



## MEMORANDUM CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Sherilyn Lombos, City Manager

**DATE:** September 24, 2012

**SUBJECT:** Work Session for September 24, 2012

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- 1) **5:30 p.m. (25 min) – Update on a Proposed Light Manufacturing Overlay in the Southwest Concept Plan Area.** The Council will be updated on a proposal formulated by the Tonquin Industrial Group and the Community Development Department to add an overlay to the Manufacturing Business Park Planning District that was adopted with the Southwest Concept Plan in April 2011. The proposal will be Plan Text Amendment PTA-12-01 Tonquin Light Manufacturing Overlay (to be on the Council agenda on October 8) that will add particular allowed uses and requirements for the TIG owner properties located within the overlay. Attached is a memo with additional information.
- 2) **5:55 p.m. (25 min) – Pohl Center Transition Update** In August, management of the Pohl Center transitioned from Loaves & Fishes to the City of Tualatin (with Loaves & Fishes continuing to provide nutrition programs out of the center). Paul Hennon and Matt Saviello will be present to provide an update on various aspects of the transition.
- 3) **6:20 p.m. (25 min) – Road Utility Program Update** The City of Tualatin has a long and successful history of investing in maintenance of streets, sidewalks, street trees and reverse frontage areas. Operations Director Dan Boss and Finance Director Don Hudson will present information to the Council regarding the history, current status and future trends of the Road Utility Program.
- 4) **6:45 p.m. (10 min) - Council Meeting Agenda Review, Communications & Roundtable.** This is an opportunity for the Council to review the agenda for the September 24, 2012 Council meeting and take the opportunity to brief the rest of the Council on any issues of mutual interest.



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Alice Rouyer, Community Development Director

**FROM:** William Harper, Senior Planner

**DATE:** 09/24/2012

**SUBJECT:** Update on a Proposed Tonquin Light Manufacturing Overlay in the Southwest Concept Plan Area and Proposed Plan Text Amendment PTA-12-01

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### **ISSUE BEFORE THE COUNCIL:**

The Council will be updated on a proposal formulated by the Tonquin Industrial Group (TIG) and the Community Development Department to add an overlay to the Manufacturing Business Park Planning District that was adopted with the Southwest Concept Plan in April, 2011. The proposal will be Plan Text Amendment PTA-12-01 Tonquin Light Manufacturing Overlay, that will add particular allowed uses and requirements for the TIG owner properties located within the overlay.

In response to Council interest expressed during the adoption of the Tualatin Development Code (TDC) Chapter 64-Manufacturing Business Park- provisions in PTA-10-04, the proposed amendment will also include a definition of "call center or customer service center" to clarify the use in TDC 64.030.

PTA-12-01 was reviewed by the Tualatin Planning Commission (TPC) as an update at their August 9 meeting. At the TPC meeting on September 4, the Planning Commission unanimously voted to recommend approval of the the Plan Text Amendment. The proposed amendment is scheduled to be considered by the Council at a public hearing on October 8.

### **EXECUTIVE SUMMARY:**

- The Tonquin Industrial Group (TIG) includes nine (9) business owners located on approximately 50 acres of land in the southeast part of the Southwest Concept Plan (SWCP) area north of SW Tonquin Road and west of the Portland & Western Railroad tracks. The TIG members participated in the SWCP process and the implementing Plan Map and Plan Text Amendment process to advocate for their concerns about planning and development issues that affect their portions of the SWCP and the Southwest Regionally Significant Industrial Area (SWRSIA) designated by Metro.
- When Council adopted the SWCP, they directed staff to continue working with TIG to develop an overlay. Council direction was to find a way to allow the existing businesses to annex to the City as conforming uses.

- Prior to and following the adoption of the SWCP and the Manufacturing Business Park Planning (MBP) District provisions in PTA-10-04, the Staff has continued to meet with the TIG group and their consultants to find a solution to their concerns while ultimately achieving the vision and goals of the Southwest Tualatin Concept Plan for the SWRSIA. As a product of the meetings, staff proposed the overlay approach that could address questions of allowed uses and development standards that the TIG agreed would be satisfactory.

