avenue from Tualatin-Sherwood Road to the vicinity of Tonquin Road, and ultimately to Boones Ferry Road via an east-west alignment yet to be determined through the planning efforts initiated pursuant to this IGA; and

Whereas, METRO has allocated \$365,000 of Construction Excise Tax funding to CITIES to pay for Concept Planning in the subject area; and

Whereas, COUNTY and CITIES have agreed to consider both areas in a single concept planning effort, and to refer to the two subject UGB expansion areas generally as the "Basalt Creek Planning Area;" and

Whereas, COUNTY currently has primary planning responsibility in the subject area; and

Whereas, COUNTY and CITIES wish to work together to complete integrated land use and transportation system concept planning to assure carefully planned development in the Basalt Creek Planning Area that will be of benefit to COUNTY, CITIES, and their residents; and

Whereas, Oregon Statewide Planning Goal 1 requires public involvement and Goal 2 requires intergovernmental coordination, this IGA is intended to indicate to private property owners in the area, METRO, the State of Oregon, and all other interested parties the cooperative nature of the planning effort being undertaken by the CITIES and COUNTY for the Basalt Creek Planning Area; and

Whereas, COUNTY and the CITIES anticipate amending existing Urban Planning Area Agreements (UPAAs) between the CITIES and the COUNTY to reflect the future limits of each city and to establish requirements for transfer of planning authority to the respective city.

Now, therefore, COUNTY, the CITIES, and METRO agree as follows:

A. Subject Land Area

1. The Basalt Creek Planning Area subject to this IGA is depicted on Exhibit 1.

B. Agency Roles and Responsibilities

1. COUNTY will:
 - a. Allow CITIES to jointly take the lead in managing concept planning of the Basalt Creek Planning Area, in coordination with COUNTY, METRO, and the Oregon Department of Transportation ("ODOT"), recognizing that the CITIES will complete the concept planning in compliance with Title 11 of the UGMFP and the CITIES will ultimately be responsible for providing urban level services and governance to the area. The foregoing statement does not create or imply any obligation on the part of the CITIES under this agreement to fund right-of-way acquisition or to construct the I-5/99W "Southern Arterial."
 - b. Retain planning authority for the Basalt Creek Planning Area until such authority is transferred to the CITIES, pursuant to the terms of UPAAs with each city, as amended pursuant to Section D of this IGA.
 - c. In coordination with the parties to this IGA and ODOT, provide funding, establish a scope of work, retain a consultant, and provide project management services for planning of the major roadway system in the Basalt Creek Planning Area, including preliminary project development for the SW 124th Avenue extension project from Tualatin-Sherwood Road to SW Boones Ferry Road, whether following existing right-of-way alignments

or new right-of-way alignments, which may include portions of an east-west arterial that is consistent with the future "Southern Arterial" elements outlined in the 2035 RTP.

It is acknowledged that the RTP requires compliance with specific conditions before the construction of the "Southern Arterial." Consistency with the "Southern Arterial" elements of the RTP can be assured only when the conditions related to the "Southern Arterial" have been fully addressed. However, due to the immediate needs of the region in the interim period, the RTP allows the extension of SW 124th Avenue, as described in the paragraph above, to be completed with minimal extra conditions.

In an effort to provide timely answers to the property owners in the Basalt Creek Planning Area, a sufficient amount of this study must be complete within six (6) months following the effective date of this IGA in order to allow the Cities to begin concept planning. Accordingly, this task is budgeted to last for up to six (6) months. As part of the transportation planning effort, COUNTY will address the following in coordination with the CITIES, METRO and ODOT:

- i. The conditions related to the 'Southern Arterial' in the METRO 2035 RTP (as described in Exhibits 2, 3, and 4), as applicable;
 - ii. Strategies for maintaining freight access to and freight mobility within the planning area;
 - iii. Potential I-5/Elligsen Road interchange improvements, including a split-diamond interchange option;
 - iv. Potential I-5 overcrossing north of Elligsen Road interchange; without a direct connection to I-5, which does not preclude arterial options on the east side of I-5; and
 - v. Potential roadway connections directly to I-5, subject to satisfaction of applicable 2035 RTP conditions.
- d. Consider acquisition of right-of-way and/or construction of portions of the SW 124th Avenue extension project improvements as described in Paragraph B.1.c. above, subject to availability of funding.
- e. In order to preserve the ability for a future potential roadway connection, consider acquisition of right-of-way for a potential future east-west arterial roadway connection between SW Boones Ferry Road and I-5, subject to availability of funding. It is acknowledged that no new east-west roadway may be constructed between SW Boones Ferry Road and I-5 until applicable RTP "Southern Arterial" conditions have been satisfied.
- f. In coordination with CITIES, consider potential funding and/or construction of permanent or interim improvements to the existing roadway network in

and adjacent to the planning area prior to funding and/or construction of the "Southern Arterial."

2. CITIES will:

- a. Assume primary project management responsibly for concept planning of the Basalt Creek Planning Area, in coordination with COUNTY and METRO, effective as of the date of execution of this IGA. Concept planning shall conform to Metro UGMFP Title 11 requirements in effect when the subject planning areas were added to the Urban Growth Boundary.
- b. Mutually agree upon a future city limit boundary through the concept planning process.
- c. Incorporate into the final Basalt Creek Concept Plan and any city comprehensive plans, transportation plans and/or implementing regulation amendments those major transportation facilities identified by COUNTY, in collaboration with METRO, CITIES, and ODOT, pursuant to B.1. above. CITIES shall incorporate into their amended plans and regulations reasonable measures to identify and assist in the protection of the approved major transportation facility corridors from development encroachment in order to implement the final Basalt Creek Concept Plan as agreed upon by the parties to this IGA. The parties to this IGA acknowledge that such reasonable protection measures are subject to constitutional limitations on property takings, and are not intended to require the CITIES to in any way violate constitutional property protections or to incur a financial obligation to purchase right-of-way to preserve the identified transportation corridors. It is acknowledged by the parties to this IGA that construction of some new roadway facilities may be subject to the conditions set forth in the RTP relative to the proposed I-5 to 99W Connector Project Alternative 7 Southern Arterial (refer to Exhibits 2, 3, and 4).

3. METRO will:

- a. Provide CET funding to CITIES for concept planning activities in the subject planning area.
- b. Participate in ongoing concept and transportation planning efforts with COUNTY and CITIES as warranted.

C. Coordination of Concept Planning Activities

1. COUNTY and CITIES shall:

- a. Engage in a facilitated concept plan partnering and scoping session following the execution of this IGA.

- b. Provide all parties to this IGA and ODOT with appropriate opportunities for participation, review and comment on the proposed concept planning efforts. The following procedures shall be followed by the CITIES and the COUNTY to notify and involve the other parties in the process to prepare the concept plan:
 - i. COUNTY and the CITIES shall transmit notice of meetings related to the concept plan to all parties to this IGA at least one week prior to the scheduled meeting. This includes any technical advisory committee meetings, open houses, Planning Commission or Planning Advisory Committee meetings, City Council or Board of Commissioner meetings and similar meetings, etc.
 - ii. The CITIES or COUNTY shall notify the other parties no less than forty-five (45) days prior to the initial public hearing for proposed comprehensive plan, transportation plan or implementing regulation amendments.
 - iii. The CITIES shall transmit draft documents to COUNTY for its review and comment before finalizing. COUNTY shall have ten (10) business days after receipt to submit comments in writing. Lack of response shall be considered "no objection" to the drafts.
 - iv. The CITIES shall respond to the comments made by COUNTY either by a) revising the draft document, or b) by letter to COUNTY explaining why the comments are not addressed in the documents.
 - v. Comments from the COUNTY shall be given consideration as part of the public record on the concept plan.
2. COUNTY shall provide the CITIES with notice of development actions requiring notice within the Concept Plan area, according to the following procedures:
 - a. The COUNTY shall send by first class mail or as an attachment to electronic mail a copy of the public hearing notice which identifies the proposed development action to the other agency, at the earliest opportunity, but no less than ten (10) business days prior to the date of the scheduled public hearing. The failure of the CITIES to receive a notice shall not invalidate an action if a good faith attempt was made by the COUNTY to notify the CITIES.
 - b. The CITIES receiving the notice may respond at their discretion.
3. In addition to the above, COUNTY shall make reasonable efforts to provide the CITIES with copies of pre-application conference notes regarding potential

development applications within the subject planning area, as well as encouraging all potential development applicants to contact the CITIES for additional information on the concept planning efforts.

