



MEETING AGENDA

TUALATIN PLANNING COMMISSION

November 20, 2014; 6:30 p.m.
JUANITA POHL CENTER
8513 SW TUALATIN RD
TUALATIN, OR 97062

1. **CALL TO ORDER & ROLL CALL**
Members: Alan Aplin (Chair), Bill Beers, Jeff DeHaan, Cameron Grile, Nic Herriges, Adam Butts and Jan Giunta
Staff: Aquilla Hurd-Ravich, Planning Manager; Cindy Hahn, Associate Planner; Kaaren Hofmann, Engineering Manager.
2. **APPROVAL OF MINUTES**
 - A. Approval of September 18, 2014 TPC Minutes.
3. **COMMUNICATION FROM THE PUBLIC (NOT ON THE AGENDA)**
Limited to 3 minutes
4. **ACTION ITEMS**
5. **COMMUNICATION FROM CITY STAFF**
 - A. City of Tualatin's 2016-2020 Capital Improvement Plan
6. **FUTURE ACTION ITEMS**
7. **ANNOUNCEMENTS/PLANNING COMMISSION COMMUNICATION**
8. **ADJOURNMENT**



STAFF REPORT

CITY OF TUALATIN

TO: Tualatin Planning Commissioners
FROM: Lynette Sanford, Office Coordinator
DATE: 11/20/2014
SUBJECT: Approval of September 18, 2014 TPC Minutes.

ISSUE BEFORE TPC:

Attachments: [TPC Minutes 9.18.14](#)



City of Tualatin

www.tualatinoregon.gov

UNOFFICIAL

TUALATIN PLANNING COMMISSION -

MINUTES OF September 18, 2014

TPC MEMBERS PRESENT:

Alan Aplin
Adam Butts
Jeff DeHaan
Bill Beers
Cameron Grile
Jan Giunta (arrived after agenda item 2)

STAFF PRESENT

Aquilla Hurd-Ravich
Cindy Hahn
Lynette Sanford

TPC MEMBER ABSENT: Nic Herriges

GUESTS:

1. **CALL TO ORDER AND ROLL CALL:**

Alan Aplin, Chair, called the meeting to order at 6:31 pm and reviewed the agenda. Roll call was taken.

2. **APPROVAL OF MINUTES:**

Mr. Aplin asked for review and approval of the June 19, 2014 TPC minutes. MOTION by Beers SECONDED by DeHaan to approve. MOTION PASSED 5-0.

3. **COMMUNICATION FROM THE PUBLIC (NOT ON THE AGENDA):**

None

4. **ACTION ITEMS:**

None

5. **COMMUNICATION FROM CITY STAFF:**

A. TriMet's Service Enhancement Plan

Tom Mills, a Planner for TriMet, presented an update on the Southwest Service Enhancement Plan. This plan has been implemented to better serve the growing region by adding local and regional service throughout the region. Mr. Mills stated that when he met with the Planning Commission back in December of 2013, the plan was in the

These minutes are not verbatim. The meeting was recorded, and copies of the recording are retained for a period of one year from the date of the meeting and are available upon request.

public outreach and data analysis phase. The draft vision is now in the gathering feedback phase. Once feedback is gathered, the plan will be revised and they hope to have revisions finalized by spring.

Mr. Mills shared a PowerPoint presentation which detailed maps of where Tualatin residents work and live. He added that TriMet held six community meetings for public input including four key population meetings and a Charette. Over 200 people participated in the various workshops and in addition, a survey was conducted on-line and through the mail which drew over 1800 responses.

Mr. Mills continued with the slideshow that detailed the current bus lines. The lines currently consist of service heading north and south and acknowledged that east/west service is lacking throughout the region. There is also interest among citizens to be able to ride public transit to PCC. Lastly, Mr. Mills discussed expanding the community connector service, which includes the Tualatin shuttle.

Mr. Aplin inquired about the possibility of additional park and ride lots. Mr. Mills replied that the current plan does not include future park and ride lots due to the cost involved, but there is an option for this to be funded in the future by neighborhood partners such as churches and movie theaters. Mr. DeHaan inquired about the 76 bus and the ridership required for it to run more frequently. Mr. Mills answered that it's determined by boarding rides per vehicle, and the 76 bus is not quite up to the tipping point. Mr. DeHaan asked about rush hour commuter hours and if there is consideration about adding a run in the middle of the day. Mr. Mills answered that he does not predict there will be a demand for mid-day or late night service, outside of rush hour. Ms. Giunta asked if TriMet is looking at high capacity bus service, such as articulated buses. Mr. Mills answered that they are not discussing that at this time. Mr. Mills added that there is a survey on-line on the Tualatin Facebook page.

B. Basalt Creek Concept Plan – Project Update

Cindy Hahn, Associate Planner, presented a status update on the Basalt Creek Concept Plan which included a PowerPoint presentation. Ms. Hahn stated that there was a public workshop in June and a joint Council meeting in July which focused on themes derived from stakeholder input, a land capacity analysis, and a summary of the development themes that will be used to develop land use scenarios for the study area. Another joint Council meeting is scheduled for December and there will be an open house in January to look at the alternatives.