The overlay will apply to the TIG properties, recognize the existing uses on the properties, and allow for continuance and expansion consistent with existing Light Manufacturing (ML) Planning District standards. It includes means for an annexation agreement and Master Plans and standards of development that are intended to ensure adequate infrastructure as development occurs in the SWCP area and compliance with Tualatin's development standards.

- At the April 11, 2011 public hearing for PTA-10-04, the Council directed that the Ordinance for the MBP provisions include "call center" and a "data center" as conditional uses. The adopted ordinance included both "call center or customer service center" and "data processing or data storage center" as conditional uses in TDC 64.030 (5, 6). It has been pointed out that the TDC did not have a definition for a "call center" and it is not clear what the use is. To clarify what the call center activity is, the proposed PTA-12-01 will include a definition of "call center or customer service center". The data processing and data storage use is commonly understood (can be a "server farm" or a bank data center for example) and should not need a separate definition.
- This update will be a verbal summary of the discussions with TIG and a preview of the proposal for a Tonquin Light Manufacturing Overlay that will be brought forward in PTA-12-01 at the October 8 Council meeting.

## **DISCUSSION:**

- The TIG and proposed Tonquin Light Manufacturing Overlay properties are identified as Tax Lots:

2S134B 0500 - McGuire  
2S134B 0600 - Albertson Trucking  
2S134C 0100 - Albertson Trucking  
2S134C 0200 - Mark Brown Trucking  
2S134C 0300 - Eric Johnson  
2S134C 0900 - Stukey/Terra Hydr, Inc.  
2S134DB 3100 - Storie & Associates  
2S134DC 0300 - EMJ (Storie)

None of the TIG properties are currently annexed to the City and are primarily classified as non-conforming in Washington County. The TIG members participated in the SWCP process and the implementing Plan Map and Plan Text Amendment process to advocate for their concerns about planning and development issues that affect their portions of the SWCP area and the SWRSIA designated by Metro. The primary concern of the TIG was to avoid a SWCP designation that would make the existing TIG businesses classified as non-conforming uses.

- The proposed Overlay would add the following uses:

- (1) All used currently permitted uses in the existing Light Manufacturing (ML) Planning District (TDC 60.020);
- (2) Contractors shop and equipment storage;
- (3) Machine shop, including automotive and truck machining shop, of 7,500 square feet or larger;
- (4) Cold storage Warehouse;
- (5) Motor Freight Facility including office, repair and maintenance, and transfer and storage for vehicles, equipment and materials;
- (6) Caretaker residence; and

Two conditional uses:

- (1) A restaurant without drive-up or drive through facilities, with a maximum floor area of 3,000 square feet.
- (2) An industrial card lock fueling facility with 3,000 feet separation from another facility.