D. Urban Planning Area Agreements (UPAAs)

1. Both the CITIES have UPAAs with COUNTY that will have to be amended upon adoption of the final Basalt Creek Concept Plan, as agreed upon by the parties to this IGA.
2. The CITIES and COUNTY agree that the amended UPAAs will reflect which areas within the Basalt Creek Planning Area will be governed by which city, as determined through the concept planning process, and that the respective areas will be under the CITIES respective jurisdictions, and not the COUNTY, as the areas urbanize.
3. The amended UPAAs will specify conditions to be met prior to COUNTY transfer of planning authority to each of the CITIES, such as adoption of comprehensive plans, transportation plans and/or implementing regulation amendments by each of the CITIES necessary to implement the final Basalt Creek Concept Plan, as agreed upon by the parties to this IGA.
4. It is recognized that COUNTY adopts annual land use and transportation work programs, and this concept planning effort will require coordination to fit within the work program of COUNTY.


This IGA shall become effective upon full execution by all parties. The effective date of this IGA shall be the last date of signature on the attached signature pages. This IGA shall be in effect until the CITIES and COUNTY amend their respective UPAAs and incorporate the Basalt Creek Concept Plan into each CITIES respective comprehensive plans or until 5 years following the execution of this IGA, whichever occurs earlier.

Attachments:

- Exhibit 1 – Plan Areas Map
- Exhibit 2 – Excerpt from Regional Transportation Plan
- Exhibit 3 – Regional Transportation Plan Appendix 3.3 (I-5/99W Conditions)
- Exhibit 4 – Excerpt from Regional Transportation Plan Project List

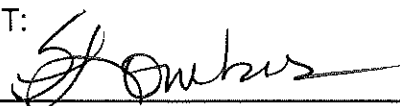
(Four separate signature pages follow)

CITY OF TUALATIN, Oregon

By: 
Lou Ogden
Mayor

Date: 6-13-2011

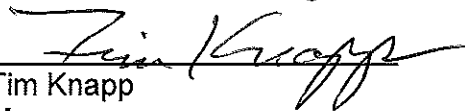
ATTEST:

By: 
Shombus

APPROVED AS TO LEGAL FORM


Brenda L. Braden
CITY ATTORNEY

CITY OF WILSONVILLE, Oregon

By: 
Tim Knapp
Mayor

Date: June 8, 2011

ATTEST:

By: 

WASHINGTON COUNTY

By: *Roy R Rogers*
Andy Duyck
Chair, Board of County Commissioners

Date: 6-21-11

ATTEST:

By: _____

APPROVED WASHINGTON COUNTY
BOARD OF COMMISSIONERS

MINUTE ORDER # 11-131

DATE 6/7/11

BY *Barbara Hejtmancik*
CLERK OF THE BOARD

METRO

By: 

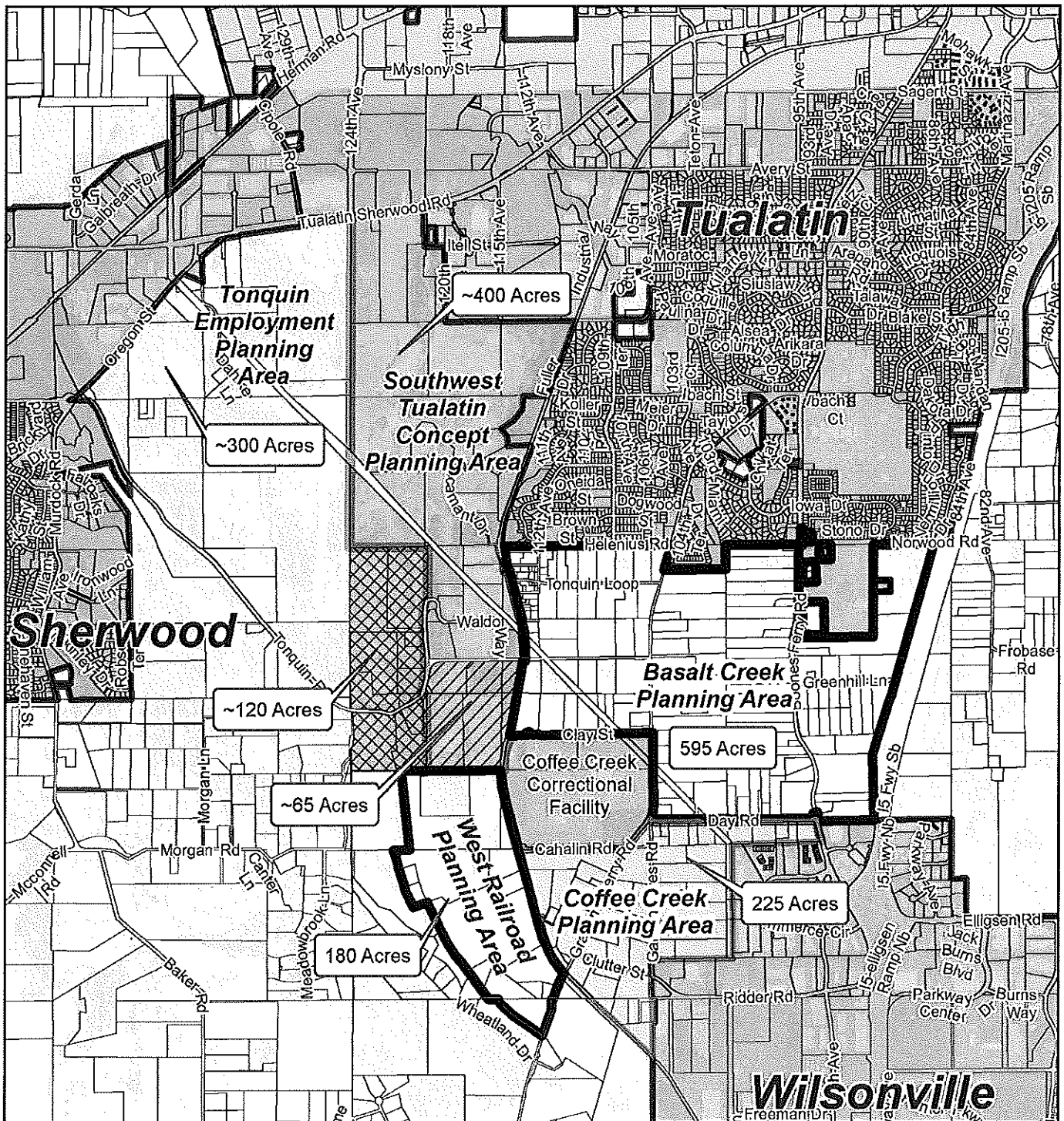
Dan Cooper
Acting Chief Operating Officer

Date: 7/7/11

APPROVED AS TO FORM:

By: 

