



TUALATIN CITY COUNCIL MEETING

MONDAY, SEPTEMBER 25, 2023

TUALATIN CITY SERVICES
10699 SW HERMAN ROAD
TUALATIN, OR 97062

Mayor Frank Bubenik
Council President Valerie Pratt
Councilor Maria Reyes Councilor Bridget Brooks
Councilor Christen Sacco Councilor Cyndy Hillier
Councilor Octavio Gonzalez

To the extent possible, the public is encouraged to watch the meeting live on local cable channel 28, or on the City's website.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Comment. Written statements may be sent in advance of the meeting to Deputy City Recorder Nicole Morris up until 4:30 pm on Monday, September 25. These statements will be included in the official meeting record, but not read during the meeting.

For those who would prefer to make verbal comment, there are two ways to do so: either by speaking in person or entering the meeting using the zoom link and writing your name in chat. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

Link: <https://us02web.zoom.us/j/86121293664?pwd=SS9XZUZyT3FnMk5rbDVKN2pWbnZ6UT09>

Work Session

1. **5:00 p.m. (90 min) – Tualatin Moving Forward Bus Tour.** The tour starts and ends at the Tualatin City Services building and will highlight recently completed projects and others that have reached significant milestones.
2. **6:30 p.m. (30 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the September 25th City Council meeting and brief the Council on issues of mutual interest.

7:00 P.M. CITY COUNCIL MEETING

Call to Order

Pledge of Allegiance

Announcements

1. Proclamation Declaring October 1-7, 2023 Banned Books Week in the City of Tualatin
2. New Employee Introduction – Nora Ames, Court Clerk

Public Comment

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.

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.

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of September 11, 2023
2. Consideration of **Resolution No. 5726-23** Awarding a Contract for Street Sweeping Operations to Great Western Sweeping and Authorizing the City Manager to Execute a Contract
3. Consideration of **Resolution No. 5727-23** Authorizing the City Manager to Apply for and Accept Community Development Block Grant Funds to Complete the Juanita Pohl Center Siding Replacement Project
4. Consideration of **Resolution No. 5728-23** Authorizing the City Manager to Apply for and Accept Community Development Block Grant Funds to Complete Sagert Street and Las Casitas/Stoneridge Neighborhood Pedestrian Safety Enhancements

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 **Ordinance No.1481-23** Amending the Municipal Code Regarding Service of Summons for Civil Infractions, Standards Applicable to Building, Grading Permits, and Stop Work Orders
2. Consideration of Recommendations from the Council Committee on Advisory Appointments
3. Prioritization of Planning Division Work | Development of a Long-Range Planning Work Plan

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.

Council Communications

Adjournment

Meeting materials, including agendas, packets, public hearing and public comment guidelines, and Mayor and Councilor bios are available at www.tualatinoregon.gov/council.

Tualatin City Council meets are broadcast live, and recorded, by Tualatin Valley Community Television (TVCTV) Government Access Programming. For more information, contact TVCTV at 503.629.8534 or visit www.tvctv.org/tualatin.

In compliance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. To request accommodations, please contact the City Manager's Office at 503.691.3011 36 hours in advance of the meeting.

Proclamation

Declaring October 1-7, 2023 Banned Books Week in the City of Tualatin

WHEREAS, the freedom to read is essential for a strong democracy, protected by the First Amendment of the U.S. Constitution along with the freedom of speech; and

WHEREAS some individuals, groups, and public authorities work to remove or limit access to reading materials, to label views as controversial, to distribute lists of books or authors considered objectionable, and to purge libraries of materials reflecting the diversity of society; and

WHEREAS, the role of libraries is to collect and make available diverse works and information reflective of many perspectives and lived experiences including materials reflecting the experience of marginalized and underrepresented groups of people; and

WHEREAS, books do not require readers to agree with topics or themes but instead allow readers to explore and engage with differing perspectives to form and inform their own views; and

WHEREAS, Americans still favor free enterprise in ideas and expression, and can be trusted to exercise critical judgment, to recognize propaganda and misinformation, and to make their own decisions about what they read and believe, and to exercise the responsibilities that accompany this freedom; and

WHEREAS, Banned Books Week celebrates the freedom to choose or the freedom to express one's opinion even if that opinion might be considered unorthodox or unpopular and stresses the importance of ensuring the availability of those unorthodox or unpopular viewpoints to all who wish to read them; and

WHEREAS the Tualatin City Council supports the rights of all to have the opportunity to read a wide array of books reflecting a multitude of viewpoints and perspectives; and

WHEREAS the Tualatin City Council supports writers' freedom of expression and the freedom of all Americans to read books without government censorship;

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that Tualatin celebrates Banned Books Week, October 1-7, 2023. We encourage free people to read freely, now and forever.

INTRODUCED AND ADOPTED this 25th day of September, 2023.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder



City of Tualatin

CITY OF TUALATIN
Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Nicole Morris, Deputy City Recorder
DATE: September 25, 2023

SUBJECT:

Consideration of Approval of the Work Session and Regular Meeting Minutes of September 11, 2023

RECOMMENDATION:

Staff respectfully recommends the Council adopt the attached minutes.

ATTACHMENTS:

- City Council Work Session Meeting Minutes of September 11, 2023
- City Council Regular Meeting Minutes of September 11, 2023



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR SEPTEMBER 11, 2023

Present: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Cyndy Hillier, Councilor Octavio Gonzalez

Absent: Councilor Maria Reyes, Councilor Christen Sacco, Councilor Octavio Gonzalez

Mayor Bubenik called the meeting to order at 6:15 p.m.

1. Prioritization of Planning Division Work / Development of a Long-Range Planning Work Plan.

This portion of the Work Session was postponed to the September 25, 2023 council meeting.

2. Low-Income Utility Bill Assistance Program Update.

Assistant City Manager Don Hudson provided information about the low-income utility billing assistance program. He mentioned the city had established contact with the Community Action Organization (CAO), and CAO expressed enthusiasm about assisting in facilitating the program. Manager Hudson stated CAO would handle intake and income verifications on behalf of the city. He noted there would be administrative costs associated with CAO's involvement, and they were in the process of sending a proposal. Manager Hudson stated the city has allocated \$80,000 in the budget for this program, sourced from water and sewer funds and ARPA (American Rescue Plan Act) funds. He recommended using \$20,000 from the ARPA funds before tapping into the water and sewer funds.

Manager Hudson stated CAO has identified around 230 households they have served, some of which may require assistance with rent or electric bills. If the city reaches out to 200 households, it would amount to approximately \$400 per household. He stated CAO will accept residents in Tualatin who reside in Clackamas County. Manager Hudson also mentioned that discussions regarding utility shutoffs have taken place, and the goal was to have the utility assistance program in place before such shutoffs became necessary. After the beginning of the year, the city would explore options for handling shutoffs and engage in conversations with residents about assistance and payment plans.

Councilor Brooks asked how much is left with ARPA funds and how many people are going to be eligible for water shut off. Manager Hudson responded the city has over \$1.2 million in ARPA funds and about 140 accounts on the list for shutoffs.

Councilor Pratt asked if the city will be reaching out to those eligible shut-off. Manager Hudson stated the city will advertise the assistance program once it is up and running. He also noted staff will get in touch with individual households before beginning shut-offs.

Councilor Pratt is concerned about the elderly who are paying, and letting them know the program is available. She also asked when the rest of the ARPA funds have to be used. Manager Hudson responded by 2024 and paid out by 2026.

Mayor Bubenik asked when the program will be up and running. Manager Hudson said he would bring back more information after talking to CAO.

3. Basalt Creek Parkland & Trails Update.

Parks and Recreation Director Ross Hoover discussed the plans for Basalt Creek Park and sought approval for the purchase of property in the area to facilitate the development of parks and trails. He mentioned there had been public input emphasizing the importance of preserving natural areas and providing access to the Basalt Creek Canyon while also offering traditional amenities.

Director Hoover mentioned the city had previously made two land purchases, one of 7.69 acres and another of 6.35 acres. He stated at this meeting, they are requesting approval for the purchase of an additional 3.63 acres of land. This new acquisition could potentially serve as a confluence point for a new transportation hub, allowing residents to easily access e-bikes or scooters, especially considering the proximity of the WES commuter rail line. Director Hoover stated this presents a valuable opportunity for future support facilities that enhance connectivity and accommodate new modes of transportation.

Councilor Hillier inquired about the new 12-foot sidewalks and whether they were envisioned for motorized vehicles. Director Hoover clarified that the sidewalks were designed for use by bikes and scooters, emphasizing their significance for future transportation needs. He mentioned that potential changes to statutes or codes regarding this matter might be considered in the future.

Councilor Hillier asked about the property to the west. Director Hoover explained that it is Clark Lumber.

Council President Pratt inquired about the topography of the area. Director Hoover described it as flat terrain and mentioned that the purchase price for the property was just over \$30,000. He also noted that the business community had expressed a desire for employment areas to be integrated with parks and trails.

Councilor Brooks expressed appreciation for the comprehensive planning efforts that took into account connectivity and how different elements fit together. She inquired about connecting the east/west parts of the area and the northern trail connection. Director Hoover mentioned the Ice Age Trail, which currently ends in an arrow pointing south, offering potential future connectivity to Wilsonville. He added the city would collaborate with the City of Wilsonville, future homeowners, and developers to determine the appropriate location for crossing the canyon.

4. Council Meeting Agenda Review, Communications, and Roundtable.

Councilor Pratt stated she attended the Council Committee on Advisory Appointments, the C4 meeting, and the Tualatin Historical Society fundraiser.

Mayor Bubenik stated he attended the Tigard-Tualatin School District welcome back event at Tualatin High School, the WEA breakfast with Congresswoman Bonamici, the RTAC meeting regarding tolling, the Washington County Mayors meeting, and the Aging Task Force meeting.