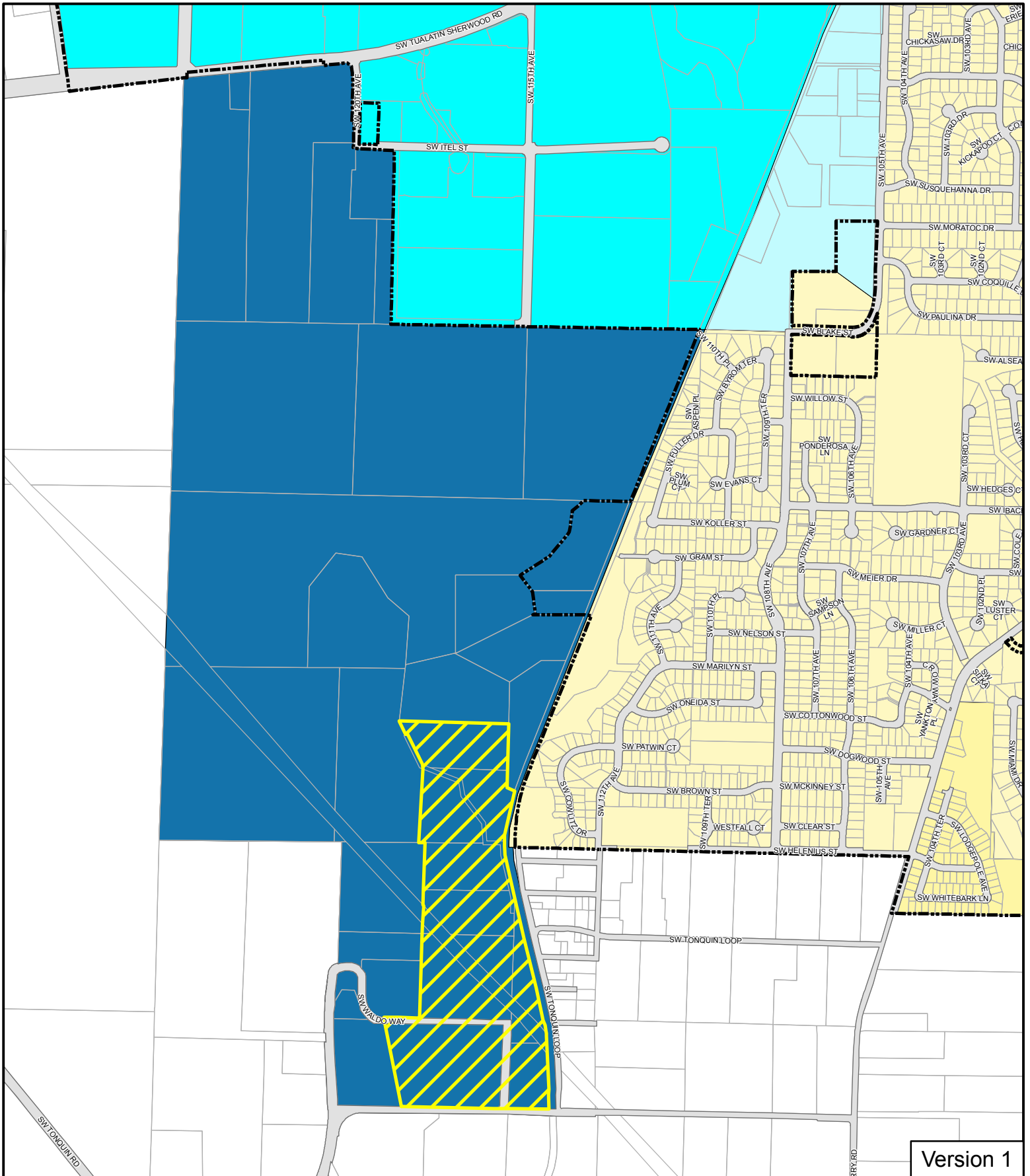
- For the TIG owners, the proposed Overlay would identify the existing businesses as allowed uses, and avoids the limitations of a non-conforming use status for their financing and growth plans. For the SWCP area, the Overlay uses are consistent with the SWCP policy allowing for light-medium manufacturing uses.
- A definition of "call center or customer service center" will be added to TDC 31.060-Definitions.

#### **RECOMMENDATION:**

This is an update for information purposes only. Comments and questions are welcomed. No action by the Council is required.

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**Attachments:**    A - Southwest Concept Plan and Tonquin Industrial Overlay Map  
                          B - Draft Proposed Chapter 64 Language



Version 1

- General Manufacturing
- Light Manufacturing
- Medium Low Density Residential
- Manufacturing Business Park
- Tonquin Industrial Group
- City Boundary



RF 1:11,500

This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, the City of Tualatin, OR assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is". -Engineering and Building Dept.  
Printed 7/30/2012

## **Tonquin Light Manufacturing Overlay**

To implement the Tonquin Light Manufacturing Overlay, Chapter 64 Manufacturing Business Park (MBP) Planning District and Map 9-5 would be modified as shown below. [Underlined text would be added. ~~Struck-through text~~ would be deleted.]

### **Add a new Section 64.036:**

#### **Section 64.036 Tonquin Light Manufacturing Overlay.**

(1) Permitted Use. In addition to Manufacturing Business Park uses listed in TDC 64.020, the uses listed below are permitted in the specific properties identified within the Tonquin Light Manufacturing Overlay shown on Map 9-5:

- (a) As permitted uses and as restricted in TDC 64.021,
  - (i) Uses allowed as permitted in the Light Manufacturing Planning District, TDC 60.020.
  - (ii) Contractor's Shop & Equipment Storage.
  - (iii) Machine Shop, including automotive and truck machine shop, of 7,500 sq. ft. or larger.
  - (iv) Cold Storage Warehouse.
  - (v) Motor Freight Facility including office, repair and maintenance, and transfer and storage for vehicles, equipment and materials.
  - (vi) Caretaker residence.