Alison Keane Campbell
Acting Metro Attorney



The Cities of Wilsonville and Tualatin

Areas Currently In UGB



Proposed Tualatin/Wilsonville
Joint Planning Area



Wilsonville Planning Area



Tualatin Planning Area



Added to Southwest Tualatin
Concept Planning Area



Tualatin UGB Expansion Request



City Limit

UGB



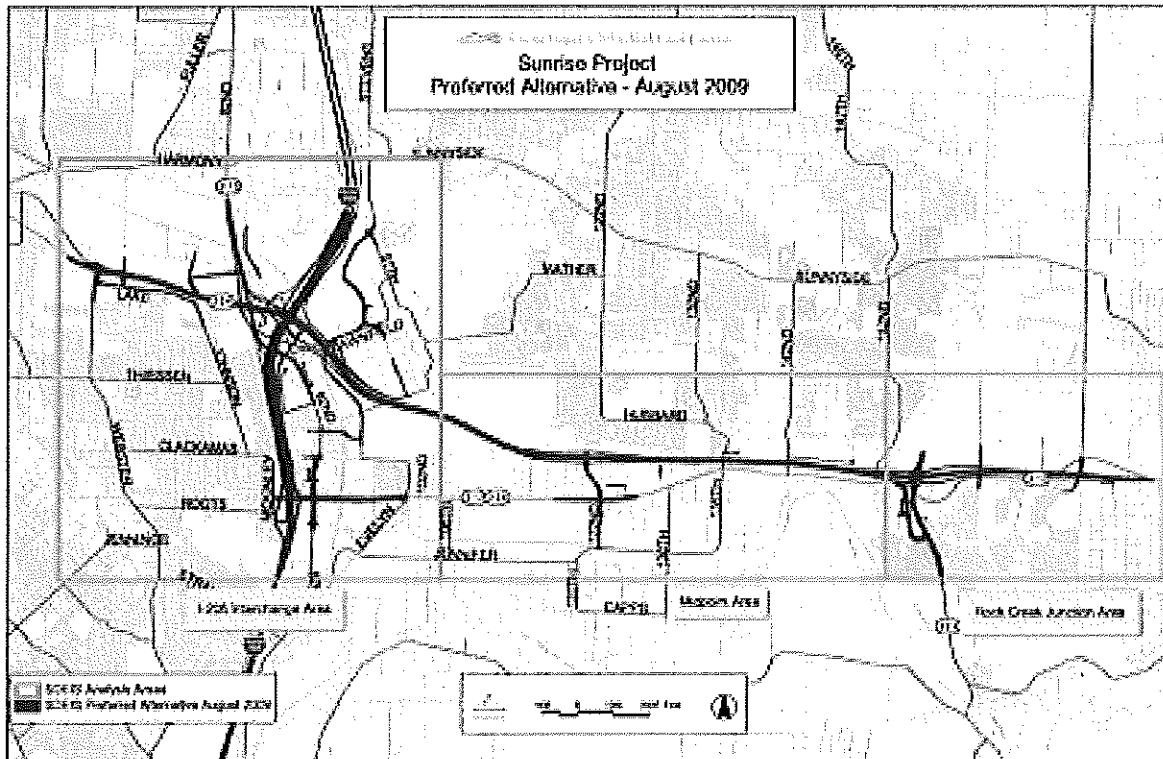
May 2010

0 0.5 Mile

and OR 212 corridor study will provide further direction for solutions in this corridor. Further map refinements and project recommendations may be identified through this work.

Figure 6.2

Sunrise Project Preferred Alternative (as Recommended by the project's Policy Review Committee)



6.3.2.3 I-5/99W Connector Study Recommendations and Implementation (Tigard to Sherwood - Mobility Corridor #20)

Between 2006 and 2009, the I-5/99W Corridor Study identified a number of improvements in this corridor to support access to 2040 land uses, address existing deficiencies and serve increased travel demand. One primary function of this route is to connect the Washington Regional Center to the cities of Tigard, Tualatin and Sherwood, and provide access to the Tualatin/Sherwood Industrial Area and Tualatin National Wildlife Refuge. This corridor provides shortline heavy rail access to the region from the Willamette Valley and connects agricultural areas to the interstate highway system in this region. This mobility corridor also serves as a secondary gateway to the region, connecting communities in Yamhill County and the Central Oregon Coast to the Portland metropolitan region.

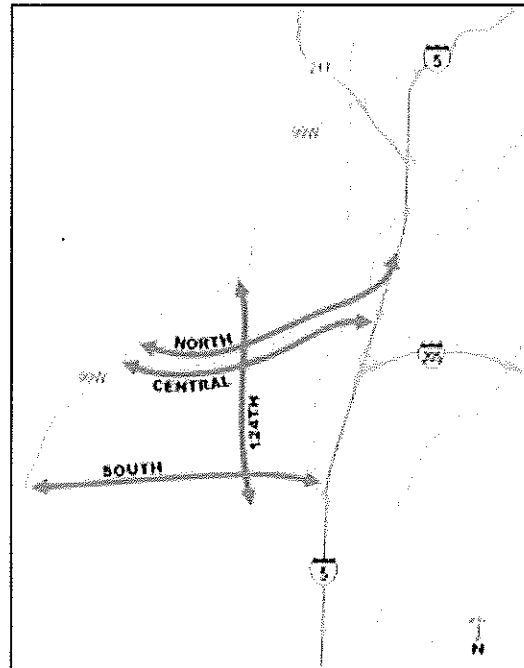
In February 2009, the I-5/99W Connector Project Steering Committee (PSC) was unable at the end of its process to reach a unanimous recommendation for the I-5/99W Corridor Study as required by the PSC Partnership Agreement in order to forward a Recommended Corridor Alternative to the

RTP. However, there was unanimous agreement on some aspects of the Connector that could be reflected in the RTP:

- Identify projects for inclusion in the RTP with minimal extra conditions, particularly the extension of SW 124th from SW Tualatin Sherwood Road to the I-5/North Wilsonville Interchange,
- Identify conditions to be met before a new Southern Arterial is implemented to ensure integration with surrounding land use and transportation plans, particularly an I-5 South Corridor Study,
- Determine an incremental phasing plan to ensure the projects with the most benefit that can reasonably be built within the 20-year horizon be included in the RTP Financially Constrained list.

The recommendations for the I-5/99W Corridor Study proposed for inclusion in the RTP are based upon the conclusions reached by the Project Steering Committee (PSC) as follows:

- The 3 options consisting of a new limited access expressway from I-5 to OR 99W (2 alignments north of Sherwood and 1 alignment south of Sherwood) were unacceptable due to high impact on the natural and built environment, the need for extensive improvements to I-5, high cost and concern about the potential for induced growth to Yamhill County, and
- The option focused on expanding Tualatin-Sherwood Road was unacceptable due to the very large size it would need to be and the resulting impacts on the Tualatin and Sherwood Town Centers.
- The alternative recommended is based upon the principle that it is preferable to spread the traffic across three smaller arterials rather than one large expressway. The analysis concluded this approach could effectively serve the traffic demand, would provide better service to urban land uses in the Tualatin/Sherwood area, especially industrial lands, and could be built incrementally based upon need to serve growth and revenue



The I-5/99W Corridor Study recommended a variety of transportation investments to improve the area's road, transit, bicycle, pedestrian and trail networks and to distribute traffic across a network of three arterials so that no single route would function as a defacto through "connector." The RTP places additional conditions on the "Three Arterial" recommendation and implementation.

availability. The overall concept is structured around a Northern, Central and Southern arterial providing east-west access between OR 99W and I-5 with an extension of SW 124th providing north-south connectivity (see diagram).

The City of Wilsonville was and continues to raise objections to the Southern Arterial component throughout this process. The City is very concerned about growing I-5 congestion and the City's dependence on effective access to the two I-5 interchanges. The City is concerned that the Southern Arterial connecting into the I-5/North Wilsonville interchange will significantly increase traffic and impair that access.

When the PSC considered the recommendation, the Clackamas County Commission representative introduced a series of amendments to the conditions to ensure that the Southern Arterial would be examined in greater detail to:

- evaluate alignment options and their environmental impact;
- integrate the proposal with the concept plan and transportation system plan for the newly expanded UGB area and any new Urban Reserves that are designated in the area;
- address any requirements that may result from adoption of an exception to Goal 14 (if needed) for an urban facility outside the UGB;
- integrate the proposal with a Tigard to Wilsonville Corridor Study (Corridor #3) to ensure these east-west arterials and I-5 itself could effectively function together; and
- determine the most appropriate approach to connecting the Southern Arterial to I-5, including options for an interchange at the I-5/North Wilsonville interchange or consideration of extending the Southern Arterial across I-5 to Stafford Road east of I-5, thereby providing better access to I-205.

The Project Steering Committee acknowledged many significant issues to be addressed before the Southern Arterial can proceed to construction, and approved the proposed conditions unanimously. The detailed conditions can be found in Appendix 3.3.

Typically, there is a need to transition from a "planning" level of detail to a "project" level of detail which involves better definition of alignments and designs and consideration of impacts on the natural and built environment and how to mitigate those impacts. These conditions proposed by the Project Steering Committee add in the need to integrate the recommendation with land use planning for recent UGB expansion areas and potential Urban Reserves (still to be defined) and the importance of integrating the overall system for the area with an I-5 corridor strategy.