Adjournment

Mayor Bubenik adjourned the meeting at 6:49 pm

Sherilyn Lombos, City Manager

_____ / Teresa Ridgley, Recording Secretary

_____ / Frank Bubenik, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR SEPTEMBER 11, 2023

Present: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Cyndy Hillier

Absent: Councilor Maria Reyes, Councilor Christen Sacco, Councilor Octavio Gonzalez

Call to Order

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

Pledge of Allegiance led by the Tualatin Color Guard

Tualatin Color Guard posted colors during the pledge of allegiance.

Announcements

1. Proclamation Declaring September 11 Remembrance Day in the City of Tualatin

Mayor Bubenik read the proclamation declaring September 11th as Remembrance Day in the City of Tualatin.

2. Proclamation Declaring September 15-October 15, 2023 Hispanic Heritage Month in the City of Tualatin

Councilor Hillier read the proclamation declaring Hispanic Heritage Month in the City of Tualatin.

3. Proclamation Declaring the Month of September 2023 National Preparedness Month in the City of Tualatin

Mayor Bubenik invited Management Analyst Lindsay Marshall to speak about National Preparedness. Councilor Pratt read the proclamation declaring National Preparedness Month in the City of Tualatin.

4. New Employee Introduction- Parks and Recreation Project Manager Kiana Ballo

Parks and Planning Manager Rich Mueller introduced Project Manager Kiana Ballo. The Council welcomed her.

Public Comment

Ben Turner addressed concerns related to increased traffic from the Autumn Sunrise development. He asked for increased safety measures to handle the traffic. Mayor Bubenik stated City Engineer Mike McCarthy is working to identify and address the problem.

Consent Agenda

Motion to adopt the consent agenda made by Council President Pratt, Seconded by Councilor Brooks.

Voting Yea: Council President Pratt, Councilor Brooks, Councilor Hillier, Mayor Bubenik

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of August 28, 2023
2. Consideration of Approval of a New Liquor License Application for Shake Shack #1477
3. Consideration of **Resolution No. 5721-23** Authorizing the City Manager to Execute an Amendment to the Urban Areas Security Initiative 2022 Grant Agreement to Support the Tualatin Community Emergency Response Team
4. Consideration of **Resolution No. 5725-23** Authorizing the City Manager to Execute a Deed Acquiring Property for Basalt Creek Parkland

Special Reports

1. Tualatin Community Emergency Response Team (CERT) 2022-2023 Annual Report

Management Analyst Lindsay Marshall introduced Tualatin CERT Team President Cathy Holland, who presented the Annual Report for the Tualatin Community Emergency Response Team (CERT). Ms. Holland outlined CERT's mission, which is to educate the Council, city staff, and city residents about emergency response. She highlighted that CERT hosted the first Emergency Preparedness Fair in Tualatin Community Park and was returning to in-person training on September 12, 2023. Ms. Holland provided statistics, noting that there are 165 CERT team members, of which 110 are active, requiring them to complete four annual tasks. The remaining 55 members would respond in case of an emergency. She stated there are also 77 ham radio license holders and 38 GMRS radio license holders. Ms. Holland stated FEMA Training prepares CERT for emergencies when first responders are overwhelmed, giving examples such as ice storms, smoke/fire threats, extreme heat, pandemics, floods, and earthquakes. She stated future projects for CERT include restarting in-person neighborhood meetings, continuing education outreach at the Pohl Center, conducting Basic CERT Training in Fall 2023 and Spring 2024, expanding the GMRS Radio network, and evaluating the need for an annual or biannual fair.

Council President Pratt asked about the availability of a list for apartment dwellers. Ms. Holland stated it can be challenging and often requires coordination through apartment management to acquire such a list.

Councilor Pratt asked about the assignment of GMRS channels. Ms. Holland explained that GMRS channels are public and assigned to amateur radio users.

Council Communications

Councilor Hillier stated the "Dress To Dream" is happening at Rolling Hills Church on Saturday from 9am-3pm.

Councilor Brooks stated September is Suicide Awareness Month and encouraged people to know about the available resources and check in with people.

Adjournment

Mayor Bubenik adjourned the meeting at 7:47pm.

Sherilyn Lombos, City Manager

_____ / Teresa Ridgley, Recording Secretary

_____ / Frank Bubenik, Mayor



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Rachel Sykes, Public Works Director
DATE: September 25, 2023

SUBJECT:

Consideration of Resolution No. 5726-23 Awarding a Contract for Street Sweeping Operations to Great Western Sweeping and Authorizing the City Manager to Execute a Contract.

RECOMMENDATION:

Staff recommends that Council approve the resolution to allow the City Manager to execute a contract with Great Western Sweeping in the amount of \$424,000.

EXECUTIVE SUMMARY:

Street sweeping services play a crucial role in maintaining the cleanliness and safety of city streets and stormwater infrastructure. Provision of street sweeping on all streets with curb and gutter is a requirement imposed by DEQ's Municipal Separate Storm Sewer System Permit (MS4), which is held by Clean Water Services on behalf of the City of Tualatin.

Great Western Sweeping is the current provider of monthly street sweeping services for all city roadways. Additionally, they perform on-call rapid response to emergency spills, and specialized sweeps when adverse weather conditions demand it. They also provide sweeping once a month for all city office lots and public parking lots in the downtown Core Area. Great Western Sweeping meets all of the requirements and specifications set forth in the Request for Proposals recently issued by the City, as well as those in the Clean Water Services Stormwater Management Plan.

Great Western Sweeping has provided satisfactory services throughout their existing contract with the City of Tualatin, scheduled to conclude at the end of September.

The Request for Proposals was publicly announced in the Daily Journal of Commerce on July 17th and 19th, 2023. Two proposals were received before the submission deadline on August 15, 2023. Following thorough evaluation, the scoring committee determined that Great Western Sweeping is the highest-ranked proposer.

OUTCOMES OF DECISION:

Adopting the resolution and authorizing contract execution would allow the City to retain the services of a street sweeper contractor and to remain in compliance with Clean Water Services' regulations.

FINANCIAL IMPLICATIONS:

Street Sweeping Operations will be funded from the Road Operating Fund, Storm Operating Fund, Maintenance Services Fund, and Core Area Parking Fund. The contract is a 1-year term, with options to renew the contract for four additional one-year terms. The City would request Council approval before extending the contract.

ATTACHMENTS:

Resolution No. 5726-23 Awarding Contract.

RESOLUTION NO. 5726-23

A RESOLUTION AWARDED A CONTRACT FOR STREET SWEEPING OPERATIONS TO GREAT WESTERN SWEEPING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT

WHEREAS, the above-referenced project was advertised on July 17th and 19th, 2023 in the *Daily Journal of Commerce* and the City requested competitive sealed proposals;

WHEREAS, 2 proposals were received prior to the August 15, 2023 submission deadline;

WHEREAS, Great Western Sweeping submitted the highest-scoring proposal for the project, with a cost of \$208.00 per hour of sweeping services and \$78.00 per cubic yard for disposal; and

WHEREAS, there are funds budgeted for this project in the Road Operating Fund, Storm Operating Fund, Maintenance Services Fund, and Core Area Parking Fund.

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

Section 1. Great Western Sweeping is hereby awarded a contract for Street Sweeping Operations;

Section 2. The City Manager is authorized to execute a one-year contract with Great Western Sweeping in the amount of \$424,000.00;

Section 3. The City Manager, or the City Manager's designee, is authorized to execute Change Orders totaling up to 10% of the original contract amount; and

Section 4. This resolution is effective upon adoption.

Adopted by the City Council this 25th day of September, 2023.

ATTEST:

CITY OF TUALATIN, OREGON

BY _____
City Recorder

BY _____
Mayor



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Lindsay Marshall, Management Analyst II
Rachel Sykes, Public Works Director

DATE: September 25, 2023

SUBJECT:

Consideration of **Resolution No. 5727-23** Authorizing the City Manager to Apply for and Accept Community Development Block Grant Funds to Complete the Juanita Pohl Center Siding Replacement Project

RECOMMENDATION:

Staff recommends that Council approve the resolution.

EXECUTIVE SUMMARY:

The Washington County Office of Community Development is accepting proposals for the Community Development Block Grant (CDBG) Program 2024-2025 funding cycle. The City of Tualatin can benefit from this grant program and is seeking CDBG funding for the design and construction of the Juanita Pohl Center Siding Replacement Project. Council authorization is a requirement as part of the grant application package.

The Juanita Pohl Center opened in 1982 (as the Tualatin/Durham Senior Center). The facility's fundamental function is that of a traditional senior center, providing a place for seniors to meet, recreate, and access valuable services. There is no other public senior center in the area offering similar activities and services. In addition, Meals on Wheels administers a congregate meal program at the center.

The proposed project will replace the existing, original wood siding on the exterior of the building. The existing siding is wearing down due to age and damage from woodpeckers. The City aims to replace the wood siding with standing seam metal siding, which is durable and will likely last through the remaining life of the building. The new siding will give the center a more modern, fresh, and inviting look for current and future users.

The City is planning to complete this work as soon as possible; continuing to delay this project may lead to dry rot and further structural issues underneath the siding, which would lead to increased costs for the work and possible disruptions in services for users of the building.

A feasibility study was completed in 2009 that identified modernization needs of the facility. Because there are too many improvements to fund at one time given Tualatin's limited resources for capital projects, the improvements have been broken down into phases to complete as funds become available. The siding project is identified as the next phased project, as reflected in the

most recently adopted Capital Improvement Plan.

In order to advance this project, the City of Tualatin is requesting \$200,000 of Community Development Block Funds for Public Facilities, which would be available in 2024. If the grant funds are awarded, they will be used to design and construct this project.

OUTCOMES OF DECISION:

A copy of a Council approved resolution authorizing an application for Community Development Block Grant funds must be submitted with the application. If approved, staff will submit an application for CDBG funds for this project.