(2) Expanded or New Permitted Use. Expanded or new permitted uses, including expanded or new outdoor storage, shall be permitted as per TDC 64.036(1) and shall be reviewed according to TDC 31.074, Architectural Review Application Review Process, requiring both Architectural Features and Utility Facilities review per TDC Chapters 73 and 74.

(3) Nonconforming Use. Existing uses in the Tonquin Light Manufacturing Overlay that are not listed as permitted in TDC 64.036(1) shall be allowed as nonconforming uses. Expansion of these uses shall occur only to the extent and as provided in TDC 35.030.

(4) Conditional Use. The following uses are allowed when authorized in accordance with TDC Chapter 32:

- (a) Restaurant, without drive-up or drive through facilities, with a maximum floor area of 3,000 square feet.
- (b) Industrial card lock fueling facility with 3,000 feet separation from another facility.

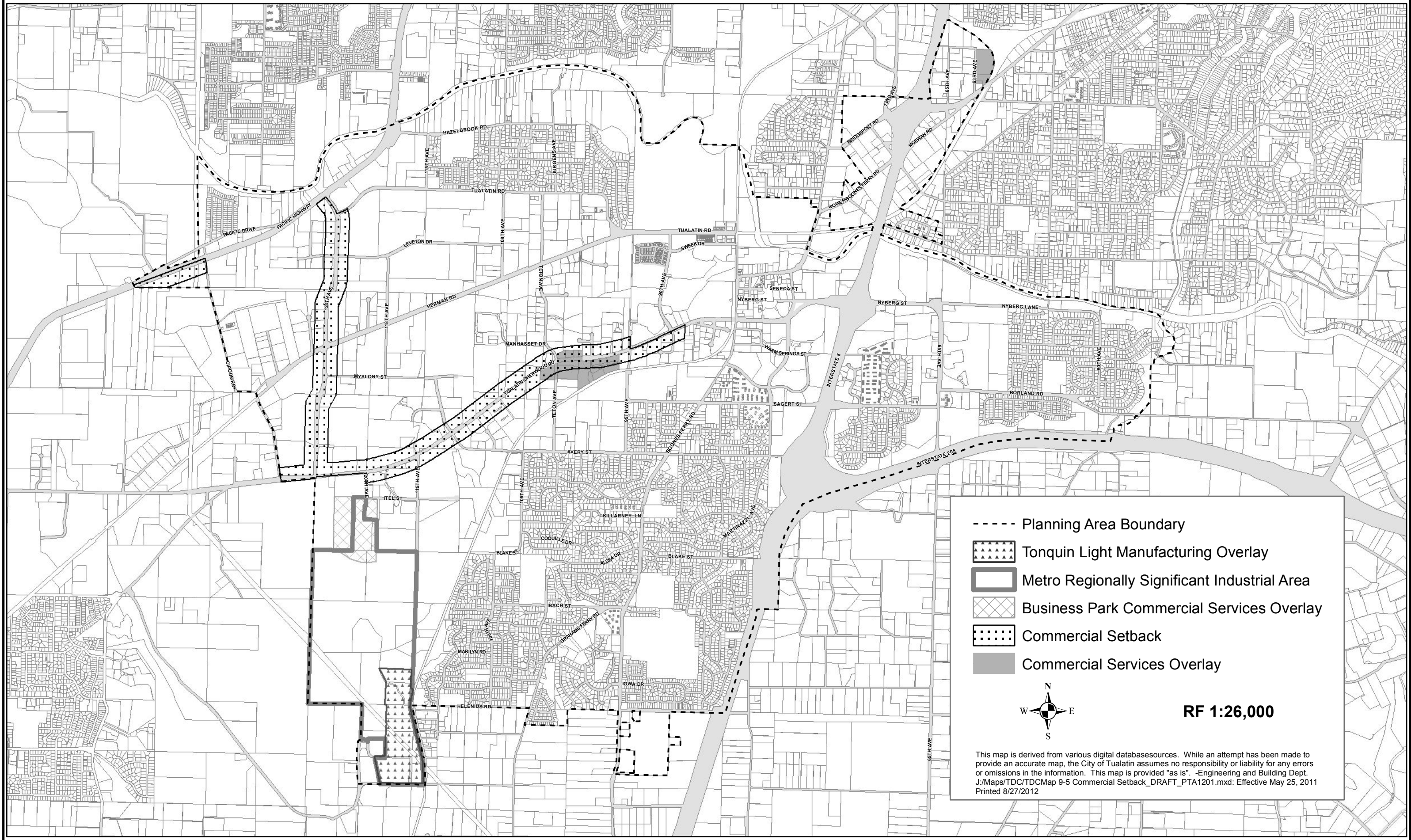
(5) Prohibited Use. Prohibited uses shall be as per the underlying MBP District in TDC 64.040, except as permitted in TDC 64.036(1).