The RTP places additional conditions on the "Three Arterial" recommendation and implementation, as reflected below:

Short-term phasing strategy (2008-2017)

- Identify replacement solutions for the Tualatin Road project recommended by the I-5/Connector study as part of the next Tualatin TSP update. This project was removed from the RTP based on community concerns and lack of support by the Tualatin City Council. The two-lane connection from the Tualatin Road/Herman road intersection to I-5 at Lower Boones Ferry Road was not intended to serve through traffic, but rather to provide access to the surrounding industrial area and neighborhoods. The planning work will consider alternative alignments and designs across the Tualatin River and I-5 near the I-5/Lower Boones Ferry Road interchange to mitigate impacts. If Tualatin (through their TSP update) does not identify project(s) to adequately address the capacity/connectivity issues identified in this area, then the RTP will be amended to direct the Corridor Refinement Plan effort for corridors #2, 3 and 20 to address this need in that planning effort. The need would go unaddressed until completion of that corridor refinement plan, or the next RTP update.
- Begin construction of the Tonquin Trail (RTP Projects #10092 and #10854).
- Upgrade existing streets to two lanes with turn lanes, traffic signal timing, bike lanes and sidewalks, including Herman Road, Tualatin-Sherwood Road, 95th Avenue (RTP Projects #10715, #10718, #10852).
- Add southbound auxiliary lane from I-205 to I-5/Elligsen Road and northbound auxiliary lane from I-5/Elligsen Road to I-205 interchange. (RTP Projects #10872 and #11177)
- Conduct more detailed project planning and begin construction of a two-lane extension of SW 124th Avenue (RTP Project #10736: 124th Avenue) from Tualatin-Sherwood Road to I-5/North Wilsonville interchange to support its operation as an industrial access route. The planning work will further consider potential impacts on the existing development and the natural environment. It will also include more detailed definition of the design and alignment to mitigate impacts and to integrate with land use and transportation plans for the area.
- Conduct more detailed planning to meet all of the conditions placed on new Southern Arterial project, including:
 1. Conduct the I-5 South Corridor Refinement Plan (includes I-5 from Portland to Tigard, I-5 from Tigard to Wilsonville, and OR 99W from I-5 through Tigard and Sherwood) and land use planning for areas recently added to the urban growth boundary and any land designated as urban reserves. These planning efforts will include opportunities for further public participation and input.
 2. Conduct more detailed project planning on potential Southern Arterial impacts on existing development and the natural environment to develop more detailed definition of the design and alignment to mitigate impacts and coordinate with land use and transportation plans for the area, including integration with land use plans for UGB expansion areas and Urban Reserves, conducting the I-5 South Corridor Refinement Plan, including Mobility Corridors 2, 3 and 20, and resolution of access between I-5 and southern arterial with no negative

impacts to I-5 and I-205 beyond the forecast No-Build condition, addressing NEPA to determine the preferred alignment and addressing any conditions associated with land use goal exception for the southern arterial. This planning effort will include opportunities for further public participation and input.

Tualatin-Sherwood Road is sized in the recommended alternative based upon the expectation there will be a Southern Arterial and will fail due to insufficient capacity without a Southern Arterial and further expansion is incompatible with the plans for the Tualatin and Sherwood Town Centers. If the Southern Arterial is dropped through future studies, there is a major unresolved issue addressing east-west travel through this area. The RTP will need to be amended to direct the Corridor Refinement Plan effort for corridors #2, 3 and 20 to address this need. The need would go unaddressed until completion of that corridor refinement plan, or the next RTP update.

Medium-term phasing strategy (2018-2025)

- Widen existing streets to four lanes with turn lanes, traffic signal timing, bike lanes and sidewalks, including Tualatin-Sherwood Road, Roy Rogers Road, Boones Ferry Road and Herman Road (RTP Projects #10568, #10700, #10708, #10732 and #10735)
- Program right-of-way acquisition for the Southern Arterial project in the 2018 - 2025 time period to allow time to conduct the I-5 South refinement plan and land use plans for designated urban reserves in the area.

Longer-term phasing strategy (2026-2035)

- Construct the Southern Arterial connection to I-5 or other surface arterials in the vicinity of the I-5/North Wilsonville Interchange when all the project conditions are met.

6.4 CONGESTION MANAGEMENT PROCESS

A key change from SAFETEA-LU was an updated requirement for a CMP for metropolitan planning organizations (MPOs) in Transportation Management Areas (TMAs – urban areas with over 200,000 in population). This change is intended to build on the previous requirement of a congestion management system (CMS), placing a greater emphasis on management and operations and enhancing the linkage between the CMP and the long-range regional transportation plan (RTP) through an objectives driven, performance-based approach.

A CMP is a systematic approach for managing congestion that provides information on transportation system performance. It recommends a range of strategies to minimize congestion and enhance the mobility of people and goods. These multimodal strategies include, but are not limited to, operational improvements, travel demand management, policy approaches, and additions to capacity. The region's CMP will advance the goals of the 2035 RTP and strengthen the connection between the RTP and the Metropolitan Transportation Improvement Program (MTIP). A "Roadmap" of the region's CMP can be found in Appendix 4.4.

At their meeting on February 25, 2009, the PSC agreed on the following conditions as amended from those presented to them in the Alternative 7 Recommendation Memorandum dated February 17, 2009 to accompany the RTP recommendation of Alternative 7:

1. **Future phasing plans for implementing Alternative 7 projects must take into consideration the transportation, environmental, and economic impacts of advancing some improvements sooner than others.** The sequencing of affordable improvements should be done in a manner that does not create new transportation problems or liabilities for the vitality of affected jurisdictions.
 2. **The timing and priority of an I-5 corridor study must be considered in the RTP adoption process for Alternative 7.** The connector project development process emphasized the need for a corridor study along I-5 from Portland to the Willamette River. The results of this study may affect the timing and designs of some improvements within Alternative 7.
 3. **Access between I-5 and the southern arterial must be resolved.** Additional study is required to fully understand the impacts and trade offs between transportation solutions and land use, economic and environmental consequences of a new southern arterial. The impacts on rural lands are of particular importance and must be further evaluated before pursuing an exceptions process. The study area may need to be expanded to include connections to Stafford Road and additional areas along the OR 99W corridor that were not included in the alternatives analysis. The alternatives analysis process determined the general corridor location for the new southern arterial. However, additional preliminary engineering and planning work is needed to determine the optimal access option and configuration for connecting the southern arterial to I-5, OR 99W, and other arterials in the expanded study area. Construction of the southern arterial should be conditioned on defining the I-5 improvements needed to accommodate it and ensuring no negative impacts to I-5 and I-205 occur beyond the forecast No-Build condition as a result of Alternative 7. Options to be explored include modifying the I-5/North Wilsonville Interchange into a tight split-diamond interchange, or extending a new arterial connection crossing over I-5 and connecting to Stafford Road and/or Elligsen Road on the east side of I-5 for regional traffic benefits.
 4. **Completion and construction of major project elements is subject to compliance with the National Environmental Policy Act (NEPA) and design refinement.** The Alternative 7 concept provides only the general locations and functional characteristics of new transportation facilities. A fully collaborative public/agency involvement and environmental analysis process must be conducted in developing the design details of any major construction element of Alternative 7. Subsequent project development work will need to define the actual alignments and designs of each of these facilities within the framework of these general parameters. On-going coordination with the Tualatin River National Wildlife Refuge must also occur to ensure optimum compatibility of Alternative 7 elements with refuge objectives.
 5. **Land Use Concept Planning for UGB expansion areas should be coordinated with the refinement of these transportation recommendations.**
 6. **The design of the southern arterial; must incorporate any conditions that may come out of land use goal exceptions processes (if required) by Metro, Washington County, and Clackamas County.** Portions of Alternative 7 may require exceptions under state land use goals that have not yet been studied or approved in order to be adopted in the RTP and to achieve needed federal and jurisdictional approvals. The extent of this issue may be affected by Metro's coming decisions on rural/urban land use reserves. Portions of proposed new transportation facilities are outside Metro's jurisdictional boundaries and will require coordination of actions between Metro and other affected jurisdictions. Possible design requirements may include forms of access management and land use control measures.
 7. **State highway system routing and ODOT mobility standards must be key considerations in the design and future ownership of improvements within Alternative 7.** Current RTP assumptions are that a new limited-access connector would be built between I-5 and 99W, and that this roadway would become the new state route, possibly replacing OR 99W through Tigard. Alternative 7 does not result in
-

a limited-access connector, which may result in OR 99W remaining the designated state highway route through Sherwood, King City and Tigard.

8. **Strategic protection of right-of-way should be considered by agencies for the Alternative 7 elements within the UGB and along potential alignments where land development could conflict with the future implementation of corridor improvements.** Protective measures could include property setbacks, dedication of right-of-way, specific acquisition(s), and/or right-of-way purchases within the UGB consistent with NEPA process.

Following agreement on the above conditions, PSC representatives of Washington County, ODOT, Metro, and the cities of Tualatin and Sherwood voted in favor of recommending Alternative 7 with the conditions as amended above. PSC representatives of the City of Wilsonville and Clackamas County voted against this recommendation.