FINANCIAL IMPLICATIONS:

If selected as a CDBG grant recipient, the City Manager will authorize and accept the funds.

ATTACHMENTS:

- **Resolution No. 5727-23** Authorizing the City Manager to Apply for and Accept Community Development Block Grant Funds to Complete the Juanita Pohl Center Siding Replacement Project.

RESOLUTION NO. 5727-23

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ACCEPT COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS TO COMPLETE THE JUANITA POHL CENTER SIDING REPLACEMENT PROJECT

WHEREAS, Washington County is accepting proposals for the Community Development Block Grant Program (CDBG); and

WHEREAS, the City of Tualatin desires to participate in this funding program for the design and construction of the Juanita Pohl Center Siding Replacement Project; and

WHEREAS, the Juanita Pohl Center opened in 1982 and is operated by the City of Tualatin; and

WHEREAS, the facility’s fundamental function is that of a traditional senior center, providing a place for seniors to meet, recreate, and access valuable services; and

WHEREAS, this project will replace the original wood siding with standing seam metal siding, which is durable and will likely last through the remaining life of the building; and

WHEREAS, receiving the CDBG funds would provide funding for project development and construction of the Juanita Pohl Center Siding Replacement project.

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 CDBG Grant funding from Washington County for project development and construction of the Juanita Pohl Center Siding Replacement project.

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.

INTRODUCED AND ADOPTED this 25th day of September, 2023.

CITY OF TUALATIN OREGON

BY _____
Mayor

APPROVED AS TO LEGAL FORM

ATTEST

BY _____
City Attorney

BY _____
City Recorder



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Lindsay Marshall, Management Analyst II
Rachel Sykes, Public Works Director

DATE: September 25, 2023

SUBJECT:

Consideration of **Resolution No. 5728-23** Authorizing the City Manager to Apply for and Accept Community Development Block Grant Funds to Complete Sagert Street and Las Casitas/Stoneridge Neighborhood Pedestrian Safety Enhancements.

RECOMMENDATION:

Staff recommends that Council approve the resolution.

EXECUTIVE SUMMARY:

The Washington County Office of Community Development is accepting proposals for the Community Development Block Grant (CDBG) Program 2024-2025 funding cycle. The City of Tualatin can benefit from this grant program and is seeking CDBG funding for the design and construction of Sagert Street and Las Casitas/Stoneridge Neighborhood Pedestrian Safety Enhancements.

Sagert Street Lighting – This project will increase safety and access by providing additional street lighting along the north side of Sagert Street between SW 72nd Avenue and the I-5 Bridge. Sagert Street is one of only three ways for pedestrians and cyclists to cross Interstate 5 in Tualatin, and the only crossing where non-motorists do not have to cross freeway on/off-ramps as part of their path. This street sees several thousand vehicles along with a steady flow of pedestrians and bicycles on a daily basis. Sagert Street connects several low-moderate income census tracts in this section of Tualatin. Some pedestrian improvements are in the process of being made on Sagert Street as part of Tualatin's transportation bond program, but lighting issues remain. If awarded, the City will work in conjunction with PGE to install the conduit, junction boxes, and light pole foundations, and PGE will install and energize the new lighting along the roadway.

Las Casitas/Stoneridge Neighborhood Sidewalks – Many of the sidewalks in the neighborhood are several decades old dating back to when the neighborhood was built. Sidewalk repair is technically the responsibility of the adjacent property owner within the City of Tualatin. However, the City acknowledges that this work is too costly for many homeowners, particularly in low-income Census areas. The City would like to repair or replace segments of sidewalk that are in disrepair. This will eliminate tripping hazards, crumbling and cracking sidewalks, and allow for easier mobility for pedestrians, bikes, and other users of the sidewalk within the neighborhood. Approximately eight ADA ramps within the neighborhood are out of compliance with current standards. Some have already been brought up to standards through other City funded projects, but several ramps

remain that are significantly out of compliance. This project will replace the ADA ramps, bringing them up to current code standards and increasing access for those with disabilities.

Las Casitas/Stoneridge Park Frontage Improvements - Stoneridge Park is a neighborhood gathering place where many children and families frequently gather. The park is located in along a street that experiences issues with high rates of speed and low visibility. Community members have expressed concern regarding street parking along the frontage of the park as a contributing factor to the low visibility. The City is proposing to construct a widened planter strip / community park entrance area along the street frontage of the park to welcome the neighborhood to the park area as well as calm traffic speeds and limit vehicle parking in front of the park so parents can see their kids playing.

In order to advance this project, the City of Tualatin is requesting \$200,000 of Community Development Block Funds for Infrastructure which would be available in 2024. If the grant funds are awarded, they will be used to design and construct this project.

OUTCOMES OF DECISION:

A copy of a Council approved resolution authorizing an application for Community Development Block Grant funds must be submitted with the application. If approved, staff will submit an application for CDBG funds for this project.

FINANCIAL IMPLICATIONS:

If funded, the City Manager will authorize and accept the funds and the project will move forward.

ATTACHMENTS:

- **Resolution No. 5728-23** Authorizing the City Manager to Apply for and Accept Community Development Block Grant Funds to Complete Sagert Street and Las Casitas/Stoneridge Neighborhood Pedestrian Safety Enhancements.

RESOLUTION NO. 5728-23

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ACCEPT COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS TO COMPLETE SAGERT STREET AND LAS CASITAS/STONERIDGE NEIGHBORHOOD PEDESTRIAN SAFETY ENHANCEMENTS

WHEREAS, Washington County is accepting proposals for the Community Development Block Grant Program (CDBG); and

WHEREAS, the City of Tualatin desires to participate in this funding program to complete Sagert Street and Las Casitas/Stoneridge neighborhood pedestrian safety enhancements; and

WHEREAS, over 60% of the residents are low/moderate income in these census tract and block areas; and

WHEREAS, this project will improve pedestrian safety and access to schools, a park, grocery stores, transit, and medical services to low/ moderate income residents in the area; and

WHEREAS, this project will improve pedestrian safety and access for low/ moderate income residents in the Las Casitas/Stoneridge neighborhood; and

WHEREAS, receiving the CDBG funds would provide funding for project development and construction of the Sagert Street and Las Casitas/Stoneridge Neighborhood Pedestrian Safety Enhancements.

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 CDBG Grant funding from Washington County for project development of the Sagert Street and Las Casitas/Stoneridge Neighborhood Pedestrian Safety Enhancement Project.

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.

INTRODUCED AND ADOPTED this 25th day of September, 2023.

CITY OF TUALATIN OREGON

BY _____
Mayor

APPROVED AS TO LEGAL FORM

ATTEST

BY _____
City Attorney

BY _____
City Recorder



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Suzanne Tyler, Building Official
DATE: September 25, 2023

SUBJECT:

Consideration of **Ordinance No.1481-23** Amending the Municipal Code Regarding Service of Summons for Civil Infractions, Standards Applicable to Building, Grading Permits, and Stop Work Orders

RECOMMENDATION:

Staff recommends that the City Council adopt this Ordinance in order to remain in compliance with the Memorandum of Agreement between the State of Oregon Building Codes Division and the City of Tualatin.

EXECUTIVE SUMMARY:

The Department of Consumer and Business Services, Building Codes Division, adopts model building codes, standards and other publications by reference, as necessary, through administrative rule to create the state building codes. These codes are derived from the most appropriate version of International Model Codes, which are updated periodically. As part of the Memorandum of Agreement with The State Building Codes Division under ORS 455.030, municipalities that have been delegated to provide a Building Inspection Program shall administer and enforce the current building codes adopted by the state.

OUTCOMES OF DECISION:

Council adopts the most current code editions in effect in the State of Oregon.

ALTERNATIVES TO RECOMMENDATION:

Council declines to adopt the most current code editions in effect in the State of Oregon. Tualatin then becomes in violation of the Memorandum of Agreement with The State Building Codes Division under ORS 455.030.

ATTACHMENTS:

-Ordinance 1481-23

ORDINANCE NO. 1481-23

AN ORDINANCE AMENDING THE MUNICIPAL CODE REGARDING SERVICE OF SUMMONS FOR CIVIL INFRACTIONS, STANDARDS APPLICABLE TO BUILDING, GRADING PERMITS, AND STOP WORK ORDERS

WHEREAS, the City has previously adopted by ordinance a Uniform Civil Infraction Procedure, found in Chapter 7-01 of the Tualatin Municipal Code (TMC);

WHEREAS, that code includes a subsection regarding service of summons, which provides that service can be accomplished in the manner described in the 1991 edition of the Oregon Rules of Civil Procedure;

WHEREAS, in order to avoid the need to update that edition reference on a recurring basis each time the Oregon Rules of Civil Procedure are updated, staff has recommended that the code instead set forth specific means by which service can be accomplished, based on the language of the current Oregon Rules of Civil Procedure;

WHEREAS, the City has previously adopted by ordinance various state specialty codes, rules, and standards applicable to building, found in Chapter 4-01 of the TMC;

WHEREAS, it is necessary to update the references to those state specialty codes, rules, and standards to reflect the current versions of each;

WHEREAS, the 2022 Oregon Structural Specialty Code removed the authority for regulation of grading by local building officials under that code;

WHEREAS, it is therefore necessary to remove the reference to such authority from the City's code, found in TMC 4-1-030;

WHEREAS, the 2022 Oregon Structural Specialty Code removed provisions regarding the issuance of stop work orders by building officials;

WHEREAS, it is therefore necessary to adopt such authority in the City's municipal code; and

WHEREAS, it appears to the City Council that the above-described changes are necessary and appropriate.

THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

Section 1. TMC 7-1-040(6) (Service of Summons) is hereby amended to read in its entirety as set forth in Exhibit A, attached hereto. All other provisions and subsections of TMC 7-1-040 shall remain unchanged and in full force and effect.

