



City of Tualatin

# TUALATIN CITY COUNCIL

Monday, AUGUST 14, 2017

**JUANITA POHL CENTER**

**8513 SW Tualatin Road**

**Tualatin, OR 97062**

**WORK SESSION** begins at 5:20 p.m.

**BUSINESS MEETING** begins at 7:00 p.m.

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**Mayor Lou Ogden**

**Council President Joelle Davis**

**Councilor Robert Kellogg**

**Councilor Paul Morrison**

**Councilor Jeff DeHaan**

**Councilor Frank Bubenik**

**Councilor Nancy Grimes**

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

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

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

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

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

## PROCESS FOR LEGISLATIVE PUBLIC HEARINGS

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

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

## PROCESS FOR QUASI-JUDICIAL PUBLIC HEARINGS

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

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

## TIME LIMITS FOR PUBLIC HEARINGS

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

## EXECUTIVE SESSION INFORMATION

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

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



## OFFICIAL AGENDA OF THE TUALATIN CITY COUNCIL MEETING FOR AUGUST 14, 2017

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

**B. ANNOUNCEMENTS**

1. Tualatin Youth Advisory Council Update for August 2017
2. New Employee Introduction- Doug Boedenauer, Librarian I

**C. CITIZEN COMMENTS**

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

**D. CONSENT AGENDA**

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

1. Consideration of Approval of the Minutes for the Work Session and Regular Meeting of July 24, 2017
2. Consideration of Approval of a New Liquor License Application for Eastside Distilling
3. Consideration of **Resolution No. 5327-17** Granting a Conditional Use Permit to MITCH Charter School to Expand its Campus Located in the Light Manufacturing (ML) Planning District at 19430 SW 90<sup>th</sup> Court (Tax Map 2S1 23DB, Tax Lot 00400) (CUP-17-0001).
4. Consideration of **Resolution No. 5336-17** Authorizing the City Manager to Execute a Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees (AFSCME) Local 422
5. Consideration of **Resolution No. 5337-17** Authorizing Personnel Services Updates for Non-Represented Employees for Fiscal Year 2017-18

**E. 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 Appointments to the ADA Taskforce

**F. ITEMS REMOVED FROM CONSENT AGENDA**

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

**G. COMMUNICATIONS FROM COUNCILORS**

**H. ADJOURNMENT**

**City Council Meeting**

**Meeting Date:** 08/14/2017

**ANNOUNCEMENTS:** Tualatin Youth Advisory Council Update

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**ANNOUNCEMENTS**

Tualatin Youth Advisory Council Update for August 2017

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A. YAC Update

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August 14, 2017

# *Tualatin Youth Advisory Council*

*Youth Participating in Governance*

**August 12**

The Lego Batman Movie

**August 19**

Sing

**August 26**

Rogue One (at Ibach Park)



# Coming Soon – Pumpkin Regatta

- Saturday, October 21
- Crafts, pumpkin carving, pumpkin bowling, facepainting
- Proceeds help fund NLC trip in March!





# Coming Soon – Haunted house



- October 25-28
- Van Raden Community Center



# STAFF REPORT

## CITY OF TUALATIN

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Nicole Morris, Deputy City Recorder

**DATE:** 08/14/2017

**SUBJECT:** Consideration of Approval of the Minutes for the Work Session and Regular Meeting of July 24, 2017

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

The issue before the Council is to approve the minutes for the Work Session and Regular Meeting of July 24, 2017.

### **RECOMMENDATION:**

Staff respectfully recommends that the Council adopt the attached minutes.

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**Attachments:** [City Council Work Session Minutes of July 24, 2017](#)  
[City Council Regular Meeting Minutes of July 24, 2017](#)



Present: Mayor Lou Ogden; Councilor Frank Bubenik; Council President Joelle Davis; Councilor Nancy Grimes; Councilor Paul Morrison; Councilor Jeff DeHaan; Councilor Robert Kellogg

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele; Finance Director Don Hudson; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Assistant to the City Manager Tanya Williams; Assistant City Manager Alice Cannon; City Engineer Jeff Fuchs; IS Director Bates Russell; Associate Planner Charles Benson; Economic Development Manager Melinda Anderson

## CALL TO ORDER

Mayor Ogden called the meeting to order at 5:06 p.m.