Metro Project ID	Nominating Agency	Facility Owner / Operator	Project/Program Name	Project Start Location (Identify starting point of project)	Project End Location (Identify terminus of project)	Local Functional Classification	Project Purpose	Description	Estimated Cost (\$2007)	Estimated Cost (YOE\$)	Time Period	Federal Project	2040 Land Use	Mobility Center or Community Building?	HCT Priority as Adopted by TACT and Metro Council	Primary Mode	Secondary Mode(s)	Project located in EJ Community?	Project Goal 5 Resource #7
10596	Washington Co.		I-5/99W Southern Arterial ROW	Hwy. 99W	I-5	Arterial	Provide congestion relief.	Purchase right-of-way when all project conditions are met; including integration with land use plans for UGB expansion areas and Urban Reserves. Conducting the I-5 South Corridor Refinement Plan, including Mobility Corridors 2, 3, and 20 and resolution of access between I-5 and southern arterial with no negative impacts to I-5 and I-205 beyond the forecasted No-Build condition, addressing NEPA to determine the preferred alignment and addressing any conditions associated with land use goal exception for southern arterial.	\$ 90,000,000	\$ 133,221,986	2008-2017		Industrial area	CB		Roadside	Freight	Yes	
10736	Tualatin	Tualatin	124th Ave	Tualatin-Sherwood	Tonquin	Minor Arterial	Economic development and freight movement	Construct new street from Tualatin-Sherwood to Tonquin Rd - 5 lanes.	\$ 82,500,000	\$ 122,120,154	2008-2017	x	Industrial Area	CB		Roadside	Freight		Yes
11339	Washington Co.		I-5/99W Southern Arterial Improvements	Hwy. 99W	124th Ave. Extension	Arterial	Provide congestion relief.	Construct the initial 2-3 lane arterial phase of the Southern Arterial from OR99W to the SW 124th Ave. Extension when all project conditions are met; including integration with land use plans for UGB expansion areas and Urban Reserves. Conducting the I-5 South Corridor Refinement Plan, including Mobility Corridors 2, 3, and 20 and resolution of access between I-5 and southern arterial with no negative impacts to I-5 and I-205 beyond the forecasted No-Build condition, addressing NEPA to determine the preferred alignment and addressing any conditions associated with land use goal exception for southern arterial.	\$ 130,000,000	\$ 263,356,147	2018-2025		Industrial area	MC		Roadside			
11340	Washington Co.		I-5/99W Southern Arterial Improvements	Hwy. 99W	I-5	Arterial	Provide congestion relief.	Expand to 4-5 lanes to serve growth in the area after improvements to Tualatin-Sherwood Rd. and an improved connection from SW Tualatin Rd. to the I-5/Lower Boones Ferry Rd. Interchange and when all project conditions are met; including integration with land use plans for UGB expansion areas and Urban Reserves. Conducting the I-5 South Corridor Refinement Plan, including Mobility Corridors 2, 3, and 20 and resolution of access between I-5 and southern arterial with no negative impacts to I-5 and I-205 beyond the forecasted No-Build condition, addressing NEPA to determine the preferred alignment and addressing any conditions associated with land use goal exception for southern arterial.	\$ 80,000,000	\$ 239,896,266	2026-2035		Industrial area	MC		Roadside			
11342	Washington Co.		I-5/99W Connector Southern Arterial/I-5 Interface	Hwy. 99W/I-5		Arterial	Improve access to and from the Southern Arterial and I-5	Connect the Southern Arterial to I-5 or other surface arterials in the vicinity of the N. Wilsonville Interchange when all project conditions are met; including integration with land use plans for UGB expansion areas and Urban Reserves. Conducting the I-5 South Corridor Refinement Plan, including Mobility Corridors 2, 3, and 20 and resolution of access between I-5 and southern arterial with no negative impacts to I-5 and I-205 beyond the forecasted No-Build condition, addressing NEPA to determine the preferred alignment and addressing any conditions associated with land use goal exception for southern arterial.	\$ 50,000,000	\$ 149,935,166	2026-2035		2040 Corridor	MC		Roadside	Throughways		



STAFF REPORT

CITY OF TUALATIN

APPROVED BY TUALATIN CITY COUNCIL
Date 6-13-11
Recording Secretary [Signature]

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Ben Bryant, Management Intern
Alice Rouyer, Community Development Director

DATE: 06/13/2011

SUBJECT: Resolution Authorizing an Intergovernmental Agreement for Concept Planning the Basalt Creek Area

ISSUE BEFORE THE COUNCIL:

At the City Council Meeting on April 25, 2011, staff presented a draft Intergovernmental Agreement (IGA) between Metro, Washington County, the City of Tualatin, and the City of Wilsonville regarding the Basalt Creek Concept Plan. Since that meeting, City staff has collaborated with the other parties to fine-tune the IGA attached to this report. The resolution, also attached, would authorize the Mayor to sign this agreement.

RECOMMENDATION:

Staff recommends that the City Council approve the attached resolution, authorizing the Mayor to sign the proposed Intergovernmental Agreement with Metro, Washington County, and the City of Wilsonville.

EXECUTIVE SUMMARY:

Purpose of Agreement

- Gain Washington County's support for having the two cities complete a concept plan for the Basalt Creek area, which is outside of the land covered by Tualatin's current Urban Planning Area Agreement;
- Outline Washington County's commitment to complete a plan for the major roadway system through the Basalt Creek area;
- Outline a commitment from Washington County to inform and coordinate with Tualatin and Wilsonville on any development applications in the Basalt Creek planning area prior to annexation; and
- Delineate responsibilities of the respective parties of this agreement.

Importance of the Agreement

In an effort to refine the projects listed in the Regional Transportation Plan (RTP), Washington County has agreed to conduct a transportation analysis in the Basalt Creek planning area. Work will not commence on this study until all parties have signed the attached agreement.

Collaboration

The IGA that is before the Council for consideration is the product of in-depth discussion and collaboration between staff members at the cities of Tualatin and Wilsonville, Washington County, and Metro. This collaboration was necessary to ensure that the planning process meets regional desires and

RESOLUTION NO. 5041-11

A RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH METRO, WASHINGTON COUNTY AND THE CITIES OF TUALATIN AND WILSONVILLE FOR CONCEPT PLANNING THE URBAN GROWTH BOUNDARY EXPANSION AREA (BASALT CREEK / WEST RAILROAD PLANNING AREA)

WHEREAS in 2004 the Metro Council added an area located generally between the CITIES to the Urban Growth Boundary (UGB) for residential and industrial uses in Metro Ordinance No. 04-1040B; and

WHEREAS the CITIES have agreed to refer to the area generally as the "Basalt Creek Planning Area"; and

WHEREAS concept planning has never been completed for these properties; and

WHEREAS the CITIES and the COUNTY wish to work together to complete transportation and concept planning for this area to assure carefully planned development in the Basalt Creek/West Railroad Planning Area Planning Area that will be of benefit to both CITIES, The COUNTY and their residents.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Council authorizes the Mayor to sign an Intergovernmental Agreement substantially similar to the attached agreement entitled "INTERGOVERNMENTAL AGREEMENT BETWEEN METRO, WASHINGTON COUNTY, AND THE CITIES OF TUALATIN AND WILSONVILLE FOR CONCEPT PLANNING THE URBAN GROWTH BOUNDARY EXPANSION AREAS KNOWN AS THE 'BASALT CREEK' AND 'WEST RAILROAD' PLANNING AREAS"

Section 2. This Resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 13th day of June, 2011.

CITY OF TUALATIN, Oregon

By _____

Mayor

ATTEST:

By _____

City Recorder



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Richard Mueller, Parks and Recreation Manager
Paul Hennon, Community Services Director

DATE: 09/12/2016

SUBJECT: Consideration of **Resolution No. 5299-16** Authorizing Application and Acceptance of a Community Development Block Grant to Design and Renovate the Kitchen at the Juanita Pohl Center

ISSUE BEFORE THE COUNCIL:

Council will consider authorizing staff to submit an application and if awarded, accept a Community Development Block Grant (CDBG) to design and renovate the kitchen at the Juanita Pohl Center.

RECOMMENDATION:

Staff recommends adoption of the attached resolution authorizing application and acceptance.

EXECUTIVE SUMMARY:

The Washington County Office of Community Development is accepting proposals for the Community Development Block Grant Program 2017-18 funding cycle. The City of Tualatin can benefit from this grant program. A Council resolution authorizing an application for Community Development Block Grant funds is required to submit an application.

If Council approves the submittal of the grant application, and the City's project is selected for funding, it would allow for kitchen design and renovation at the Juanita Pohl Center.

The Juanita Pohl Center provides nutritional meals to vulnerable older adults. The Center opened in 1982 and much of the equipment is original and is in need of replacement. Proposed improvements include items such as cooking equipment, food storage equipment and food preparation counters. This project would provide higher food safety standards, improve access and function, and comply with current health and energy efficiency standards.