Section 2. TMC 4-1-010 (Standards Applicable to Building) is hereby amended as set forth in Exhibit A, attached hereto.

Section 3. TMC 4-1-030 (Grading) is hereby repealed.

Section 4. A new section TMC 4-1-050 (Stop Work Orders) is hereby adopted as set forth in Exhibit A, attached hereto.

Section 5. All other provisions and subsections of TMC 4-1 shall remain unchanged and in full force and effect.

Section 6. This Ordinance shall take effect on the thirtieth day after its enactment.

ADOPTED by the City Council this ____day of _____, 2023.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder

Exhibit A

TMC 7-1-040 (6)

Service of Summons. If a uniform citation is issued under subsection (5) of this section, the City Manager, the enforcement officer or a peace officer, respectively, shall serve or cause to be served, the summons portion of such citation in any manner ~~provided~~ authorized by Rule 7D in of the Oregon Rules of Civil Procedure (1991 Edition) for service of summons and complaint.

TMC 4-1-010 - Standards Applicable to Building.

- (1) The City adopts the following specialty codes, rules, and standards:
 - (a) The Oregon Structural Specialty Code, 2022~~19~~ edition, adopted by the State in OAR ~~918-750-0100-0010 and 918-460-0015 (2019)~~2022);
 - (b) The Oregon Mechanical Specialty Code, 2022~~19~~ edition, adopted by the State in OAR ~~918-440-00102 and 918-440-0012 (2019)~~2023);
 - (c) The Oregon Plumbing Specialty Code, 2021 edition, adopted by the State in OAR ~~918-480-0005-0110 and 918-750-0115 (2021)~~);
 - ~~(d) The Manufactured Dwelling rules adopted by the State in OAR 918-500-510 to 918-500-0595 (2010);~~
 - ~~(e)~~(d) The Manufactured Dwelling and Parks Specialty Code, 2002 edition, adopted by the State in OAR 918-600-0010 (2002), including the April 1, 2005 amendments;
 - ~~(f)~~(e) The Recreational Parks and Organizational Camps Administrative Rules, 2014 edition, adopted in OAR 918-650-0000 to 918-650-0080~~5~~5 (20~~20~~2014);
 - ~~(g)~~(f) The Oregon Manufactured Dwelling Installation Specialty Code, 2010 edition, adopted by the State in OAR 918-500-510 to ~~98~~918-500-590 (2010);
 - ~~(h)~~(g) The Oregon Residential Specialty Code, 2021 edition, adopted by the State in OAR 918-480-0005 and OAR 918-480-0010 (2022));
 - (h) The Oregon Energy Efficiency Specialty Code, 2021 edition, adopted by the State in OAR 918-460-0500 (2021); and
 - (i) The Oregon Zero Energy Ready Commercial Code, 2021 edition, adopted by the State in OAR 918-460-0500 (2021); and
 - (i) The Oregon Fire Code, 2022~~19~~ edition, adopted by the State in OAR 837-040-0140-0010 (2022~~19~~), and as adopted and amended by Tualatin Valley Fire and Rescue District Ordinance No. 20-030.
- (2) The provisions in subsection (1) apply to all building and related activities conducted within the City and are in addition to all other applicable provisions of the Tualatin Municipal Code and the Tualatin Development Code.
- (3) In accordance with Section 101.2.1 of the Oregon Structural Specialty Code, the city has elected to require permits for the following and the construction standards of the Oregon Structural Specialty Code, as administered by the city, shall apply:

- (a) Fences, other than required swimming pool barriers, over seven (7) feet in height.
 - (b) Retaining walls greater than 4 feet in height, measured from the bottom of the footing to the top of the wall, or where the retaining wall supports a nonsoil surcharge.
 - (c) Tanks that are located exterior to and not attached to or supported by a regulated building.
 - (d) Cellular phone, radio, television and other telecommunication and broadcast towers that are not attached to or supported by a regulated building.
 - (e) Flagpoles not attached to or supported by a regulated building and which are over twenty-five (25) feet in height.
 - (f) Ground-mounted photovoltaic systems over ten (10) feet in height measured to the highest point of the installation or where public access is permitted beneath the structure.
 - (g) Signs not located in a public right-of-way and not attached to or supported by a regulated building. The city adopts Appendix H of the Oregon Structural Specialty Code with regard to said signs.
 - (h) In-ground swimming pools accessory to not more than four dwelling units.
- (4) In accordance with Section R101.2.2 of the Oregon Residential Specialty Code, the city has elected to require permits for the following and the construction standards of the Oregon Residential Specialty Code, as administered by the city, shall apply:
- (a) Fences, other than required swimming pool barriers, over seven (7) feet in height.
 - (b) Retaining walls greater than 4 feet in height, measured from the bottom of the footing to the top of the wall, or where the retaining wall supports a nonsoil surcharge.
 - (c) Tanks that are located exterior to and not attached to or supported by a regulated building.
 - (d) Freestanding radio, television, and other telecommunication antennae and towers, not attached to or supported by a regulated building.
 - (e) Ground-mounted photovoltaic systems over ten (10) feet in height measured to the highest point of the installation or where public access is permitted beneath the structure.
 - (f) In-ground swimming pools accessory to detached one and two-family dwellings and individual townhouse dwelling units.

~~TMC 4-1-030 – Grading.~~

~~A person seeking a grading permit must submit a soil report with the permit application. The soils report submitted must be signed and sealed by an Oregon-certified soils engineer and comply with Appendix J of the Oregon Structural Specialty Code, 2014 edition. No grading activities may occur unless and until a person receives a grading permit and complies with this section.~~

TMC 4-1-050 – Stop Work Orders.

- (1) Authority. Where the building official finds any work regulated by this code being performed in a manner either contrary to the provisions of this code or dangerous or unsafe, the building official is authorized to issue a stop work order.
- (2) Issuance. The stop work order shall be in writing and shall be given to the owner of the property involved, the owner's authorized agent, or the person performing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work will be permitted to resume.
- (3) Unlawful continuance. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, commits a civil infraction punishable as described in TMC 4-1-080.

Clean Version

TMC 7-1-040 (6)

Service of Summons. If a uniform citation is issued under subsection (5) of this section, the City Manager, the enforcement officer or a peace officer, respectively, shall serve or cause to be served, the summons portion of such citation in any manner authorized by Rule 7D of the Oregon Rules of Civil Procedure for service of summons and complaint.

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 - (c) The Oregon Plumbing Specialty Code, 2021 edition, adopted by the State in OAR 918-750-0110 and 918-750-0115 (2021);
 - (d) The Manufactured Dwelling and Parks Specialty Code, 2002 edition, adopted by the State in OAR 918-600-0010 (2002), including the April 1, 2005 amendments;
 - (e) The Recreational Parks and Organizational Camps Administrative Rules, adopted in OAR 918-650-0000 to 918-650-0080 (2020);
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 - (i) The Oregon Fire Code, 2022 edition, adopted by the State in OAR 837-040-0010 (2022).

- (2) The provisions in subsection (1) apply to all building and related activities conducted within the City and are in addition to all other applicable provisions of the Tualatin Municipal Code and the Tualatin Development Code.

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- (3) Unlawful continuance. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, commits a civil infraction punishable as described in TMC 4-1-080.



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Nicole Morris, Deputy City Recorder
DATE: 9/25/23

SUBJECT:

Consideration of Recommendations from the Council Committee on Advisory Appointments

RECOMMENDATION:

Staff recommends the City Council approve the recommendations from the Council Committee on Advisory Appointments (CCAA)

EXECUTIVE SUMMARY:

The CCAA met and interviewed community members interested in participating on City advisory committees. The Committee recommends appointment of the following individuals:

Individuals	Board	Term
Ashley Payne	Library Advisory Committee	Term Expiring 10/31/26
Paul Turnback	Library Advisory Committee	Term Expiring 10/31/26
Patrick Gaynor	Architectural Review Board	Term Expiring 6/30/25



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Steve Koper, AICP, Assistant Community Development Director
Erin Engman, AICP, Senior Planner

DATE: September 25, 2023

SUBJECT

Prioritization of Planning Division Work; Development of a Long Range Planning Work Plan

EXECUTIVE SUMMARY:

Historically Tualatin has not had a formal Long Range Planning Work Plan that identifies and prioritizes community planning efforts. However as mandatory state requirements, City adopted policies and implementing strategies, and community identified requests continue to grow, the Council may be interested in directing staff to institute a formal work plan program.

The Tualatin Planning Division consists of an Assistant Community Development Director, three planners, and one office coordinator. This team oversees the City's current and long range planning efforts and implements statewide goals for housing and citizen involvement. While there is no formal work plan process in place, staff has developed a list of long range projects that includes ongoing projects, legally required and state mandated projects, projects identified by council, and projects requested by the community, businesses, or development stakeholders. There are currently 22 projects that have been identified on this list. These quasi-judicial and legislative projects may take anywhere from four months to over a year to complete based on project complexity, as well as community and council input. There are two planners dedicated to long range projects, though others may support these efforts as their workload allows.

Knowing that there are several identified projects and that staffing remains limited, we are seeking Council direction on how to prioritize this workload.

Some jurisdictions prepare a Long-Range Planning Work Plan as a tool to identify and prioritize projects. These work plans may be considered and accepted by elected officials or may be informally maintained by staff. Work plans sometimes include a community outreach component that may result in the inclusion of community recommended projects. The duration of a work plan varies by jurisdiction and typically identifies projects that should be studied and possibly implemented in the next year or two, though some cities may plan for five years.

A Long Range Planning Work Plan may be influenced by a number of factors that determine the number and type of projects that should be included on the work program.

- **Staffing levels.** Funding limits the staff time available for long-range planning projects. On the land use side, in particular, most staff resources are directed to current planning tasks due to mandatory land use application processing timelines and customer demand for zoning information and permit review.