(6) Annexation Agreement. An Annexation Agreement shall be prepared when a property owner within the Tonquin Light Manufacturing Overlay submits a petition for annexation to the City.

### **Revise Map 9-5 to Add the Tonquin Light Manufacturing Overlay:**

See Revised Map 9-5





- Planning Area Boundary
-  Tonquin Light Manufacturing Overlay
-  Metro Regionally Significant Industrial Area
-  Business Park Commercial Services Overlay
-  Commercial Setback
-  Commercial Services Overlay



**RF 1:26,000**

This map is derived from various digital databasesources. While an attempt has been made to provide an accurate map, the City of Tualatin assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is". -Engineering and Building Dept. J:/Maps/TDC/TDCMap 9-5 Commercial Setback\_DRAFT\_PTA1201.mxd Effective May 25, 2011 Printed 8/27/2012





# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Paul Hennon, Community Services Director

**DATE:** 09/24/2012

**SUBJECT:** Update on Juanita Pohl Center Management Transition

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### **ISSUE BEFORE THE COUNCIL:**

The Council will receive an update on the Juanita Pohl Center management and staffing transition to the City of Tualatin from Loaves & Fishes, The Meals-On-Wheels People.

### **EXECUTIVE SUMMARY:**

On August 10, 2012, the City assumed responsibility for management and staffing the Juanita Pohl Center so the City can better leverage its resources to achieve the Council Goal of developing recreation and other programs for older adults and people of all ages by managing the Pohl Center, Van Raden Community Center, and Lafky House as a multigenerational complex. Also, this change enables Loaves & Fishes to focus its limited resources on the Nutrition Program which is its primary mission. Loaves & Fishes continues to provide a Nutrition Program at the Pohl Center, including weekday on-site lunch meals and Meals-On-Wheels services to homebound elderly in the area.

Staff will provide Council with an update on goals, staffing, physical changes, and program development currently underway, and will discuss alternative approaches to ensuring that there are easy and effective ways for staff to receive input from the public and for users to provide recommendations on matters pertaining to operations of the center, including informal and formal approaches.

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### **Attachments:**





# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Don Hudson, Finance Director  
Dan Boss, Operations Director

**DATE:** 09/24/2012

**SUBJECT:** Road Utility Fee Program Update

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### **EXECUTIVE SUMMARY:**

In April 1990, the City Council created a road utility within the Road Fund for the purpose of maintenance of City streets and for paying some of the operating cost of street lights. Based upon findings from the City of Tualatin Pavement Management Plan developed in 1987/88, the Council set the fee to cover the projected revenue shortfalls based upon the developed use of property in the City and the amount of vehicular traffic generated by the property. The fee for a single family residential property was set at \$1.42 and billed monthly on the utility bill. The revenue generated from the fee was allocated 6/7 for pavement maintenance and 1/7 for street lights.

In July 2001, a sidewalk maintenance program was added to the street maintenance program to repair sidewalks and replace street trees in certain circumstances. To pay for this program, a flat fee of \$1.50 for all accounts, per month, was added to the road utility. Landscape enhancement along the rights-of-way, including reverse frontage, was added to the program in August of 2005, and added \$0.50 to the flat fee, for a total of \$2.00 per month. This fee was recently increased to \$2.50 per month to cover the increased costs of the program.