The Meals on Wheels People serve meals at the center and delivers meals to home bound older adults in Tualatin. As the primary user of the kitchen facility, this project would greatly benefit Meals on Wheels People's mission and they support the project.

The Juanita Pohl Center Advisory Committee and Tualatin Parks Advisory Committee also support the proposed project application for a Community Development Block Grant.

The tentative schedule established by the Washington County Policy Advisory Board (PAB) for the CDBG application process is as follows:

- Grant applications due - October 7, 2016
- Sponsor presentations - January 2017
- PAB rating of projects - January 2017
- Award letters distributed - February 2017
- Project funding available - July 1, 2017
- Projects completed - June 30, 2018

FINANCIAL IMPLICATIONS:

The scope of the project includes public information to affected user groups, design, permitting, bidding and construction. The total project cost is estimated to be approximately \$234,300. Funding would be through a \$206,300 Community Development Block Grant application, \$16,000 local cash match and \$12,000 local in-kind match (staff time). If awarded the CDBG project would be included in the fiscal year 2017-18 annual budget.

Attachments: Resolution No. 5299-16

RESOLUTION NO. 5299-16

A RESOLUTION AUTHORIZING APPLICATION AND ACCEPTANCE OF A
COMMUNITY DEVELOPMENT BLOCK GRANT TO DESIGN and RENOVATE
THE KITCHEN AT THE JUANITA POHL CENTER

WHEREAS, the Washington County Office of Community Development is accepting proposals for the Community Development Block Grant Program 2017-2018 funding cycle; and

WHEREAS, the City of Tualatin desires to participate in this funding program to the greatest extent possible as a means of improving nutrition programs at the Juanita Pohl Center for the benefit of the Tualatin area income-qualified population; and

WHEREAS, the City Council has identified enhancing the quality of life and ensuring that people are healthy, active and safe in the community as priorities in the City Council 2020 Vision; and

WHEREAS, this project will provide higher food safety standards, improve access and function, and comply with current health and energy efficiency standards.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Manager is authorized to apply for, and if awarded, accept Community Development Block Grant funding from the Washington County Office of Community Development to design and renovate the kitchen at the Juanita Pohl Center.

Section 2. The City Manager is authorized to execute any and all documents related to the grant application and to effectuate the award.

Section 3. This resolution is effective upon adoption.

Adopted by the City Council this 12th Day of September, 2016

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Don Hudson, Finance Director

DATE: 09/12/2016

SUBJECT: Consideration of **Resolution No. 5284-16** Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5240-15

ISSUE BEFORE THE COUNCIL:

City Council will consider whether to update and amend the City of Tualatin Fee Schedule

RECOMMENDATION:

Staff recommends adoption of the attached resolution amending the City of Tualatin Fee Schedule and rescinding Resolution No. 5240-15

EXECUTIVE SUMMARY:

The City of Tualatin Fee Schedule is broken into three groups, which are updated every three years on a rotating cycle. Staff considers cost recovery when reviewing fees, considering changes in technology, changes in practice and the costs to provide the service.

The group of fees reviewed this year are fees for Administration, Finance, Municipal Court and Police. No changes in fees were necessary for the first three mentioned groups. In the Police Department, since we no longer offer audio and video on tapes, we have updated the terminology to read "Copies of Audio CDs" and "Copies of Video CDs". Additionally, the cost to provide the copies has been increased from \$14 including the CD, to \$15 including the CD, for each.

When reviewing the fee schedule, we also get requests from departments to add fees to the schedule. This year, two fees in Community Development - Engineering and Building are being added. First, in the past, Erosion Control fees were set by Clean Water Services (CWS), we passed the revenues on to them and they completed the necessary erosion control inspections. Over the past year, CWS changed their process and we now keep the revenue and they bill us for their time for the inspections. An analysis was done by Engineering and determined that the fees set by CWS were not sufficient to cover the inspection costs. Therefore, we are adding our own Erosion Control Fees with this resolution. Second, in Building, it was determined that the costs of providing a Temporary Certificate of Occupancy (TCO) prior to a final Certificate of Occupancy was not being covered by our current fee structure and the number of TCO's issued was increasing. Staff reviewed the costs involved

and surveyed other local entities. It was determined that adding a \$100 TCO fee was appropriate and has also been included on the attached resolution.

Lastly, in an effort to centralize city fees in one location, we have added fees for rentals of facilities and sports fields overseen by Community Services to the fee schedule. These fees had previously been set by Council in separate actions over the years and are now included on this schedule. No changes in the amounts have been made at this time, but will now be included on the City of Tualatin Fee Schedule. We will be continuing to review other fees set by resolution and incorporate them into the fee schedule in the future.

Attachments: Resolution No. 5284-16

RESOLUTION NO. 5284-16

A RESOLUTION AMENDING THE CITY OF TUALATIN FEE SCHEDULE
AND RESCINDING RESOLUTION NO. 5240-15

WHEREAS, the Council has the authority to set fees for materials and services provided by the City; and

WHEREAS, the Council previously adopted the fee schedule by Resolution No. 5240-15; and

WHEREAS, the City Council wishes to amend the fees related to the Community Development Department and Police Department.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City of Tualatin fee schedule is established and adopted as set forth in "Exhibit A," which is attached and incorporated by reference.

Section 2. This resolution is effective October 1, 2016.

Section 3. Resolution No. 5240-15 is rescinded effective October 1, 2016.

INTRODUCED AND ADOPTED this 12th day of September, 2016.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO LEGAL FORM

BY _____
City Attorney

ATTEST:

BY _____
City Recorder

City of Tualatin Fee Schedule

Fees Effective October 1, 2016

Administration Department	
Agenda Packet	same as photocopy rate
Ordinances or Portions Thereof	same as photocopy rate
Photocopies:	
Per page/side (up to 8.5"x14")	0.25
Per page/side (11"x17")	0.50
Color - per page/side (up to 8.5"x14")	1.00
Color - per page/side (11"x17")	1.50
Certified Copies - per document	5.00
Thumb Drive (2 GB)	10.00
CD/DVD	20.00
Storage Retrieval Fee	25.00
Staff Time:	
-Up to 30 minutes	no charge
-Over 30 minutes	employee cost
Community Development - Engineering & Building	
Engineering Copies:	
1987 and earlier, aerial/contour maps	8.00
36" x 48"	3.00
24" x 36"	4.00
18" x 24" and 11" x 17"	3.00
Erosion Control Fees:	
a. Non-Site Development	
1. New construction	325.00
2. Additions, remodels and demolitions disturbing less than 1,000 s.f.	105.00
b. Development Sites without infrastructure or vegetated corridor improvements	325.00 plus 325.00 prorated for each acre over 1/2 acre

Community Development - Engineering & Building (continued)

c. Subsequent Site Development (Early EC Inspection Fee)	\$325.00 or 1/2 of the EC Only Fee, whichever is greater
Plan check fee	
Single family home in subdivision	70.00
commercial, industrial, multi-family or large homesites not in an existing subdivision	955.00
Hydraulic Modeling for Commerical/Industrial Retail and Multi-family units	300.00/bldg
Hydraulic Modeling for New Subdivisions with 50 or more lots	1,000.00
Partition,* Nonexpedited & Expedited Processes	440.00
Partition,* Nonexpedited & Expedited Extension/Modification	145.00
Partition,* Nonexpedited, Appeal Proceeding to Council	145.00
Partition,* Expedited, Appeal to Referee, Deposit per ORS 197.375	325.00
Partition,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 145.00
Partition,* Minor Variance included & primary use is not a single family dwelling & not in RL or RML	Add 220.00
Property Line Adjustment,* primary use is a single family dwelling in RL or RML	75.00
Property Line Adjustment,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 145.00
Property Line Adjustment,* primary use is not a single family dwelling in RL or RML	325.00
Property Line Adjustment,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 145.00
Property Line Adjustment,* Appeal Proceeding to Council	145.00
Public Works Construction Permit Deposit	5% of est. value of work but not less than 500.00
Public Works Construction Code	55.00
Subdivision,* Nonexpedited and Expedited Processes	2,900.00
Subdivision,* Variance included & primary use is a single family dwelling in RL or RML	Add 290.00

Community Development - Engineering & Building (continued)	
Subdivision,* Variance included & primary use is not a single family dwelling in RL or RML	Add 365.00
Subdivision,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 145.00
Subdivision,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 220.00
Subdivision,* Nonexpedited, Extension/Modification By Council	665.00
Subdivision,* Expedited, Extension/Modification By City Engineer	170.00
Subdivision,* Nonexpedited, Appeal Proceeding to Council	145.00
Subdivision,* Expedited Appeal to Referee, Deposit per ORS 197.375	325.00
Street Name Change	145.00
Street Vacation Application Deposit	365.00
Temporary Certificate of Occupancy	100.00
Zone of Benefit Application Fee	725.00
Water Quality Permit Deposit	540.00
* Subdivision, Partition and Property Line Adjustment applicants shall contact the Finance Department for a determination of L.I.D. assessment apportionment for the property proposed to be divided or adjusted.	