- **Carryover projects.** These are current projects that will continue into the next work program cycle.
- **Mandates.** Code amendments are sometimes required because of changes in state and regional requirements.
- **Grant funding.** Grant funding allows a consultant to be hired to support project staffing needs.

It may be helpful to note that the size of Tualatin’s planning team is comparable to neighboring cities that are a similar population and size, with the exception of Wilsonville.

Jurisdiction	Population	Square Miles	Planning Staff	Work Program
Tualatin	27,537	8.23	4	No
Tigard	55,767	11.81	13	Yes
Lake Oswego	40,411	11.35	13	Yes
Wilsonville	26,519	7.76	8	Yes
Newberg	25,477	5.81	4	Yes
Sherwood	20,254	4.89	3	Yes

COUNCIL CONSIDERATIONS:

- Does the project list align with Council expectations?
- Are there projects that Council would like to add or remove?
- How should staff manage state mandated projects efficiently?
 - Some strategies may include:
 - The use of model codes, hiring consultants to reduce scope of work (e.g. Middle Housing Code), and/ or delay implementation to better spread out workload (e.g. CFEC Parking Code)
- How should staff prioritize projects?
 - An example strategy may include:
 - Develop a project scoring rubric based on factors, such as: alignment with Council goals, legal requirement, approximate staff time, consultant cost/ grant funding, and/ or project duration.
- How many years should the work plan project? How often should it be updated?
- What is the process to add additional projects to the work plan?
 - An example strategy may include:
 - Collecting community or developer requests to present to Council at an annual or semi-annual work session for direction.

FINANCIAL IMPLICATIONS:

Some projects may require funding to hire consultants to supplement staffing and project needs. This funding may be available through grants, the Planning Division budget, or other established funding sources like Urban Renewal.

ATTACHMENTS:

- Attachment A: Presentation
- Exhibit 1: Identified projects
- Exhibit 2: Sample work programs from other jurisdictions
- Exhibit 3: Example work program for Tualatin

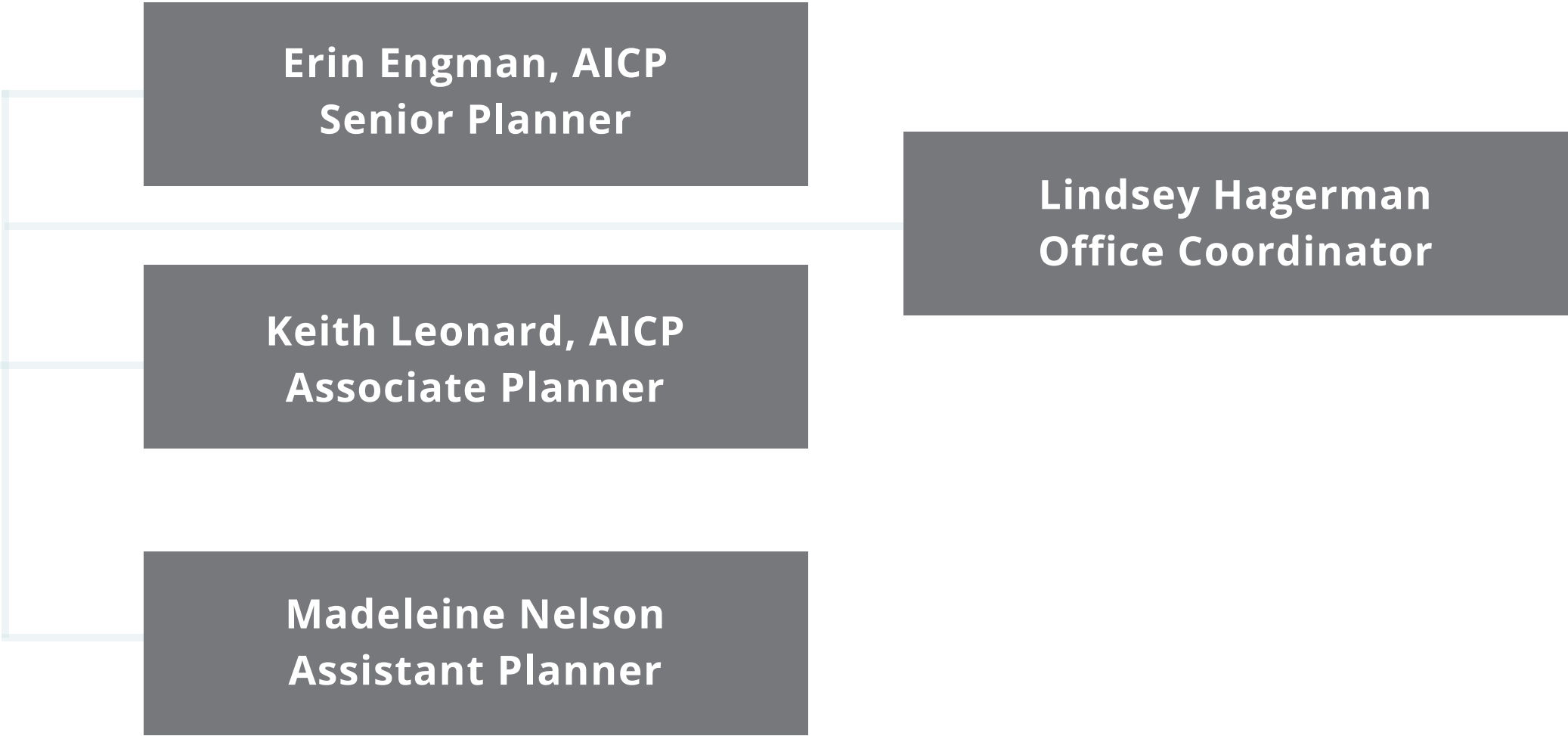


PLANNING DIVISION WORK PLAN

Continued to September 25, 2023 | CITY COUNCIL MEETING

WHO WE ARE

Steve Koper, AICP
**Assistant Community
Development Director**



WHAT DO WE DO?

- **Current Planning** – review development applications for compliance against local code and state regulations; respond to questions about potential land development
- **Long range planning** – maintain policy documents through periodic update to the Comprehensive Plan, Development Code, Transportation System Plan and other Master Plans
- **Housing policy** – support Council’s goals around housing diversification and affordability; implementation of State Housing rules
- **Public Outreach** – support state goals for citizen involvement through the Planning Commission, Architectural Review Board, and Community Involvement Organization Land Use Officers



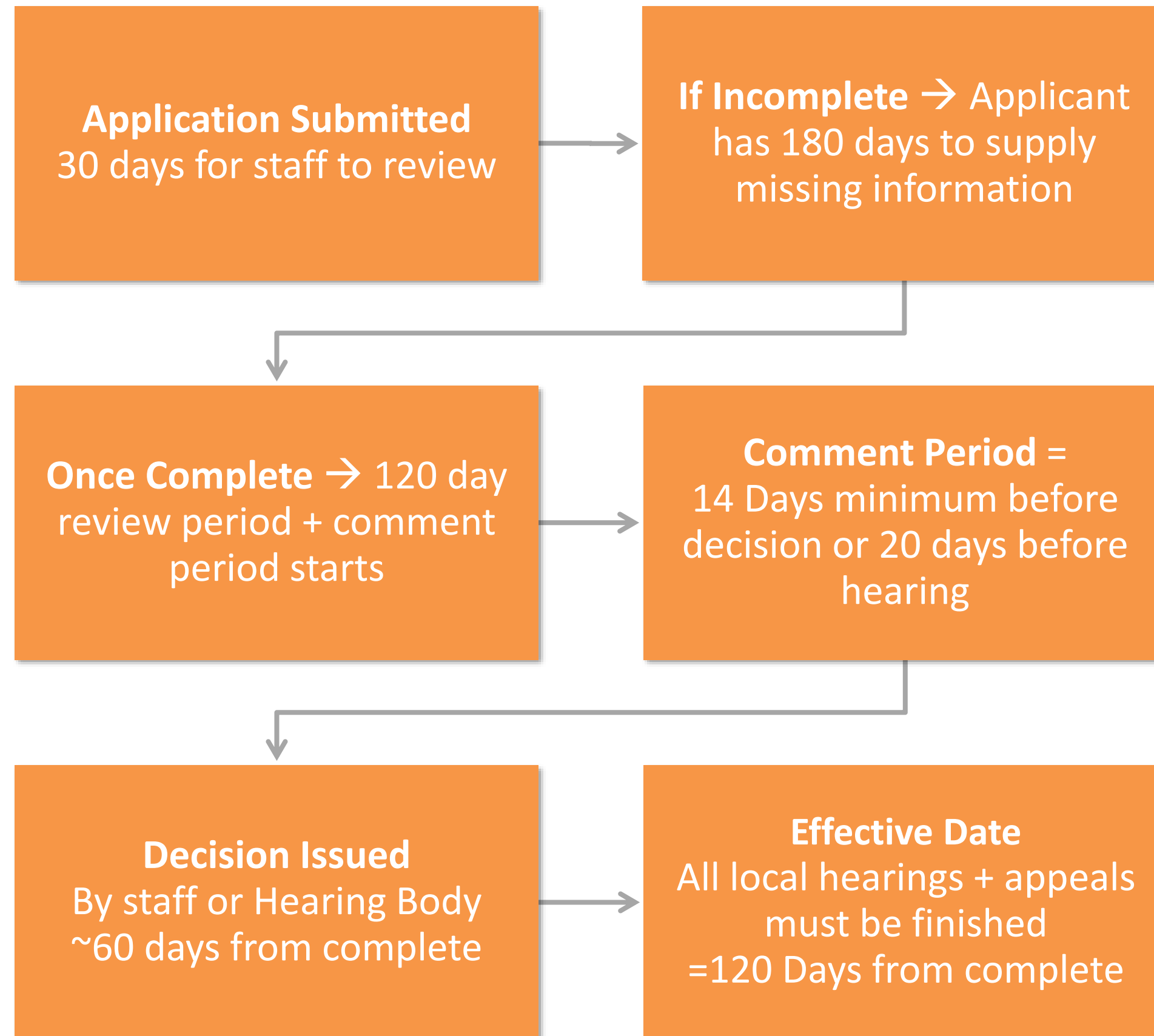
LAND USE APPLICATIONS FY 22/23

- **219 Total Applications**

- 1 Annexations
- 3 Plan Text Amendments
- 3 Plan Map Amendments
- 11 Architectural Reviews
- 35 Minor Architectural Reviews
- 83 Sign Permits
- 26 Pre-Application Meetings
- 6 Chicken Licenses
- 2 Temporary Use Permits
- 1 Industrial Master Plan
- 2 Property Line Adjustments
- 45 Single Family Home Architectural Reviews
- 1 Subdivision