Ms. Hahn reported many Tualatin and Wilsonville residents participated on the online survey and attended the workshop. The themes that came out of the workshop included protecting the existing neighborhoods, open to a range of employment and commercial uses, and appropriate transitions between land uses. The themes that resulted from the online survey included less focus on housing, additional support for retail and restaurants, less support for warehousing and industrial, and interest in public access to natural resources.

Ms. Hahn added that Manufacturing is a big part of the economy in Oregon and it is the second highest of output in the nation. In 2012 it represented 55.16 million dollars. Mr. Beers inquired about manufacturing area and how to keep truck traffic at a minimum. Ms. Hahn answered that warehouse and distribution is associated with a lot of truck traffic, whereas a high-tech campus style of business would be less.

Mr. DeHaan asked if there has been analysis to determine which manufacturing and industrial type facilities would work best in Basalt Creek. Ms. Hurd-Ravich responded that industrial land developers were consulted to determine what the area would support. Ms. Hahn added that there was less demand for retail development since there are many nearby; however, there was a desire for smaller retail businesses.

Ms. Hahn stated that developers have acknowledged that regarding residential development, there is a demand for single story houses for the seniors. A housing preference survey was conducted and the result was that there is clearly a preference for single-family detached houses on moderate sized lots even though smaller lots are becoming more acceptable. Ms. Hahn stated that natural areas are also a priority as well as active recreational activities.

Ms. Hahn reported that the next steps include the discussion of alternative land use scenarios in October. In November, findings will be drafted on infrastructure and refinement of alternative land use scenarios. The review of land use scenarios is scheduled for December and the alternatives will be presented to the public for feedback at the open house in January.

6. FUTURE ACTION ITEMS

Ms. Hurd-Ravich stated that the Planning Commission meeting scheduled in October has a light agenda and may be canceled. In November, there will be updates. Ms. Giunta inquired about the Stafford Hamlet area. Ms. Hurd-Ravich responded that this topic will be on the Council agenda in October and the Planning Commission will discuss this in November. Mr. Grile inquired asked about the Nyberg Rivers sign along the freeway and noted how small it is in comparison to the one advertising Nyberg Woods. Ms. Hurd-Ravich responded that the development could not ask for a sign variance because they City no longer allows new freeway oriented signs. Nyberg Woods was able to use the existing sign. Ms. Hurd-Ravich added that LA Fitness is in a different planning zone and may request a sign variance for a larger sign.

7. ANNOUNCEMENTS/PLANNING COMMISSION COMMUNICATION

Mr. DeHaan inquired about Riverhouse property on Boones Ferry Rd. Ms. Hurd-Ravich responded that the Code Enforcement Officer forced them to remove the trailer, the tarps on the fence, and trim the weeds.

8. **ADJOURNMENT**

MOTION by Grile SECONDED by DeHaan to adjourn the meeting at 8:06 pm. MOTION PASSED 6-0.

_____ Lynette Sanford, Office Coordinator



MEMORANDUM

CITY OF TUALATIN

TO: Tualatin Planning Commissioners

THROUGH: Aquilla Hurd-Ravich, Planning Manager

FROM: Kaaren Hofmann, Engineering Manager

DATE: 11/20/2014

SUBJECT: City of Tualatin's 2016-2020 Capital Improvement Plan

ISSUE BEFORE TPC:

Review and feedback on the City's Capital Improvement Plan

EXECUTIVE SUMMARY:

The City of Tualatin's Capital Improvement Plan (CIP) establishes, prioritizes, and ensures funding for projects to improve existing and develop new infrastructure and facilities. The use of a CIP promotes better use of the City's limited financial resources, reduces costs and assists in the coordination of public and private development.

There are five different project categories in the City's CIP.

1. Facilities/Equipment
2. Parks & Recreation
3. Technology
4. Transportation
5. Utilities

The projects are proposed to address Master Plan priorities, regulations, maintenance and repair needs, health and safety and coordination opportunities. Once they are proposed they are then prioritized using the same criteria with a review of available resources to complete the proposed projects.

There are three major sources of funding for Capital Projects. They include:

1. **System Development Charges** – these are paid by developers in order to provide additional capacity to the City's infrastructure
2. **Utility & Gas Tax Funds** – these are paid by the ratepayers in Tualatin and are generally used for maintenance and repair of the existing public utility and transportation system
3. **General Funds** – this comes from franchise fees and property taxes and pay for other needs – parks, etc.

A map and project summaries are available which show the proposed Capital Improvement Plan projects. The map includes water, storm water, wastewater and transportation projects that are projected over the next 5 years.

City Staff are attending all of the citizen advisory committees as one of the public outreach efforts prior to the City Council's review and acceptance of the plan. The City Council will consider acceptance of the proposed CIP on January 26, 2014. The CIP will then be used as a planning tool in the annual budget process in May and June, 2015.

Attachments: A. Fact Sheet
 B. Powerpoint

City of Tualatin

Capital Improvement Plan 2016-2020

The City of Tualatin's Capital Improvement Plan establishes, prioritizes, and ensures funding for projects to improve existing and develop new infrastructure and facilities.