Community Development - Planning	
Amendment to Comprehensive Plan Map	2,245.00
Amendment to Comprehensive Plan Text/Landmark Designation/Removal of Landmark Designation	2,245.00
Annexation	1,530.00
Appeal Proceeding to Council	145.00
Appeal Expedited Process to Referee, Deposit per ORS 197.375	325.00
Architectural Review Application, Nonexpedited Process: Estimated Project Value:	
Under \$5,000	125.00
\$5,000 - \$24,999.99	590.00
\$25,000 - \$99,999.99	1,065.00
\$100,000 - 499,999.99	1,765.00
\$500,000 and greater	2,590.00

Community Development - Planning (continued)

Architectural Review, Minor	100.00
Architectural Review, Single-family Level I (Clear & Objective)	100.00
Architectural Review, Single-family Level II (Discretionary)	785.00
Conditional Use Permit	1,530.00
Conditional Use Permit Renewal	1,530.00
Extension Request Reviewed by Staff	215.00
Extension Request Reviewed by Architectural Review Board	1,235.00
Interpretation of Development Code	100.00
Industrial Master Plans	1,955.00
Landmark Alteration/New Construction Review	120.00
Central Urban Renewal Master Plan	1,955.00
Landmark Demolition Review	130.00
Landmark Relocation Review	60.00
License to Keep Chickens	50.00
Pre-Application Meeting	220.00
Reinstatement of Nonconforming Use	1,530.00
Request for Council Rehearing	180.00
Sign Ordinance	8.00
Sign Code Variance	725.00
Sign Permit:	
New Sign or Structural Change to Existing Sign	145.00
Temporary Sign or Each Face Change to Existing Sign	75.00
Temporary Uses:	
1 - 3 days	55.00
4 - 180 days	55.00 + 1.50/day
Over 3 days	not to exceed 200.00 total
Transitional Use Permit	1,645.00
Tree Removal Permit, 1 tree	310.00
each additional tree, \$10.00 not to exceed a total of	340.00
Variance:	
When primary use is a single family dwelling in RL or RML	310.00
When primary use is not a single family dwelling in RL or RML	1,530.00

Community Development - Planning (continued)

Variance, Minor:	
When primary use is a single family dwelling in RL or RML	310.00
When primary use is not a single family dwelling in RL or RML	1,050.00
All Other Actions	350.00

Community Services

Browns Ferry Park Community Center

Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
Meeting Rooms	1 hour	None	\$15.00	25.00	60.00
Garage	1 hour	None	\$15.00	25.00	60.00
Studio Structure	1 hour	None	\$15.00	25.00	60.00
Sun Room	1 hour	None	\$15.00	25.00	60.00
River Shelter	4 hour	None	\$15.00	25.00	60.00
Alcohol Permit:	Individual		None	10.00	30.00
	Group		None	25.00	50.00
	Special Events		None	50.00	100.00

Reservations must be made for a minimum of two (2) hours.

\$10.00 handling fee for cancellations

Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

Class 1: Activities sponsored by the City of Tualatin.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth of Tualatin.

Class 4: All other groups, organizations and individuals are categorized by resident or non-resident for the purpose of determining fees.

Cleaning & Security Deposit - Brown's Ferry Community Center

Groups for meeting only	50.00
Groups for kitchen storage and building use	100.00
Groups using full kitchen facilities	285.00

The Community Services Director will determine the amount of the cleaning/security deposit to be refunded based on the building monitor's report.

Picnic Shelters and Sports Fields					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
Rustic	4 hours	None	\$15.00	25.00	60.00
Patio	4 hours	None	\$15.00	25.00	60.00
Main-South	4 hours	None	\$15.00	25.00	60.00
Main-North	4 hours	None	\$15.00	25.00	60.00
Main-Full	4 hours	None	\$15.00	50.00	120.00
Trestle	4 hours	None	\$15.00	25.00	60.00
River Shelter	4 hours	None	\$15.00	25.00	60.00
Horseshoe Pits	4 hours	None	None	15.00	30.00
Sports Fields	2 hours	None	None	20.00	45.00
Sports Fields Lights	2 hours	None	None	20.00	45.00
Turf Fields-TuHS	1 hour	None	None	20.00	40.00
Lights-TuHS	1 hour	None	None	40.00	40.00
Alcohol Permit:	Individual		None	10.00	30.00
	Group		None	25.00	50.00
	Special Events		None	50.00	100.00

\$10.00 handling fee for cancellations

Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

Class 1: Activities sponsored by the City of Tualatin.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth of Tualatin.

Class 4: All other groups, organizations and individuals are categorized by resident or non-resident for the purpose of determining fees.

Juanita Pohl Center					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
E or W Dining Rm	1hour	None	15.00	30.00	75.00
Full Dining Rm	1 hour	None	20.00	40.00	95.00
Kitchen -Warming only	1 hour	None	15.00	10.00	35.00
Kitchen -Full Svc	1 hour	None	15.00	20.00	40.00
Multipurpose Rm	1 hour	None	15.00	25.00	65.00
E or W Dinning & W Activity	1 hour	None	15.00	40.00	95.00
Small Classrooms	1 hour	None	5.00	10.00	20.00
Alcohol Permit: Individual			None	10.00	30.00
Group			None	25.00	50.00
Special Events			None	50.00	100.00

Reservations must be made for a minimum of two (2) hours.

\$10.00 handling fee for cancellations

Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

Class 1: Activities sponsored by the City of Tualatin, City of Durham official meetings, and Meals on Wheels People, for official center functions.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth and general public of Tualatin. Rosters of organization members and 501c3 information required.

Class 4: All other groups, including religious and political organizations and individuals are categorized by resident/non-resident for the purpose of determining fees.

Cleaning & Security Deposit - Juanita Pohl Community Center	
Groups for meeting only	50.00
Groups for kitchen storage and building use	100.00
Groups using full kitchen facilities	285.00

The Community Services Director will determine the amount of the cleaning/security deposit to be refunded based on the building monitor's report.

Tualatin Library Community Room						
Area	Time	Class 1 & 2	Class 3		Class 4	
			Resident	Non-Resident	Resident	Non-Resident
Community Room	1 hour	None	10.00	20.00	15.00	30.00

\$10.00 handling fee for cancellations

Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be given classified as shown below.

Class 1: Activities sponsored by the Tualatin Public Library and/or City of Tualatin

Class 2: Activities co-sponsored by the Tualatin Public Library and/or City of Tualatin

Class 3: Non-profit organizations

Class 4: All other organizations, including religious and political groups, are categorized by resident/nonresident for the purpose of determining fees.

Finance Department	
L.I.D. Assessment Apportionment Fee	108.75
Lien Search Fee (per tax lot)	29.85
Passport Photo	16.00
Recovery Charge Installment Payment Plan Application Fee	228.20
Returned Checks (per check for processing NSF check)	36.25
Zone of Benefit Recovery Charge Administration Fee	120.50

Geographic Information System	
Citywide aerial photo, 36" x 42"	30.00
Subdivision street map, 34" x 36"	15.00
Street map, 22" x 22"	8.00
Planning Districts, 34" x 44"	15.00
Planning Districts, 18" x 24"	8.00
Custom Mapping	\$55.00/hr, plus materials
Mailing Lists	30.00

Legal Services Department

Development Code (hard copy)	70.00 each + postage
Updates (hard copy) 8.5" x 11" 11" x 17" Color - 8.5" x 11" Color – 11" x 17"	0.25 per page/side + postage 0.50 per page/side + postage 1.00 per page/side + postage 1.50 per page/side + postage
Tualatin Municipal Code (hard copy)	55.00 each + postage
Thumb Drive (2GB) containing electronic copies of Tualatin Municipal Code and/or Development Code	10.00 + postage

Municipal Court

Traffic School and Compliance Program Fees:	
Class A	275.00
Class B	155.00
Class C	125.00
Class D	100.00
Seat Belt Class	65.00
Vehicle Compliance Program	35.00
Collection Fee	25% of ordered amount
License Restatement Fee	70.00
Overdue Payment Letter Fee	10.00
Failure to Appear – Arraignments	40.00
Failure to Appear – Trials	100.00