Tonight's discussion will provide a history of the program, including the many successes the City has had since the program began. We will also give a brief financial update of the Fund.

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**Attachments:** [A - PowerPoint Presentation](#)

# Tualatin's Road Utility Protecting the Community's Investment



# Pavement Maintenance Program



- **Tualatin City Council adopted a pavement management plan in 1988**
  - To insure that our road system was kept in very good condition
- **Computerized inventory of city streets**
  - Record of street condition
  - Develops 20-year maintenance strategy

# Financing the Maintenance Program

## “Protecting Your Investment”



- Analyzed 14 different potential funding sources
  - Revenue stability
  - Generating capabilities
  - User equity
  - Ease of administration
  - User acceptance
- Road Utility Fee was recommended
- The Road Utility Fee is based on the amount of traffic generated by a piece of property



# Road Utility Fee



- Billed monthly on the regular City Utility Bill
- 1/7 is for street lighting, 6/7 for the Pavement Management Program
- About 3/4 of the money comes from non-residential customers

# Pavement Maintenance Rating



- Roads evaluated based upon a common government scoring system - Pavement Condition Index, or PCI
  - Scale of zero (awful) to 100 (perfect)
- A city's PCI is the average of all of the cities roads
- Tualatin total system rating is currently above 90 PCI

# Pavement Maintenance Program



- **PCI rating system allows the City the focus on protecting the citizen's investment by:**
  - Identifying immediate maintenance and rehabilitation needs
  - Monitoring pavement condition over time
  - Developing a network preventative maintenance strategy
  - Developing road maintenance budgets
  - Evaluating pavement materials and designs

# Pavement Maintenance Program



- Road Utility Funds have been used to maintain almost every street in the city
- The Plan is updated annually
- This year's projects included overlay work on:
  - 72<sup>nd</sup> Ave
  - Martinazzi Ave
  - Warm Springs St
  - Mohawk St
  - Nez Perce Ct
  - Arikara Dr
  - Comanche Way
  - Jurgens Rd
  - Pinto Dr



# Pavement Maintenance Program





# Pavement Maintenance Program



31 roads segments  
equaling 2.5 Miles  
of Slurry seal on  
low volume roads



# Sidewalk Street Tree Program



- In 2001, Council directed staff to develop a program to address trip hazards on public sidewalks
- If the hazard was caused by a street tree, the City would pay for the repair
- Funded by adding \$1.50 per dwelling unit to the monthly bill
- 1/3 of the city completed each year



# Sidewalk Street Trees





# Reverse Frontage Program



- In 2005, Council directed the development of a city beautification program to deal with un-kept reverse frontages
- Council picked a maintenance standard and a general order of implementation
- Funded by a \$0.50 increase to the Sidewalk/Street Tree \$1.50 fee
- Council also directed that a landscape plan be developed for I-5 interchanges in Tualatin