The use of a CIP promotes better use of the City's limited financial resources, reduces costs and assists in the coordination of public and private development. In addition, the planning process is valuable as a means of coordinating development of facilities and infrastructure.



City of Tualatin
18880 SW Martinazzi Ave
Tualatin, OR 97062
www.tualatinoregon.gov

DEFINITION

The CIP will include those items in excess of \$10,000 with an expected useful life of more than one year.

Smaller projects (less than \$10,000) may be combined into one project and therefore defined as a capital expense.

Items such as minor equipment and routine expenses will continue to be accounted for in the City's annual budget and will not be included in the capital improvement plan.

CRITERIA

The CIP Review Team conducts an internal project ranking process to prioritize projects to be included in the following fiscal year's annual budget.

The criteria used in this ranking includes, but are not limited to:

- Addresses health and safety concerns
- Implements a Master Plan
- Support of Council goals
- Meets a regulatory or mandated requirement
- Considers service delivery needs
- Includes outside funding and partnerships

CATEGORIES

FACILITIES & EQUIPMENT

Projects involving buildings, structures, equipment, and vehicles that the City owns and manages.

PARKS & RECREATION

Projects affecting parks and open spaces

TECHNOLOGY

Projects involving hardware, software, or infrastructure that improves and/or support technology.

TRANSPORTATION

Projects affecting transportation (streets, bike lanes, pedestrian crossings, paths, trails, and rail).

UTILITIES

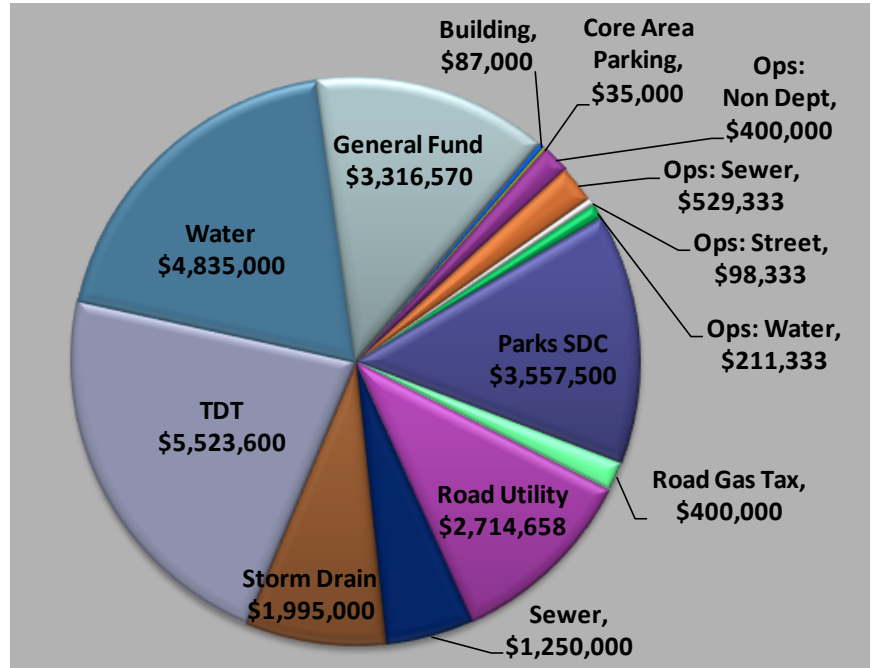
Projects involving the Water, Storm, and Sewer distribution infrastructure.



FUNDING

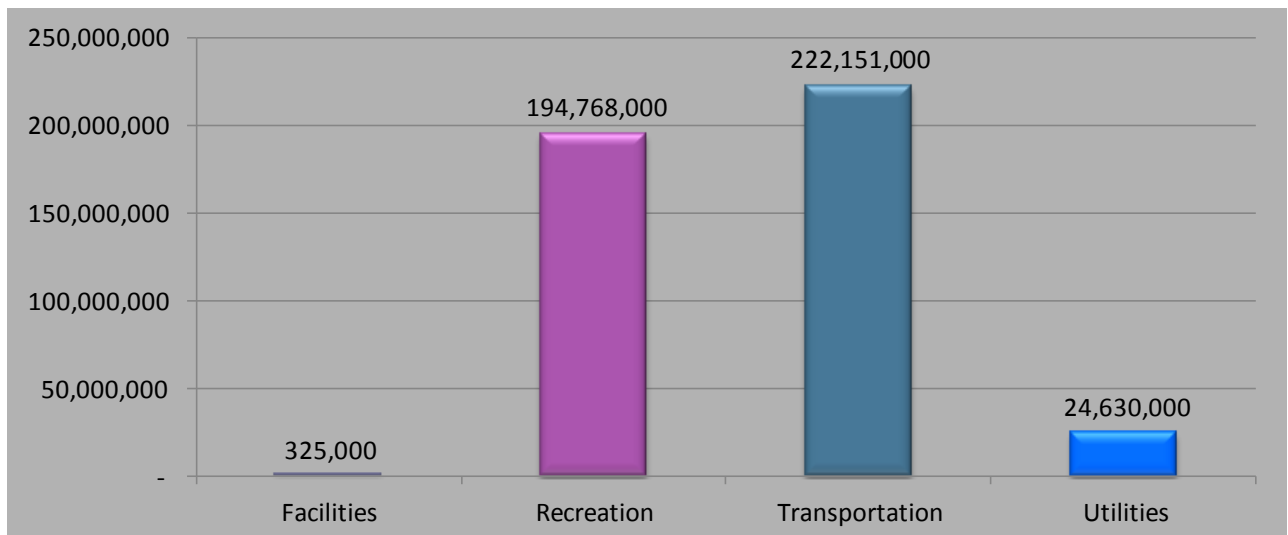
The nature and amount of the project generally determine financing options as do projected revenue resources. The following financing instruments could be used:

- Outside funding: grants, federal, state, and county funds and donations
- Development fees
- Gas tax revenues
- Utility fund revenues
- General fund revenues
- Debt secured by a restricted revenue source
- General obligation debt



UNFUNDED PROJECTS

Typically there are more project requests than can be funded in the five-year CIP period. These projects are listed in the appendix as unfunded projects. Projects are added to the unfunded list as they are identified through master planning efforts, public involvement activities, new regulations, and system development reviews. Each year, based on ranking criteria and available funding, departments review the unfunded list to determine which projects can be moved from an unfunded status into the appropriate category as a proposed to be funded project.



PROJECT IDENTIFICATION MAP

Projects which affect a specific location are shown in the map below.

Projects affect multiple locations or have a citywide impact are not reflected on the map.

WASTE WATER



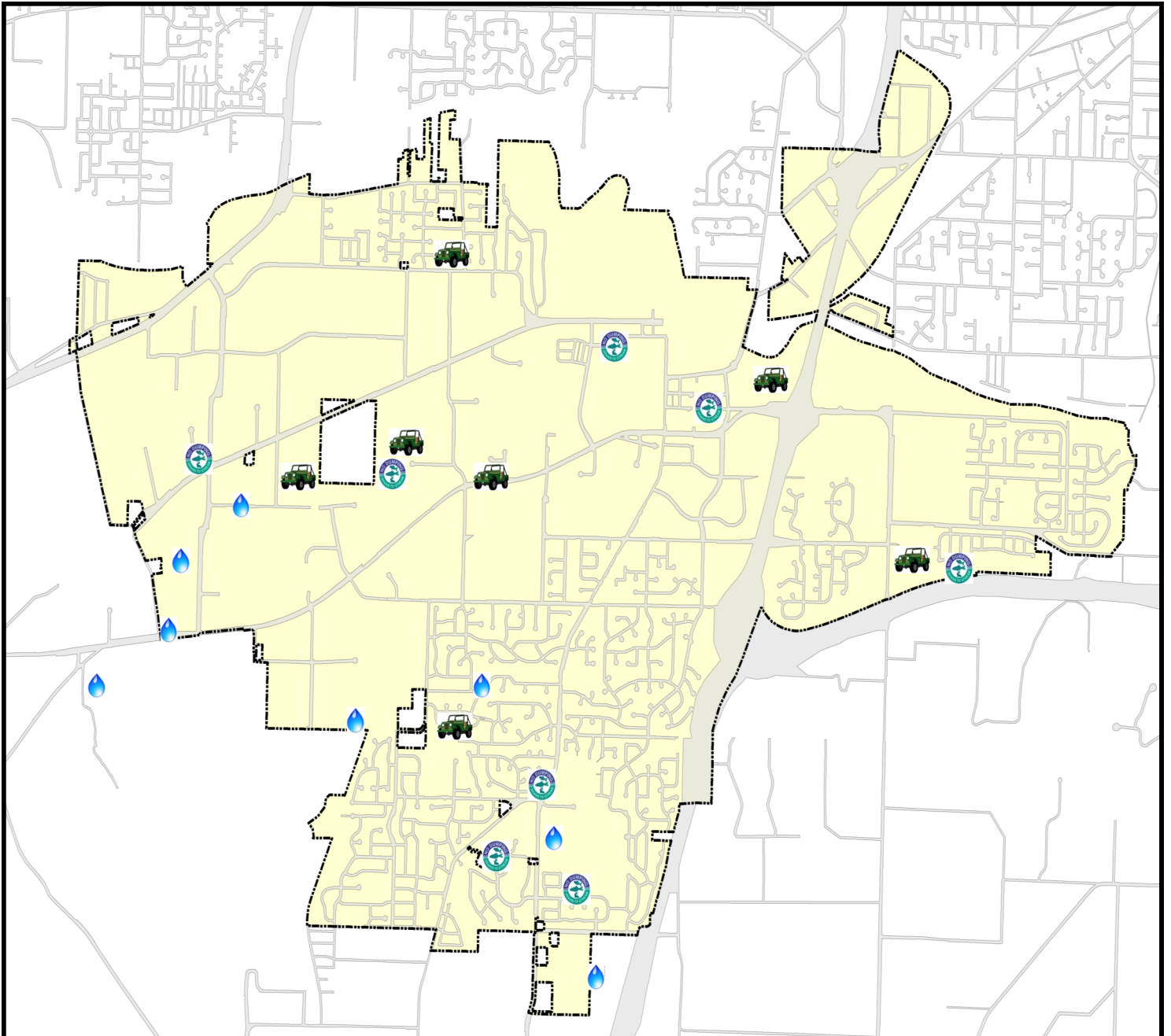
WATER



TRANSPORTATION



STORM





2016 - 2020

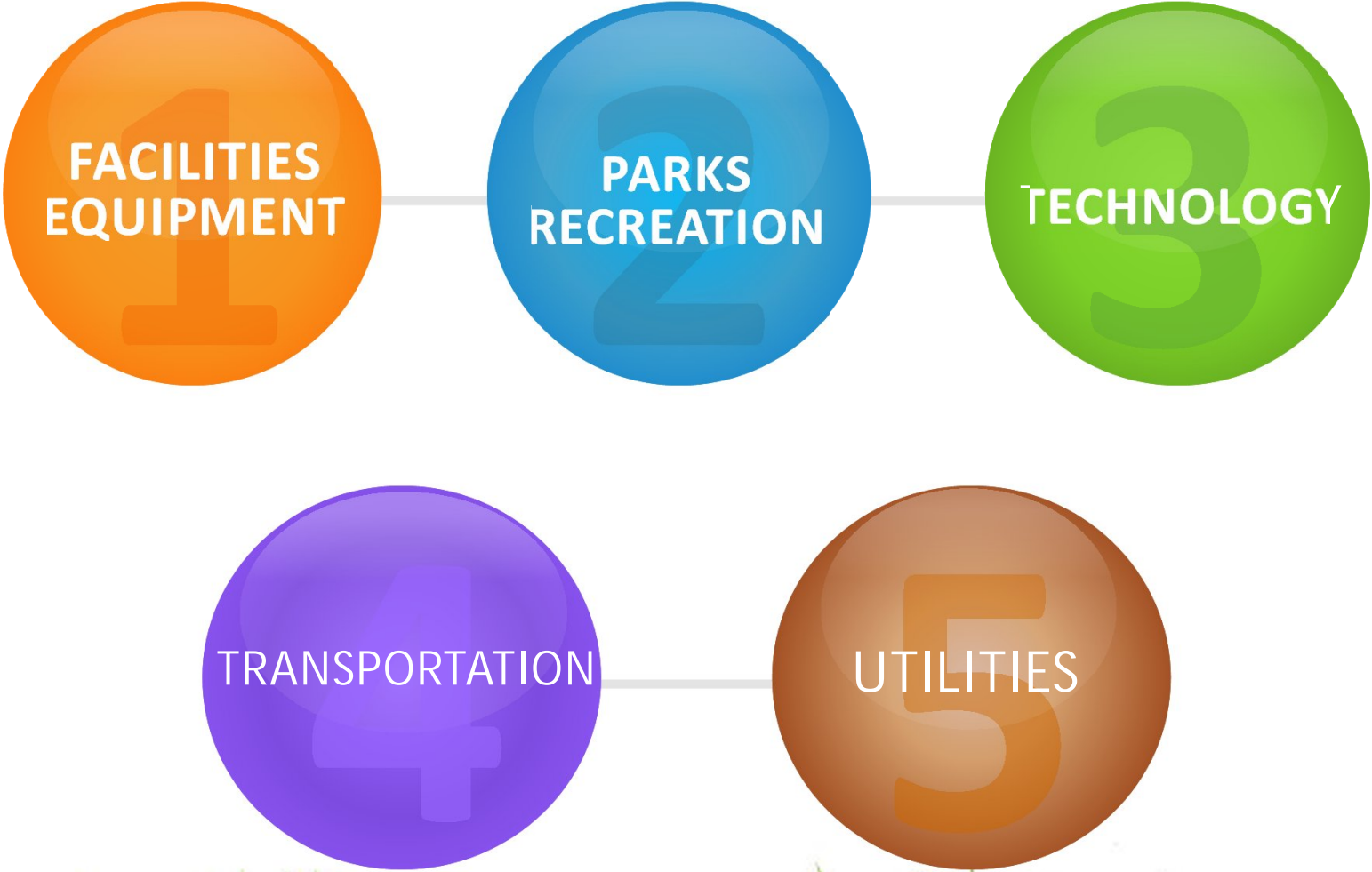


City of Tualatin

CAPITAL IMPROVEMENT PLAN



Project Categories



Priorities

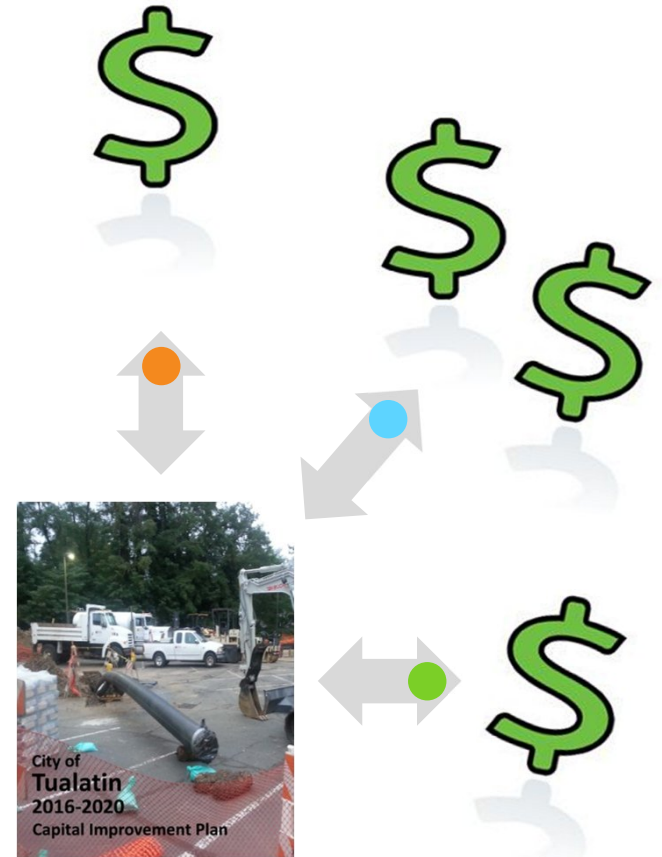


Health & Safety
Coordination (cost savings)
Satisfies regulatory requirements
Supports Council goals
Implements Master Plans