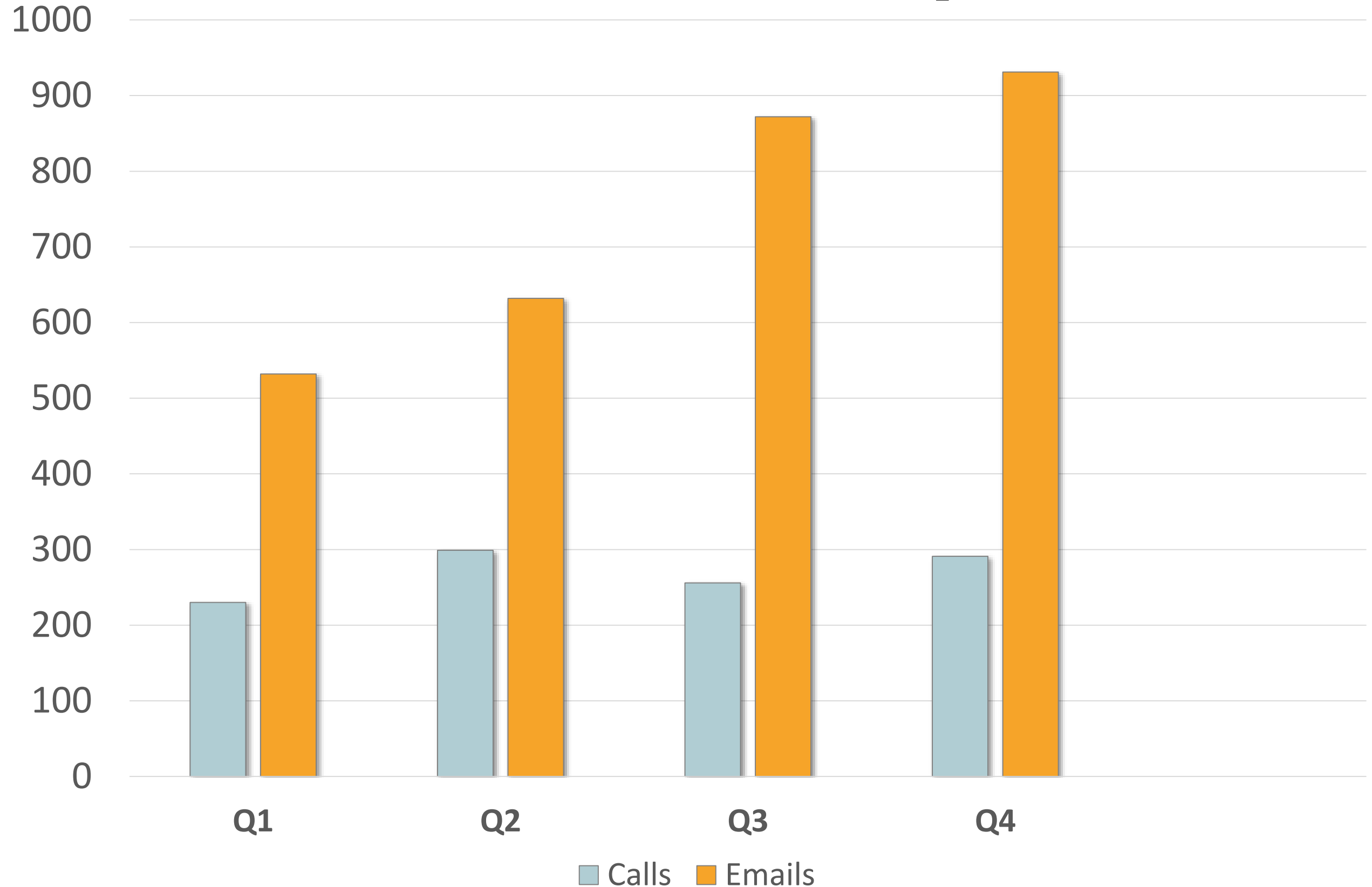
TYPICAL LAND USE PROCESS



RECEIVED CALLS & EMAILS FY 22/23




Fiscal 2022/2023	Calls	Email
Q1 July 1- Sept 30	230	532
Q2 Oct 1- Dec 31	299	615
Q3 Jan1-March 31	256	869
Q4 April 1-June 30	291	931
Total	1076	2947



COUNCIL PRIORITIES



LONG RANGE PROJECT LIST

 Project Name	Legal Requirement	Identified in Tualatin Adopted Plan	Council Priority	Community or Developer Request	Grant Funding Potential	Status
BCE Code Update		●	●	●		Ongoing
Transportation System Plan	●		●			Ongoing
Housing Production Strategy	●	●	●			Ongoing
Climate Action Plan			●	●		Ongoing
CFEC Parking Code	●				●	Not started
CFEC Land Use Code	●				●	Not started
Clear and Objective Code	●				●	Not started
ADA Updates	●				●	Not started
Grading/Floodplain Regulations	●				●	Not started
Stormwater Master Plan	●		●	●		Not started
Parks Master Plan (Basalt)	●		●			Not started
Updated Housing & Buildable Lands	●	●	●		●	Not started

LONG RANGE PROJECT LIST

Project Name	Legal Requirement	Identified in Tualatin Adopted Plan	Council Priority	Community or Developer Request	Grant Funding Potential	Status
Food Carts			●	●		Not started
Tree Code			●	●	●	Not started
Downtown Core Code Update		●	●	●	●	Not started
Comprehensive Plan Update			●	●	●	Not started
Update industrial uses (MP Leveton)				●		Not started
Outdoor storage code				●		Not started
Commercial Office (CO) Zone Update				●		Not started
CIO Oversight Code				●		Not started
Pickleball Use				●		Not started
Cannabis Hours of Operation				●		Not started

LONG RANGE PROJECTS

Ongoing Projects:

- Transportation System Plan Update
- Housing Production Strategy Implementation
- Climate Action Plan Support and Implementation



LONG RANGE PROJECTS

Legally-required/Previously-Identified Projects:

- Climate Friendly & Equitable Communities (CFEC)
Parking Code Update
- CFEC Non-parking Development Code Update
- Clear and Objective Development Code Update
- Americans with Disabilities Development Code Update
- Grading/Floodplain Development Code Update
- Stormwater Master Plan Adoption
- Basalt Creek Area Parks Master Plan Adoption
- Updated Housing Needed Analysis & Buildable Lands

LONG RANGE PROJECTS

Council-identified Potential Projects:

- Food Cart Development Code Update
- Trees/Urban Forestry Development Code Update
- Downtown Core Area Development Code Update
- Comprehensive Plan Update



LONG RANGE PROJECTS

Other Projects (Developer + Community):

- Update Industrial Uses in Manufacturing Park (MP) Zone
- Industrial Outdoor Storage Development Code Update
- Commercial Office (CO) Zoning Code Update
- Community Involvement Organization (CIO)
Requested Development Code Changes
- Permitting Pickleball (Fitness Facilities) as an Allowed Use in
General Commercial (CG) Zone
- Cannabis Hours of Operation Development Code Change

SAMPLE TIMELINES & STAFFING

Mixed Use Commercial Zone Code + Map (2018) – 10 months

- September – Project Scope Development
- October – Initial Property Owner and Stakeholder Outreach
- November to March – Code, Transportation Planning, & Outreach Work
- April – Planning Commission meeting
- June – City Council Adoption
- **Staff Involved** – Community Development Director, Assistant Community Development Director, Associate Planner, City GIS (Mapping) Staff, Office Coordinator, and Traffic Consultant

SAMPLE TIMELINES & STAFFING

Basalt Creek Employment (2022/23) – 15 months

- May 2022 – Council direction to staff
- July 2022 – Public open house (virtual)
- September 2022 – Planning Commission meeting
- January – Planning Commission meeting
- March – Planning Commission meeting
- June – Planning Commission meeting
- July – Architectural Review Board meeting
- August – City Council Adoption
- **Staff Involved** –Assistant Community Development Director, Senior Planner, City GIS (Mapping) Staff, Office Coordinator, Planning Consultant, Economic Subconsultant, and Traffic Sub consultant



PROJECT PRIORITIZATION

- **Ongoing planning projects** – are we headed in the right direction?
- **Legally-required and previously identified projects** - how to do efficiently?
 - Example strategies: use model codes and/or consultants to reduce scope of work (e.g. Middle Housing Code); delay implementation to better spread out workload (e.g. CFEC Parking Code)
- **Council-identified potential projects** – how should staff prioritize?
 - Example strategy: create project scoring rubric based on factors such as alignment with Council goals, approximate staff time and consultant cost, and project duration. This could be used to create a multi-year work plan.
- **Other projects** – what is the process to add some of this work to a work plan?
 - Example strategy: collect community or developer requests and present to Council at an annual or semi-annual work session for direction.

DRAFT WORK PLAN: CONSIDERATIONS

How do other cities prioritize their planning projects?

- It varies from a formal adopted work plan to an informal list of current projects. Larger cities with more staff tend to have a formal plan.