Police

Copies of Audio CDs	15.00 including CD
Copies of Video CDs	15.00 including CD
Copies of Photographs on CD	15.00 including CD
Copies of Police Reports (no charge to victims):	
1 - 10 pages	10.00
plus each page over 10	0.25

Police (Continued)	
Alarm Permit, Initial Application	23.00
Alarm Permit, Annual Renewal	23.00
Alarm Permit, 1st False Alarm	No charge
Alarm Permit, 2nd False Alarm	No charge
Alarm Permit, 3rd False Alarm	85.00
Alarm Permit, 4th False Alarm	113.00
Alarm Permit, 5th False Alarm	169.00
Alarm Permit, 6 th and More False Alarms	225.00 per alarm
Alarm Permit, 10 or more False Alarms	500.00 Civil Infraction
Release of Towed (impounded) Vehicles	100.00
Fingerprinting cards	(first two) 25.00
Each additional card	each 2.00
Public Works	
Street Tree and Installation (Single Family Only)	175.00
Street Tree Removal (excluding Stump Grinding)	300.00
Street Tree Stump Grinding	125.00
Tree-for-a-Fee Program	75.00
New Tree Grates – Full set of 2 halves	400.00
New Tree Grates – Half set	200.00
Tree Grates – Leveling Stone and fastening hardware	25.00
Tree Grates Improvements	175.00
Core Area Parking District Tax Appeal	135.00

City Council Meeting

Meeting Date: 09/12/2016

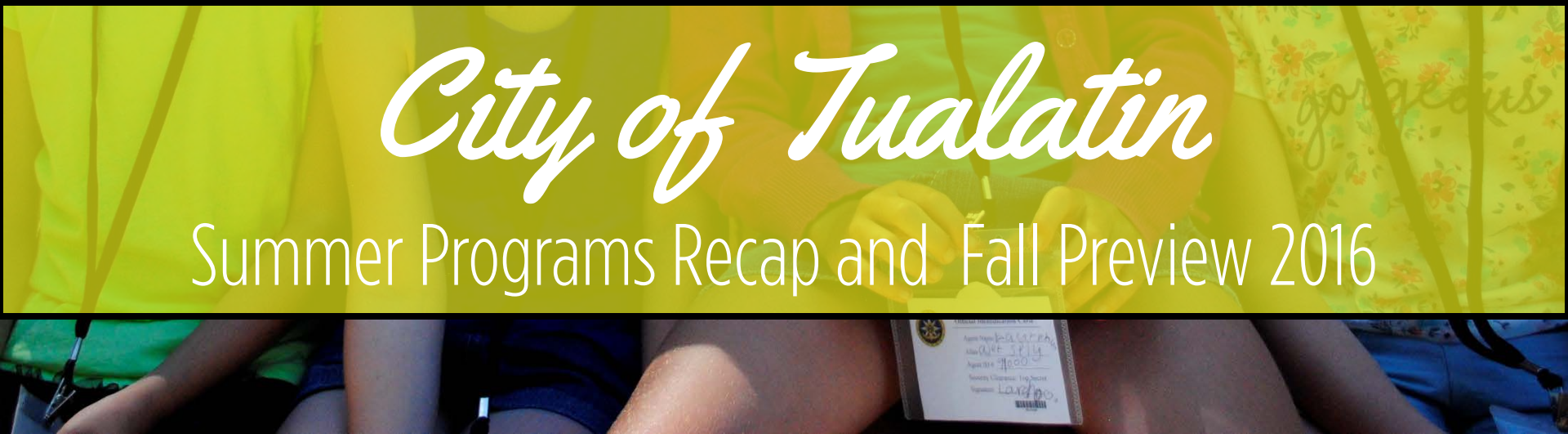
SPECIAL Summer Programs Review and
REPORTS: Fall Programs Preview

SPECIAL REPORTS

Update on Programs and Activities Offered this Summer by the City of Tualatin and Partners,
and a Preview of Fall Programs

SUMMARY

A. Summer Review Fall Preview



Summer Programs Recap and Fall Preview 2016

Tualatin Public Library



50k Hours Read!

3,000+ books given away

Weekly outreach at
Summer Lunch site

Record signups for all ages

Highest adult participation in
WCCLS – 5th year!



Summer Reading at the Commons

Summer Reading fosters human development through promoting literacy & education, increases cultural unity, and creates a sense of place.



Tuesdays, June – August
Over 2000 attended



Washington County
Cooperative Library Services



Summer Camp 2016



6 weeks, 24 sessions for ages 4-11
52 kids per day, 1,560 total
6,723 contact hours!



Teen Adventure Camp



9 weeks
18 sessions
24 teens per day, 648 total
4,860 contact hours





CONCERTS ON THE COMMONS

8 concerts

Over 6,500 attendees (up nearly 25%)

Food and specialty item vendors each week

19 sponsors





MOVIES ON THE COMMONS



7 movies
1,700 people
9 sponsors





3 days, 44 artists
Live music
Kids' art tent
Chalk it Up
2,000 people



Teen Volunteers



TEAM Tualatin 78 volunteers, 2874 service hours

Library 42 volunteers, 1200+ service hours

Tualatin Youth Advisory Council

15 volunteers, 300 hours



Police

National Night Out

17 neighborhood events

GREAT Camp

Gang Resistance
Education and Training

Four weeks with 215
students



Juanita Pohl

Summer Programs

Over 4,000 participants in fitness,
enrichment, and wellness programs
Nearly 5,000 meals served



Recreation Partners

Tualatin Crawfish Festival

Music, food, contests, and activities

Tualatin Heritage Center

Ongoing programs and events

Browns Ferry Park

Kayak & canoe rentals

Willowbrook Arts Camp

35th Summer, biggest year yet

Tigard-Tualatin Summer Lunch Program

Community Park, Atfalati Park, Tualatin Public Library

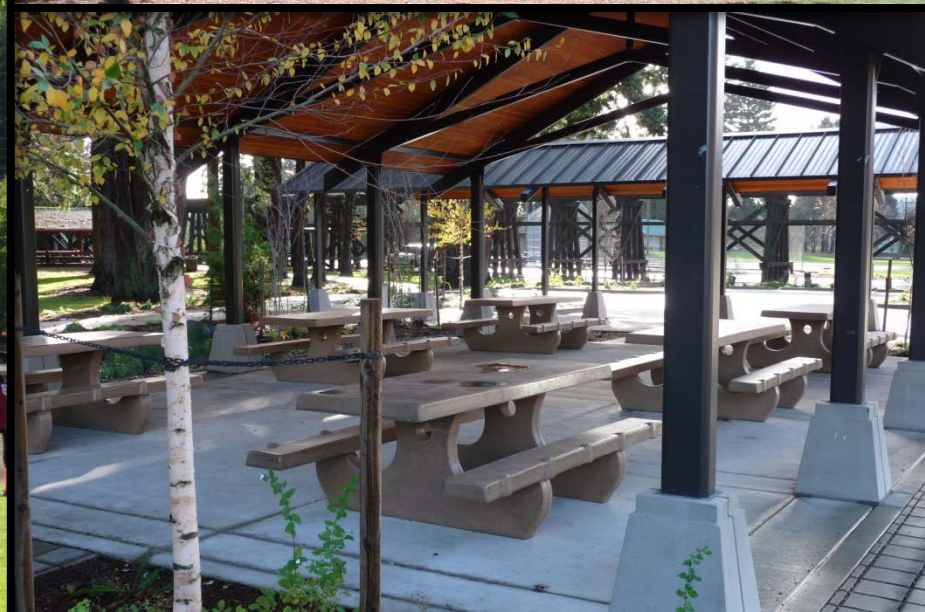
YMCA, Skyhawks, Code to the Future Camps



Facility Rentals

200 picnic shelter rentals,
over 7,000 people

700 sports field
reservations



Tualatin Library

Fall Preview

New Storytime for toddlers – now serving 6 storytimes per week
After-school programs: STEM activities
- Full STEAM Ahead, Hazelbrook Afterschool Club



Washington County
Cooperative Library Services



Tualatin Library

Fall Preview



Hispanic Heritage Month
Adult Crafting Programs
Music Programs
A Knight of Murder



Washington County
Cooperative Library Services



Juanita Pohl Center

Fall Preview



Active Aging Week

September 26-30

Octoberfest

Friday, October 7

**Veterans' Recognition
Breakfast**

Thursday, November 10



Tualatin Youth Advisory Council's Haunted House



October 21, 22, 28, 29

\$4 youth, \$5 adult



West Coast Giant Pumpkin Regatta

Saturday, October 15, 2016