Funding Sources

- System Development Charges
- Water Rates
- Wastewater Rates
- Storm Rates
- Road Maintenance Rates
- Gas Taxes
- General Fund

11/17/2014



DRAFT PROJECT LIST BY CATEGORY

UTILITIES	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20
Water					
City Wide: Pipeline Protection	60,000	0	0	0	0
City Wide: Control Valve Maintenance	35,000	0	0	0	0
Water Reservoirs: B2 Exterior/Interior Paint/Clean	550,000	0	0	0	0
Water Reservoirs: C2	100,000	0	0	0	0
Blake to 115th: Install New 12" Water Line	200,000	200,000	0	0	0
Myslony St /112th Ave Intersection Loop System (P3/P7)	250,000	250,000	0	0	0
Water Reservoirs: A1 Exterior/Interior Paint/Clean	0	675,000	0	0	0
B Level Lines to Connect to Pump Station	0	0	300,000	500,000	500,000
B Level Pump Station, Install New	0	0	0	400,000	450,000
Water Reservoirs: A2 Interior Paint/Clean	0	0	0	300,000	0
Replacement of Aging Water Lines	0	0	0	0	100,000
Sewer					
Sanitary Sewer Line Rehab and Replace	125,000	125,000	125,000	125,000	125,000
Sanitary Sewer Manhole Rehab and Replace	125,000	125,000	125,000	125,000	125,000
Storm					
Catch Basin Retrofit (Complete 9 each year)	26,000	27,000	28,000	29,000	30,000
Grahams Ferry Rd/lbach St: Upgrade Stormwater	80,000	345,000	0	0	0
Manhasset Storm Drain	310,000	310,000	0	0	0
Martinazzi at TSR Storm Evaluation and Upgrade	200,000	0	0	0	0
Waterford Water Quality Facilities	100,000	0	0	0	0