Jurisdiction	Population	Square Miles	Planning Staff	Work Program
Tualatin	27,537	8.23	4	No
Tigard	55,767	11.81	13	Yes
Lake Oswego	40,411	11.35	13	Yes
West Linn	27,103	8.11	4	Yes
Wilsonville	26,519	7.76	8	Yes
Newberg	25,477	5.81	4	Yes
Sherwood	20,254	4.89	3	Yes

TUALATIN'S DRAFT WORK PLAN

PROJECT	FY 2023-2024			FY 2024-2025				FY 2025-2026			
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
ONGOING											
Housing Production Strategy					L						>
Transportation System Plan					A						
Climate Action Plan											>
LEGALLY REQUIRED (UPCOMING)											
Grading/Floodplain Regulations								A			
ADA Code Update								A			
CEFEC Parking Code			L/A								
CEFEC Land Use Code					L/A						
Housing Needs Analysis									L/A		
ON HOLD (PREVIOUSLY IDENTIFIED)											
Stormwater Master Plan			A								
Basalt Creek Area: Parks Master Plan			A								
NEW PROJECTS (EXAMPLES)											
Tree Code								A			
Downtown Core Urban Renewal Code											>

STAFF DEMAND:

- Greater demand
- Moderate demand
- Less demand

LEGEND:

- L = Legal Deadline
- A = Adoption
- > = Project continues

DRAFT WORK PLAN: CONSIDERATIONS

Considerations for creating a draft work plan:

- How many years should it look forward?
 - 1 year, 2 years, 5 years?
- How do we prioritize?
 - Legal requirements, grant-eligible, alignment with Council goals, community priority, equity, cost, ability to implement, project duration?
- How often should the work plan be updated?
 - Semi-annually, annually, every 2 years?
- How do we account for needs that are not in the work plan?
 - Wait until the next prioritization or create an over-ride process?

COMMUNITY REQUEST EXAMPLE

Pickleball Use Code Amendment Pathways:

1. Legislative Amendment to permit use outright in General Commercial (CG)

- Requires consultant-led traffic analysis AND public / property owner outreach

2. Legislative Amendment to permit use as Conditional Use Permit in CG

- Requires consultant-led traffic analysis AND public / property owner outreach
- Minimizes staff time needed to survey entire CG zone for use impacts
- Ensures specific site locations are appropriate for pickle ball use

3. Quasijudicial Amendment to permit use on specific property

- Burden on applicant/ property owner to hire traffic consultant AND conduct public outreach
- Requires less staff compared to legislative
- Does not address the desire for use on other CG zoned properties

QUESTIONS FOR COUNCIL

Is 2-3 years the right length for a work plan or should it be longer?

- A longer plan would be able to account for long lifecycle projects like the Climate Action Plan
- A longer plan would allow staff to map out more Council priority projects
- A longer plan may provide better ability to forecast staff and budgetary needs

How should Council priority projects that cannot be completed in a 2-3 year work plan be labeled? Example: a “future projects” area of the plan

Where do community-requested projects fit?

- Should community-wide projects that are endorsed by the Council be considered Council identified projects?
- Should property-specific projects, even if endorsed by the Council, be the proponent’s responsibility?



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BCE Code Update		●	●	●		Ongoing
Transportation System Plan	●		●			Ongoing
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Clear and Objective Code	●				●	Not started
ADA Updates	●				●	Not started
Grading/Floodplain Regulations	●				●	Not started
Stormwater Master Plan	●		●	●		Not started
Parks Master Plan (Basalt)	●		●			Not started
Updated Housing & Buildable Lands	●	●	●		●	Not started
Food Carts			●	●		Not started
Tree Code			●	●	●	Not started
Downtown Core Code Update		●	●	●	●	Not started
Comprehensive Plan Update			●	●	●	Not started
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Outdoor storage code				●		Not started
Commercial Office (CO) Zone Update				●		Not started
CIO Oversight Code				●		Not started
Pickleball Use				●		Not started
Cannabis Hours of Operation				●		Not started



Long-Range Planning Work Program, 2021-23

Revised: October 2022

KEY	
Comp Plan	The Clackamas County Comprehensive Plan is made up of policies, implementing strategies and standards that guide general land use and transportation in the county. See it online at www.clackamas.us/planning/comprehensive .
	Issue papers are prepared to provide details on implementation issues such as costs, direct and indirect effects, community response, and consistency with state and regional standards. Projects are grouped with the related Comprehensive Plan chapter and evaluated as a part of the issue paper. This will provide the Planning Commission and Board of Commissioners more information about the project before deciding whether to move forward.
ZDO	Clackamas County Zoning & Development Ordinance – the requirements and standards that are applied to determining land use in the county. See the ZDO online at www.clackamas.us/planning/zdo .

HOUSING: H-1. LAND USE HOUSING STRATEGIES. Update Comprehensive Plan Chapter 6: Housing, including the following topics:

Phase 1

- Consider permanent regulations to allow for transitional shelter communities.
- Consider providing a tiered density bonus for inclusion of affordable housing.
- Consider increasing or removing maximum density requirements for multifamily developments in commercial zoning districts.
- Consider creating a hierarchy of minimum parking standards based on proximity to transit and/or dwelling unit affordability.

Phase 2

- Modify the ZDO to have clear and objective criteria for housing (required by state law).
- Make duplexes, triplexes, cottage clusters, townhouses, and quadplexes a use allowed outright in urban single family zones (required by state law).
- Clarify Comprehensive Plan policies for rezoning in low-density residential districts.

Phase 3

- Review potential to add housing to schools, places of worship and church-owned property.
- Consider creating a transferrable development rights (TDR) bonus system.
- Consider rezoning land to preserve manufactured dwelling parks.
- Explore opportunities for permitting additional housing types, such as micro-units, co-housing, live/work units, and mixed-use development.

TRANSPORTATION

T-1: Damascus Area Transportation Needs – Review current plans for transportation projects on county roads in the unincorporated area formerly in the city of Damascus and outside Happy Valley’s planning jurisdiction, and identify needed projects to include in the county’s Transportation System Plan (TSP).

T-2: Arndt Road Goal Exception & Highway 99E/Barlow Road Analysis – Explore alignment options and undertake, as necessary, development of a Statewide Planning Goal exception to support the crossing of the Molalla River to provide access from I-5 to the city of Canby. This project is partnered with the Community Road Fund project to study the Highway 99E / Barlow Road intersection.

~~**T-3: Willamette River Pedestrian/Bicycle Crossing Corridor Identification** – Following the recommendation from the Oak Grove to Lake Oswego Ped/Bike Feasibility Study, this project will expand the area to consider for a ped/bike bridge connection over the Willamette River.~~

T-4: Bike Walk Clackamas – Update the Pedestrian and Bikeway Plans. Consolidate into one document. Funded through state TGM program.

T-5: Transportation System Plan Update – Update the Transportation System Plan to review and adopt capital roadway improvement priorities and projects.

T-6: Sunrise Community Visioning Project -- State funding has been awarded for this project.

T-7: Climate Friendly and Equitable Communities (CFEC) Administrative Rule Implementation -- Amend the ZDO or implement alternative parking management programs to address mandatory Metro-area parking requirements adopted by the Oregon Land Conservation and Development Commission.

ECONOMICS:

~~**E-1: Update Comprehensive Plan Chapter 8, Economics**~~

~~**E-2: Economic Opportunity Activation.** Complete an issue paper to provide the foundation for updating the Economics chapter of the Comprehensive Plan. Work with the county’s Business and Community Services Department to identify funding for an Economic Opportunity Analysis to allow the county to take a big look at future economic development needs and related land use implications. Depending on the funding source (possibly grants), the project may also focus on a specific area in the county.~~

NATURAL RESOURCES:

NR-1: Update Comprehensive Plan Chapter 3, Natural Resources. Complete an issue paper to address the various items listed in Attachment B under the NR-1 row.

NR-2. Amend Flood Hazard Development overlay zone regulations per Biological Opinion.

OPEN SPACE, PARKS AND HISTORIC SITES

OS/P/HS-1: Luscher Farm Park – Work with Lake Oswego to adopt a local parks master plan for Luscher Farm to support existing and planned uses at the farm and on associated public open space properties.

OTHER:

O-1: Minor and Time Sensitive ZDO Amendments will be presented for action to the Planning Commission and the Board of County Commissioners once a year, as needed. In addition to other amendment recommendations that arise during the work program period, the following will be considered:

- Public notice appeal period review
- Artisan Manufacturing – adopt a definition and allow uses in C-2 and C-3 zones
- Historic overlay districts – protection of structures during land divisions
- Review ZDO Section 707, as needed, to conform to state law for delisting of historic landmarks, as suggested by the Planning Commission

O-2: Audit Zoning and Development Ordinance – Continue and complete multi-year Zoning and Development Ordinance audit