# Reverse Frontage

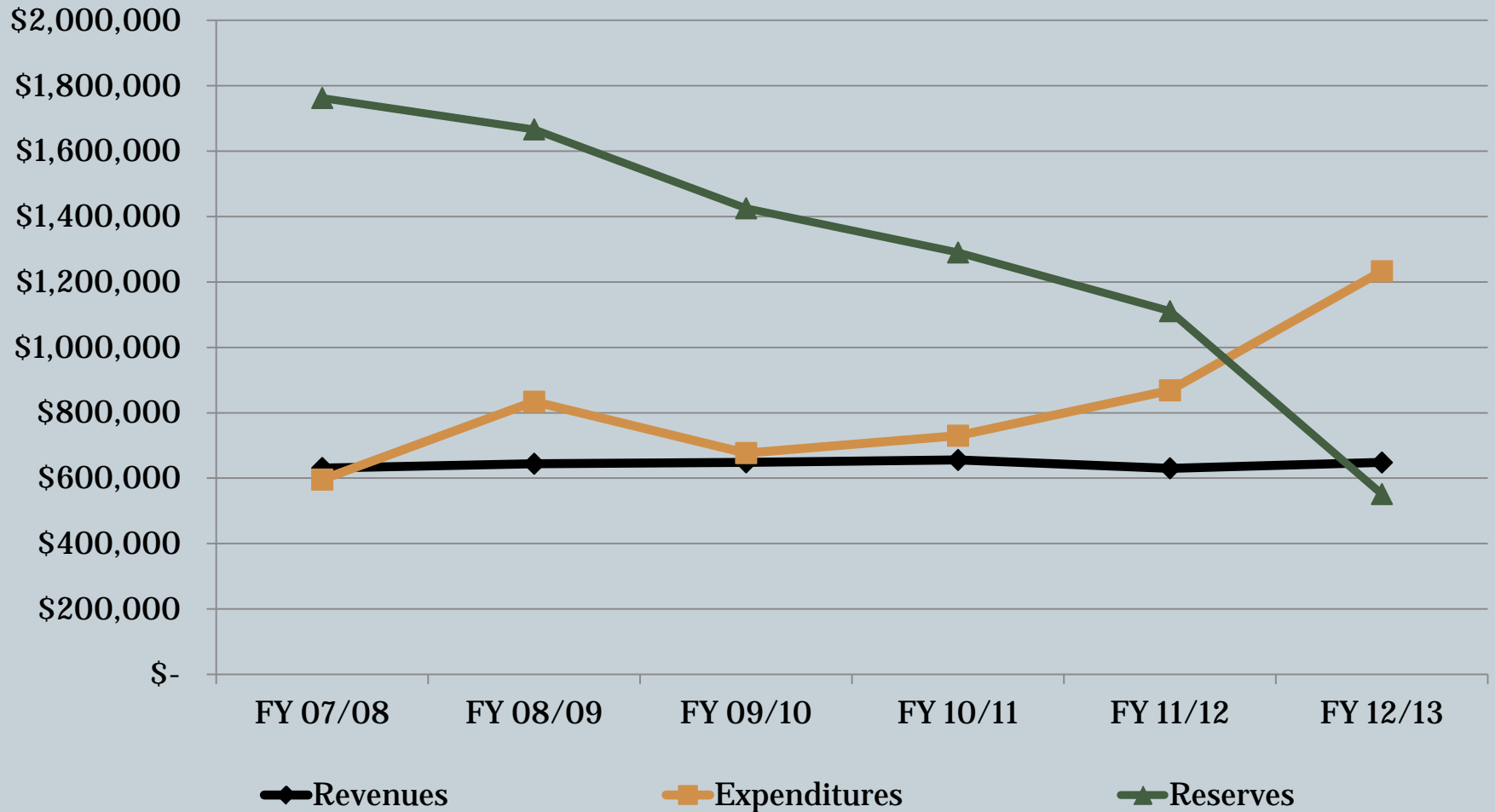


# Current Fees and Total Revenues



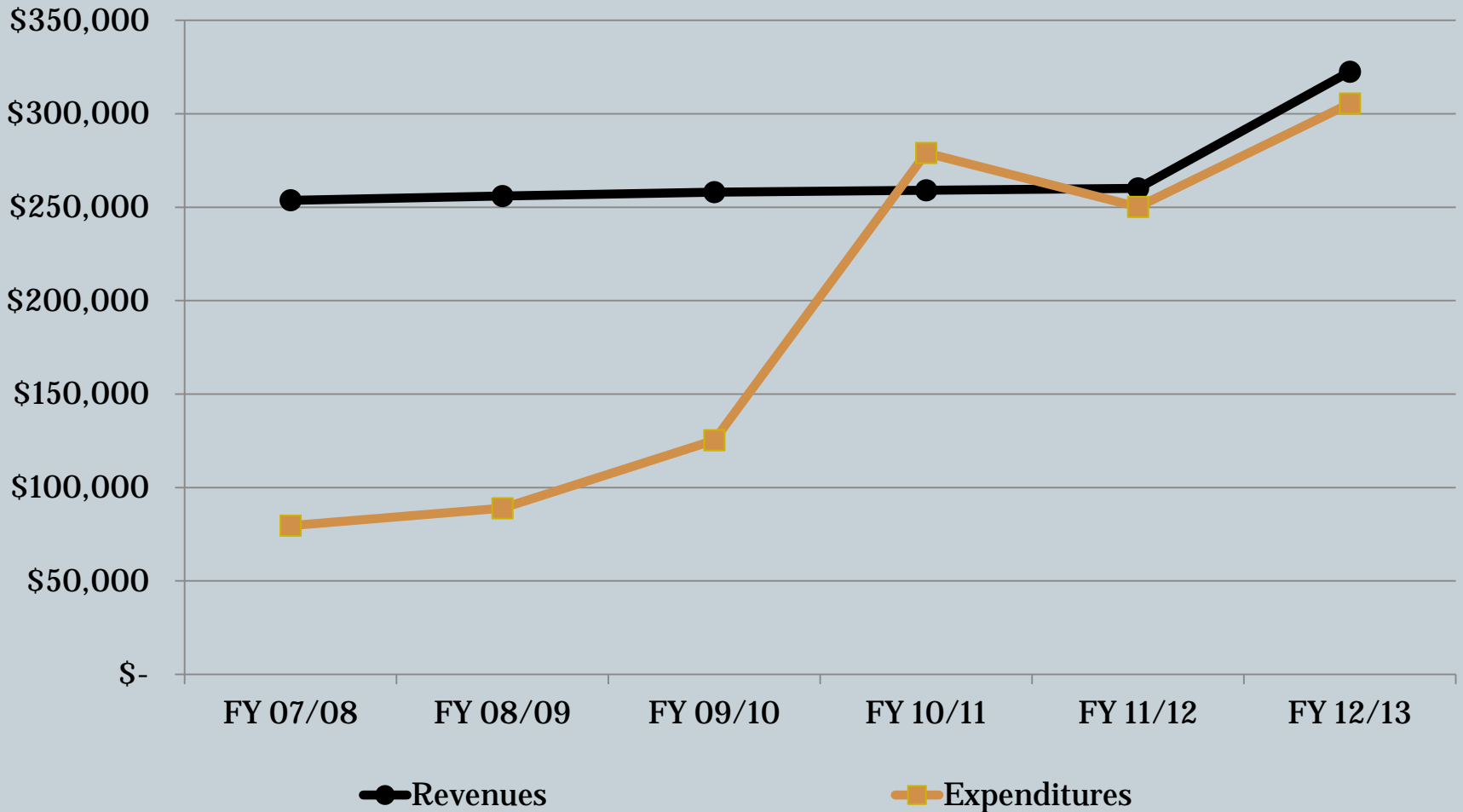
<u>Category</u>	<u>Pavement Maintenance</u>	<u>Sidewalk Street Tree</u>
Single Family Residential	\$ 1.42 per unit	\$ 2.50
Multifamily Residential	\$ 0.86 per unit	\$ 2.50
Non-Residential Group 1	\$ 0.75 per 1,000 sq. ft.	\$ 2.50
Non-Residential Group 2	\$ 1.66 per 1,000 sq. ft.	\$ 2.50
Non-Residential Group 3	\$ 4.39 per 1,000 sq. ft.	\$ 2.50
Non-Residential Group 4	\$ 11.08 per 1,000 sq. ft.	\$ 2.50
Non-Residential Group 5	\$ 29.51 per 1,000 sq. ft.	\$ 2.50
Non-Residential Group 6	\$ 72.73 per 1,000 sq. ft.	\$ 2.50
Non-Residential Group 7	\$ 0.53 per 1,000 sq. ft.	\$ 2.50
<b>Total Revenue - FY12/13</b>	<b>\$ 648,000</b>	<b>\$ 322,500</b>

# Pavement Maintenance Program





# Sidewalk/Street Tree/Reverse Frontage



# Looking Forward



- **Road maintenance fee is currently sufficient**
  - Staff continues to monitor annually
  - Future rate increase likely as costs increase
- **Sidewalk/Street Tree/Reverse Frontage fee is currently building a small reserve**
  - Should cover increases in current costs and new landscaping coming on-line in the next couple years
  - Any new reverse frontage would require future rate increases