Sweek Dr/Emery Zidell Pond B	0	0	100,000	0	0
125th Ct/Herman: Upgrade Stormwater Outfall	0	0	60,000	150,000	0
Chilkat Meadows Water Quality Facilities	0	0	0	100,000	0
Sequoia Ridge Water Quality Facilities	0	0	0	0	100,000
TOTAL UTILITIES	2,161,000	2,057,000	738,000	1,729,000	1,430,000

DRAFT PROJECT LIST BY CATEGORY

FACILITIES AND EQUIPMENT	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20
Vehicles: General Fund	215,500	272,000	309,000	291,000	278,500
Vehicles: Operations: Street	37,333	29,000	0	32,000	45,000
Vehicles: Operations: Sewer	83,333	21,000	0	0	425,000
Vehicles: Operations: Water	37,333	0	29,000	32,000	78,000
Vehicles: Building	0	29,000	29,000	0	29,000
Core Area Parking Green & White Lots: Slurry Seal	0	13,000	0	0	22,000
Library Furnishing Replacement	0	60,000	60,000	0	0
Library Shelving Improvements	0	25,000	30,000	30,000	0
Police Station: Carpet Replacement	0	34,670	41,500	15,000	0
Community Services Admin Roof Replacement	0	53,000	0	0	0
Lafky House: Roof Replacement	0	42,500	0	0	0
Operations: Public Parking Lot Expansion	0	0	0	50,000	0
Police Station: Parking Lot Maintenance Repair	0	21,000	0	0	0
Police Station: Roof Maintenance -Topcoat Granular	0	0	31,000	0	0
Police Station: HVAC Unit Replacements	0	0	29,000	29,000	29,000
Operations: Covered Parking Structure for Trucks	0	0	0	0	350,000
TOTAL FACILITIES & EQUIPMENT	373,499	600,170	558,500	479,000	1,256,500