### 1. ***Basalt Creek.***

City of Wilsonville Community Development Director Nancy Kraushaar presented background information on the Basalt Creek project. The part of the proposal up for discussion tonight is the conversion of the 40 acres of land to residential. She stated this proposal is in opposition of the original intent which was to provide for employment opportunities through industrial land. The project has been through several City Council meetings, open houses, and this proposal came to fruition in October 2016. When the proposal was made the City of Wilsonville hired KPFF to complete a study on employment land uses in the area. The primary argument the City of Wilsonville has heard regarding the area is that it is too steep and rocky for employment use. In May the City of Wilsonville received the report from KPFF. The City of Wilsonville Council does not believe transitioning the area to residential supports the joint vision and they believe the area can successfully accommodate employment in the area.

Matt Dylan, KPFF Consulting, presented the findings from the analysis the City of Wilsonville hired them to complete. He noted the study does not determine employment uses just identified if the area can be developed. His analysis found the area is not feasible for residential. He presented a video of what the area could look like with different uses. Mr. Dylan noted the analysis did not look for the cheapest solutions just the best fit for the area. Mr. Dylan spoke to current uses in the area and showed three potential employment schemes.

Councilor DeHaan asked if typography was taken into account when creating the schemes. Mr. Dylan stated typography was considered, but lot lines were not.

Councilor Davis asked about the discrepancy in acreage provided by Wilsonville and OTAK. City of Wilsonville Long Range Planning Manager Miranda Bateschell

stated GIS maps show 63 gross acres with 41 net constrained acres.

Councilor Grimes joined the meeting at 5:40 p.m.

Councilor DeHaan asked if today's presentation covered all of Wilsonville's objections. Ms. Bateschell stated they are a good basic summary of the Council's thoughts and concerns.

Councilor Davis asked if the cross sections of roads are meant to represent future visions. Mr. Dylan stated it is just a mix of what could be possible but nothing is defined at this time.

Mayor Ogden stated he wants to fully understand the reality of what is actually viable on the site. He feels the land should be industrial but has concluded based on the evidence provided that it is not a viable solution due to what would have to happen to make construction possible. Mayor Ogden asked what specifically would be required to make KPFF's schemes be produced. Mr. Dylan explained their study did not include costs.

Councilor Bubenik asked about gradeability in the area since feedback he received from landowners is that they have not been able to dig in the area. Mr. Dylan reference previous geotechnical reports done on the area and stated further studies would need to be completed. Ms. Kraushaar stated some of the geotechnical work that has been completed showed that the land was inconsistent.

Councilor Grimes asked about trip generation concerns in the area. Ms. Kraushaar noted trip generations for employment uses are well within the trip cap for the area. Wilsonville had not looked into trip generation for residential uses in the area.

Councilor Davis spoke to concerns regarding the impacts to the wetlands in the area. She stated the schemes change the entire character of the area and don't offer buffering to current residential land. Mr. Dylan stated the schemes only show possibilities and are not actual proposals. He noted scheme A shows the least impact to the area and each scheme there after shows a step up in development intensity.

Councilor Davis asked if the Wilsonville Council had a preferred scheme. Ms. Bateschell stated their interests lied with protecting the wetlands which was represented in schemes A and B.

Councilor Bubenik stated he has no concerns with industrial next to residential because there are several areas in Tualatin already operating that way. Mr. Kraushaar stated it is more about industrial clustering for Wilsonville.

Councilor Davis stated she would like to see the Basalt Creek Parkway located further to the south.

Don Hanson and Tony Weller of OTAK presented a PowerPoint in opposition to the study presented by Wilsonville. Mr. Hanson stated their presentation looks at the area and what is actually feasible. OTAK evaluated KPFF's schemes and the associated costs to complete such schemes. Mr. Weller explained how developments in the area has already been completed and how the basalt beds

where dealt with in the area. He stated residential is the best approach for the area because it requires less grading of the land. Mr. Hanson explained the development costs and spoke to the residential trip caps.

**2. Council Rules.**

Due to lack of time this item will be placed on a future meeting agenda.

**3. Climate Cities.**

Due to lack of time this item will be placed on a future meeting agenda.