Projects: Rem=Remote (Virtual/Online Meeting)	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec
	9	23	13	27 Rem	13 Canc.	27	10	24	8 Canc.	22	12	26 Rem	10	24	14	28	11 Rem	25	9	23	13	27	11
Housing Needs Analysis (Erik / PP 22-0005; LU 23-0023)				CCSS 2/21			W-3	CCSS 4/18		U				Notice 7/24		H	F		CCPH 10/3	CC-FCO 10/17			
Housing Production Strategies (HB 2003) (Erik / PP 22-0005)		W-2																				CCSS 11/21 w-4	
Nonconforming Res Develop. (Scot / LU 22-0008)	F		CCPH 2/7	CC-FCO 2/21																			
2022 Annual CDC Amendments (Johanna / LU 22-0038)		CCPH 1/17	CC-FCO 2/7																				
Palisades Mid-Century Overlay (Erik / PP 21-0005)																							
Climate-Friendly & Equitable Communities (Parking) (Erik / PP 22-0001)	U													W-1			CCSS 9/5	W-2					CCSS 12/5 W-3
Historic Preservation for Accessory Bldgs (Paul / TBD)																							
Mitigation for Ministerial Development (Erik / LU 22-0031)						CCSS 3/21		F		CCPH 5/16	CC-FCO 6/6												
John's Woods - Uplands NA Boundary Change Request (Erik / PP 23-0003)						CCI				CC 5/2													
Psilocybin Time, Place, and Manner Regulations (Jessica / LU 23-0001)		W-1		W-2 (P)				W-3	Notice 5/8		H	F		CCPH 7/18							cc-fco 11/7		
1710 South Shore Road Rezoning (Paul / LU 22-0058)			H	F			CCPH 4/4	CC-FCO 4/18															
Middle Housing Cleanup + Annual Code Amendments (Ellen/TBD)																					w-1		w-2
Vertical Housing Tax Credit Program (Erik/PP 23-0006)															U		CCSS 9/19		Tax Dist. Notice 10/20				ccph 12/19
Other CCI/PC Items	GS S 1/12									L			RTP, EV		tr tbd						GS		
TOTAL (Includes Findings)	3	2	1	2	0	1	1	2	0	2	1	1	2	1	1	1	1	1	0	1	1	1	2

Key: W = Work Session; H = Public Hearing; F = Findings; P = Panel; CC = City Council (CC-PC = Joint meeting with City Council); R = Retreat; S=Boards and Commissions Summit; CCI = Commission for Citizen Involvement Agenda Item; T= Tour; U = Project Update; Ⓚ = Cancelled; EV = Electric vehicle charging policy presentation; RTP = Metro Regional Transportation Plan update / presentation; tr = Training on Oregon Land Use Policy and Quasi-Judicial Decision-Making Processes; L = Update on 2023 State Legislative Session. Lower-case 'w' and 'h' are tentative. **Green** indicates PC work in progress. **Blue** indicates City Council milestones. **Yellow** indicates pending City Council direction and/or State legislation. GS=Goal Setting Work Session-Work Plan Review per City Council Goals.

Projects: Rem=Remote (Virtual/Online Meeting)	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec	
	8	22	12	26	11	25	8	22	13	29* Weds	10	24	8	22	12	26	9	23	14	28	13* Weds	25	9	
Housing Production Strategies (HB 2003) (Erik/PP 22-0005)			ccss 2/6	w-5					ccss 5/7 w-6		Notice 6/17			h	f		ccph 9/3	cc-fco 9/17						
Climate-Friendly & Equitable Communities (Parking) (Erik/PP 22-0001)					ccss 3/5 w-3						ccss 6/4 w-4				Notice 8/19		h	f			ccph 11/5	cc-fco 11/19		
Mitigation for Single-Family Dwellings (TBD)																								
Middle Housing Cleanup + Annual Code Amendments (Ellen/TBD)	Notice 1/8		h	f			ccph 3/19	cc-fco 4/2																
Stormwater Code Amendments (Sonja/TBD)				u						w-1 ccss 6/4	Notice 7/8			h	f		ccph-1 9/17	ccph-2/ ccfco-1 10/1	ccfco-2 10/15					
Other CCI/PC Items	GS																							
TOTAL (Includes Findings)	1	0	1	3	1	0	0	0	1	0	2	0	0	1	2	1	0	1	1	0	0	0	0	0

PLANNING COMMISSION PROJECTS TO BE SCHEDULED

- Comprehensive Community Development Code Audit (pending Council direction)
- Community Development Code Audit for Economic Development (pending Council direction)
- Citizen Involvement Guidelines Update (Resume work on PP 19-0006)
- Commissioner Trainings
- Neighborhood Tours
- Potential revisions to Foothills Framework Plan, pending outcome of Tryon Creek WTP public-private partnership

CITY COUNCIL PROJECTS TO BE SCHEDULED

- Tryon Creek WTP Overlay (LU 17-0064) – Subject to outcome of P3 replacement of WTP

2023 DRAFT PC WORK PROGRAM SCHEDULE

Updated 12/14/2022

AGENDA ITEMS			
Date	Informational	Work Sessions	Public Hearings
JANUARY 11	•	• Frog Pond E+S Implementation	
FEBRUARY 8	•	• Frog Pond E+S Implementation • Frog Pond E+S TSP	
MARCH 8	•	• Frog Pond E+S Implementation	• Wastewater Treatment Plant Master Plan • Frog Pond E+S TSP
APRIL 12	• Annual Housing Report	• Transit Master Plan • Frog Pond E+S Implementation	
MAY 10		•	• Transit Master Plan • Frog Pond E+S Implementation
JUNE 14	•	• Housing Needs Analysis	
JULY 12	• Frog Pond E+S Infrastructure Financing Plan and Policy	•	
AUGUST 9		• Housing Needs Analysis	
SEPTEMBER 13		•	•
OCTOBER 11	•	• Housing Needs Analysis	
NOVEMBER 8			• Housing Needs Analysis
DECEMBER 13			
JAN. 10, 2024			
2023 Projects		Future (2024)/Potential Fill In Projects	
<ul style="list-style-type: none"> • Annual Housing Report • Housing Needs Analysis • Housing Production Strategy • Transit Center TOD • Transit Master Plan Update 		<ul style="list-style-type: none"> • Frog Pond E&S TSP Ammend. • Frog Pond E&S Devt. Code • TC Programming Plan • TC Ec Dev/Business Retention • Mobile Food Vendor Standards • Basalt Creek Zoning • Basalt Creek Infrastructure • CFEC Parking Code Updates & TC Parking Study • CFEC Transportation Model Update • CFEC TSP Update (2025) 	

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Long-Range Planning Projects Timeline 2023-2027

WINTER/SPRING 2023

Adoption of Sherwood West Concept Plan – complete

Begin Annexation policy work – complete

1-year extension letter to DLCD for CFEC – complete

SUMMER 2023

Scope CFEC and obtain Council input-- complete

Scope additional Sherwood West infrastructure work and amend Metro Planning Grant – complete/pending award

Scope Sherwood West Transportation Feasibility Work (Elwert/Edy Road realignment) -- complete

Draft SZCDC code update: Annexation criteria and Annexation Agreements – complete

Prepare draft Title 11 Findings for Metro to review – complete

Meet with Finance about CFEC and commercial parking tax program -- complete

FALL 2023

Obtain Council input on LOI to Metro for UGB expansion

- Additional community engagement?
- What additional information to make an informed decision?
- Maybe an educational annexation work session?

LOI to Metro by December 1, 2023

CFEC Development Code Audit

WINTER 2024

Draft final UGB Proposal to Metro

Adopt Sherwood West Addendum and Metro Title 11 findings

Begin to scope Sherwood West Comprehensive Planning work and budget

- General Plan Map
- Development Code Updates (Middle Housing Zone, Cottage Cluster Zone, Hospitality Zone, rural edge buffering, etc.)
- ESEE Analysis
- Comprehensive Plan update – new policy updates for economic development, strategic/collab governance, housing, infrastructure, parks, etc.
- Beginning to Scope TSP work and budget

Complete CFEC Development Code Audit

Complete draft of CFEC commercial parking tax program

SPRING 2024

Submit Formal UGB Proposal to Metro – April 5, 2024

Sherwood West Comp Plan work – low hanging fruit (mapping)

Adopt CFEC code updates and municipal code updates (unbundled parking and commercial parking lots tax program) by June 30, 2024

SUMMER 2024

Sherwood West Comp Plan Work

Secure funding for HNA and Housing Production Strategy (must be adopted by 12/31/2026)

FALL 2024

Work with Metro on the scope of Sherwood West Comp. Plan work budget

Winter 2025

If Metro expands the UGB – start Comp Plan work (ESEE & Development Code)

Begin TSP update

Begin HNA update and HB 2003 Housing Production Strategy

SPRING 2025

Sherwood West Comp. Planning work

TSP Update

Scope updates to facility plans (Water, Storm, Sewer)

HNA update and HB 2003 Housing Production Strategy

SUMMER 2025

Sherwood West Comp Planning Work – Adopt ESEE, new goal 5 maps, and natural resource policy/criteria

HNA update and HB 2003 Housing Production Strategy

TSP Update

FALL 2025

Sherwood West Comp Plan Work-- Adopt ESEE, new goal 5 maps, and natural resource policy/criteria

HNA update and HB 2003 Housing Production Strategy

Update facility plans update (Water, Storm, Sewer)

Start to scope for SDC Methodology Updates

TSP Update

WINTER 2026

Adopt HNA update and HB 2003 Housing Production Strategy

SPRING 2026

Adopt facility plans update (Water, Storm, Sewer)

SUMMER 2026

Adopt TSP

SDC Methodology work for transportation, storm, sewer, water

Adopt development code updates for Sherwood West

WINTER 2027

Adopt SDC methodology and supplemental fees for SW for transportation, storm, water, sewer

DRAFT WORK PROGRAM 2023-2026

PROJECT	FY 2023-2024			FY 2024-2025				FY 2025-2026			
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
ONGOING											
Housing Production Strategy					L						>
Transportation System Plan					A						
Climate Action Plan											>
LEGALLY REQUIRED (UPCOMING)											
Grading/Floodplain Regulations								A			
ADA Code Update								A			
CEFEC Parking Code			L/A								
CEFEC Land Use Code					L/A						
Housing Needs Analysis									L/A		
ON HOLD (PREVIOUSLY IDENTIFIED)											
Stormwater Master Plan			A								
Basalt Creek Area: Parks Master Plan			A								
NEW PROJECTS (EXAMPLES)											
Tree Code								A			
Downtown Core Urban Renewal Code											>

STAFF DEMAND:

- Greater demand
- Moderate demand
- Less demand

LEGEND:

- L** = Legal Deadline
- A** = Adoption
- >** = Project continues