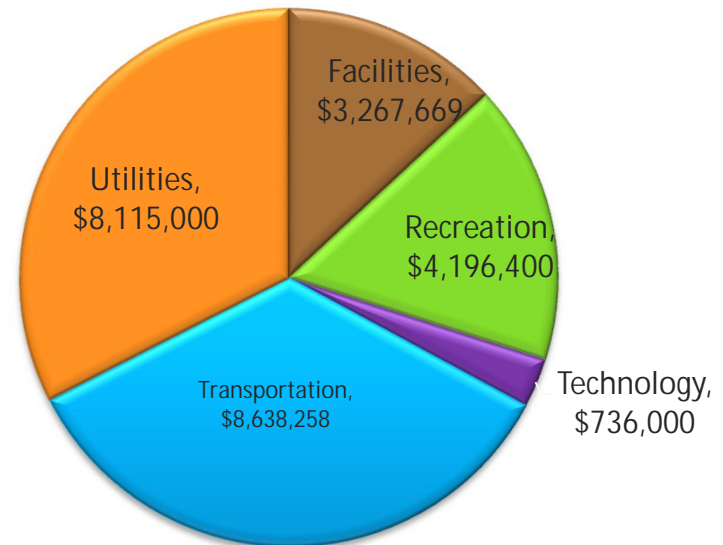
PARKS & RECREATION					
Dog Park Shelter	20,000	0	0	0	0
Tualatin River Greenway Trail Enhancements	3,557,500	0	0	0	0
Heritage Center: Roof Replacement	39,600	0	0	0	0
Atfalati Park Tennis Court Reconstruction	0	150,000	0	0	0
Community Park: N Drive Aisle/Boat Ramp Repair	0	89,000	0	0	0
Tualatin Commons Fountain Tile Repair	0	10,000	0	0	0
Van Raden Comm Center & CSAD : Exterior Paint	0	14,400	0	0	0
Van Raden Comm Center: Roof Replacement	0	109,900	0	0	0
Van Raden Comm Center: Window Replacement	0	26,000	0	0	0
Public Arts Plan	0	0	15,000	0	0
Juanita Pohl Center: Roof Replacement	0	0	0	107,000	0
Juanita Pohl Center: Parking Lot	0	0	0	0	58,000
	3,617,100	399,300	15,000	107,000	58,000

TECHNOLOGY	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20
Citywide: Battery Backup Systems	20,000	0	0	0	0
Fiber Installation to all City Buildings	40,000	40,000	40,000	0	0
Library Self Check Machine	35,000	26,000	0	0	0
Citywide: Computer Server Replacement	0	20,000	60,000	30,000	0
Electronic Document Management System	0	15,000	90,000	0	0
Citywide: Microsoft Office, Adobe & Other Licenses	0	40,000	0	0	0
Citywide: Network Switches Replacement	0	80,000	0	0	0
City Wide: Phone System Replacement	0	150,000	0	0	0
Library Technology Replacement	0	50,000	0	0	0
TOTAL TECHNOLOGY	95,000	421,000	190,000	30,000	0

TRANSPORTATION					
105th/Blake/108th: Design Alignment	200,000	0	0	0	0
I5 Southbound Off Ramp at Nyberg: Move Guardrail	50,000	0	0	0	0
Myslony Bridge, west of 112th Avenue	1,000,000	2,000,000	0	0	0
Neighborhood Transportation Solutions	80,000	80,000	80,000	80,000	80,000
Pavement Maintenance	500,000	500,000	500,000	500,000	500,000
Unimproved Roadway Maintenance	35,663	38,569	42,425	46,667	51,334
Teton Ave: Right Turn Lane at TSR	0	300,000	600,000	0	0
Myslony to UPS	0	450,000	0	0	0
65th Ave at Sagert St: Add Traffic Signal	0	0	0	408,600	272,000
Tualatin Road at Teton Ave: Add Traffic Signal	0	0	0	0	243,000
TOTAL TRANSPORTATION	1,865,663	3,368,569	1,222,425	1,035,267	1,146,334