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

None.

**ADJOURNMENT**

The work session adjourned at 7:08 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Nicole Morris, Recording Secretary

\_\_\_\_\_ / Lou Ogden, Mayor



## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR JULY 24, 2017

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Present: Mayor Lou Ogden; Councilor Frank Bubenik; Council President Joelle Davis; Councilor Nancy Grimes; Councilor Paul Morrison; Councilor Jeff DeHaan; Councilor Robert Kellogg

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Assistant City Manager Alice Cannon; City Engineer Jeff Fuchs; IS Director Bates Russell; Associate Planner Charles Benson; Economic Development Manager Melinda Anderson

### A. CALL TO ORDER

Pledge of Allegiance

Mayor Ogden called the meeting to order at 7:15 p.m.

### B. ANNOUNCEMENTS

#### 1. New Employee Introduction- Terrance Leahy, Water Division Manager

Public Works Director Jeff Fuchs introduced Water Division Manager Terrance Leahy. The Council congratulated him on his promotion.

### C. CITIZEN COMMENTS

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City of Wilsonville Mayor Tim Knapp shared insight from their City Council regarding the Basalt Creek project. He stated the original intent of the plan was to preserve and encourage the use of employment land over the next 20 years. They believe this land can serve the cities in the future as high quality employment lands. He stated places to build employment are constrained in the Metro and this land needs to be preserved for employment.

Tom Childs expressed he would like to see the Basalt Creek parcel in question designated residential.

Debbie Luster stated there has been increased noise in the industrial park off of 105<sup>th</sup>. She would like the City to address the noise concerns.

Herb Koss stated the cost to keep the parcel of land in question industrial is not financially feasible as the land can't be developed as employment land.

Gordon Root referenced Metro's original ordinance for the Basalt Creek area. He stated the parcel in question needs to be deemed residential because Tualatin does not have any more developable residential land. He added the demand for residential land in Tualatin is high.

Ashley Leigh, owner of Whole Babies Preschool, addressed concerns that had been raised by her neighbors. She assured the Council the school is doing everything they can to ease neighborhood concerns.

Scott Powell spoke in favor of a residential designation for the parcel in Basalt Creek.

Sherman Leitgeb spoke in opposition of the City of Wilsonville's proposal. He would like to see the area deemed residential.

Hannah Childs spoke in favor of the Basalt Creek parcel in question being deemed residential.

**D. CONSENT AGENDA**

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MOTION by Councilor Frank Bubenik, SECONDED by Council President Joelle Davis to approve the consent agenda.

Aye: Mayor Lou Ogden, Councilor Frank Bubenik, Council President Joelle Davis, Councilor Nancy Grimes, Councilor Jeff DeHaan, Councilor Paul Morrison, Councilor Robert Kellogg

MOTION CARRIED

1. Consideration of Approval of the Minutes for the Work Session and Regular Meeting of July 10, 2017

**E. PUBLIC HEARINGS – Quasi-Judicial**

1. Consideration of a Conditional Use Permit for MITCH Charter School to Expand the Campus and Operations of a Kindergarten through Grade 12 School in the Light Manufacturing (ML) Planning District at 19430 SW 90th Court (Tax Map 2S1 23DB, Tax Lot 00200) (CUP-17-0001).

Mayor Ogden opened the public hearing for consideration of a conditional use permit for MITCH Charter School to expand the campus and operations of a Kindergarten through Grade 12 School in the Light Manufacturing (ML) Planning District at 19430 SW 90th Court (Tax Map 2S1 23DB, Tax Lot 00200) (CUP-17-0001). He read the rules of the hearing in accordance with ORS 197.765(5) and (6) and ORS 197.79(3)(b).

Councilor Bubenik stated he has had ex-parte communications due to his wife being on the board of MITCH Charter School. Mayor Ogden dismissed him.

Councilor Kellogg stated he is on the Neighbors Nourishing Community board that was part of the development discussions. He stated his contacts won't bias his vote.

Councilor Davis stated her husband is on the board for the school but they have not spoken about the project.

Councilor Grimes disclosed she has walked the site.

Mayor Ogden stated he participated in the dedication of the school but has no preconceived ideas regarding the project.