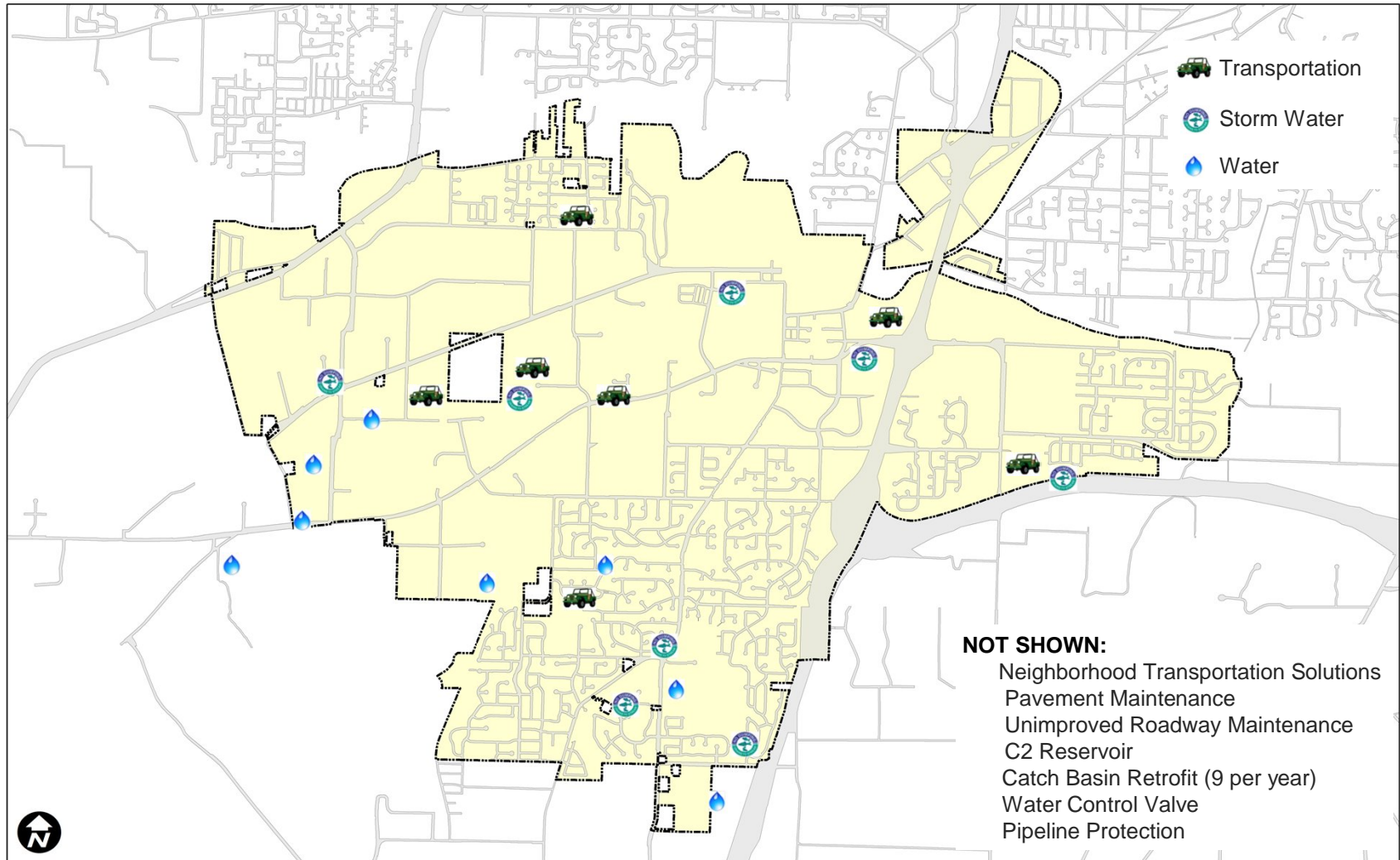
Projects by Category

Capital Projects



TOTAL PROJECT VALUE BY CATEGORY

	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	TOTAL
FACILITIES & EQUIPMENT	373,499	600,170	558,500	479,000	1,256,500	3,267,669
PARKS & RECREATION	3,617,100	399,300	15,000	107,000	58,000	4,196,400
TECHNOLOGY	95,000	421,000	190,000	30,000	0	736,000
TRANSPORTATION	1,865,663	3,368,569	1,222,425	1,035,267	1,146,334	8,638,258
UTILITIES	2,161,000	2,057,000	738,000	1,729,000	1,430,000	8,115,000
TOTAL ALL PROJECTS	8,112,262	6,846,039	2,723,925	3,380,267	3,890,834	24,953,327





City of Tualatin
 Community Development
 18880 SW Martinazzi Avenue
 Tualatin, OR 97062
 (503) 691-3026
 www.tualatinoregon.gov

**CAPITAL IMPROVEMENT PROJECT
 REQUEST FORM**

**Recommend
 a
 Project**

Project Title:									
Project Location:									
Project Description:									
Requester Name:					Date				
TO BE COMPLETED BY CITY OF TUALATIN:									
DEPARTMENT:				CATEGORY:					
<input type="checkbox"/>	Com Dev	<input type="checkbox"/>	IT	<input type="checkbox"/>	Facilities	<input type="checkbox"/>	Transportation		
<input type="checkbox"/>	Com Services	<input type="checkbox"/>	Ops	<input type="checkbox"/>	Parks	<input type="checkbox"/>	Utilities		
<input type="checkbox"/>	Finance	<input type="checkbox"/>	Police	<input type="checkbox"/>	Technology				
RANKING CRITERIA:				PROJECT TYPE:		NEW ON-GOING COSTS?			
<input type="checkbox"/>	Council Goals	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>	Maintenance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Master Plan	<input type="checkbox"/>	Outside Funding/Partnership	<input type="checkbox"/>	Replacement	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Health & Safety	<input type="checkbox"/>	Service Delivery Need	<input type="checkbox"/>	New/Expansi	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
FUND NAME FOR THIS PROJECT:		ACCOUNT NUMBER:		FISCAL YEAR:		AMOUNT:			
		- - - -		FY15/16		\$			
		- - - -		FY16/17		\$			
		- - - -		FY17/18		\$			
		- - - -		FY18/19		\$			
		- - - -		FY19/20		\$			
TOTAL COST						\$			

Any Questions?