Planning Manager Aquilla Hurd-Ravich and Associate Planner Charles Benson made the staff report. Planner Benson stated the CUP is to expand the campus and operations to a piece of property directly to the north owned by Frontier Communications. A conversion of the existing green space site into a vegetative garden and athletic field to promote its student wellness program is being planned. The CUP approval criteria was reviewed and it was noted all five criteria have been met with the proposed conditions. He stated staff is recommending approval based on the criteria.

The applicant Melissa Meyers, Executive Director for MITCH Charter School, stated the schools agreement with the district requires them to find a green space as one of the charter schools core principles is agriculture. She requested the Council approve the CUP.

#### PUBLIC COMMENT

None.

#### COUNCIL QUESTIONS/DELIBERATIONS

Councilor Grimes asked about access to the site from the school. Planner Benson stated a path will be created to the property which will then be fenced. Those modifications were done through the City's Minor Architectural Review Process.

MOTION by Councilor Robert Kellogg, SECONDED by Councilor Paul Morrison to approve the Conditional Use Permit for MITCH Charter School to expand the campus and operations of a Kindergarten through Grade 12 school in the Light Manufacturing (ML) Planning District at 19430 SW 90th Court (Tax Map 2S1 23DB, Tax Lot 00200) (CUP-17-0001).



Aye: Mayor Lou Ogden, Councilor Frank Bubenik, Council President Joelle Davis, Councilor Nancy Grimes, Councilor Jeff DeHaan, Councilor Paul Morrison, Councilor Robert Kellogg

MOTION CARRIED

## **F. GENERAL BUSINESS**

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### **1. Consideration of Resolution No. 5330-17 Setting Road Utility Fees, Effective August 1, 2017**

Finance Director Don Hudson presented a resolution setting road utility fees effective August 1, 2017. He stated staff came to Council on June 26 with an ordinance with changes including setting fees by resolution. Director Hudson stated there are three primary reasons to increase the fee at this time including increases to pavement maintenance costs, ADA upgrades, and older roads with increased maintenance. Public outreach has been conducted through the Chamber of Commerce Business Advisory Council, the Commercial CIO, and direct contact to businesses.

MOTION by Council President Joelle Davis, SECONDED by Councilor Frank Bubenik to adopt Resolution No. 5330-17 setting Road Utility Fees, effective August 1, 2017.

Aye: Mayor Lou Ogden, Councilor Frank Bubenik, Council President Joelle Davis, Councilor Nancy Grimes, Councilor Jeff DeHaan, Councilor Paul Morrison, Councilor Robert Kellogg

MOTION CARRIED

## **G. COMMUNICATIONS FROM COUNCILORS**

Councilor Kellogg thanked Frontier Communications for allowing MITCH Charter School to make better use of the green space.

Councilor Bubenik stated he has been reappointed Chair of the Community Development Block Grant Committee.

Councilor Davis stated she attended ArtSplash this year and gave the opening comments. She said it was a great success and looks forward to it in the years to come.

## **H. ADJOURNMENT**

Mayor Ogden adjourned the meeting at 8:47 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Nicole Morris, Recording Secretary

\_\_\_\_\_ / Lou Ogden, Mayor



# STAFF REPORT

## CITY OF TUALATIN

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Nicole Morris, Deputy City Recorder

**DATE:** 08/14/2017

**SUBJECT:** Consideration of Approval of a New Liquor License Application for Eastside Distilling

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

The issue before the Council is to approve a new liquor license application for Eastside Distilling.

### **RECOMMENDATION:**

Staff respectfully recommends that the Council approve endorsement of the liquor license application for Eastside Distilling.

### **EXECUTIVE SUMMARY:**

Eastside Distilling has submitted a new liquor license application under the category of Brewery Public House. Under the category of Brewery Public House, they may make and sell malt beverages; import malt beverages into and export from Oregon; distribute malt beverages directly to retail and wholesale licensees in Oregon; and sell malt beverages made at the business to individuals for consumption on or off-site. The business is located at 7455 SW Bridgeport Road, R201. The application is in accordance with provisions of Ordinance No.680-85 which establishes procedures for liquor license applicants. Applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The Police Department has reviewed the new liquor license application and recommended approval. According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

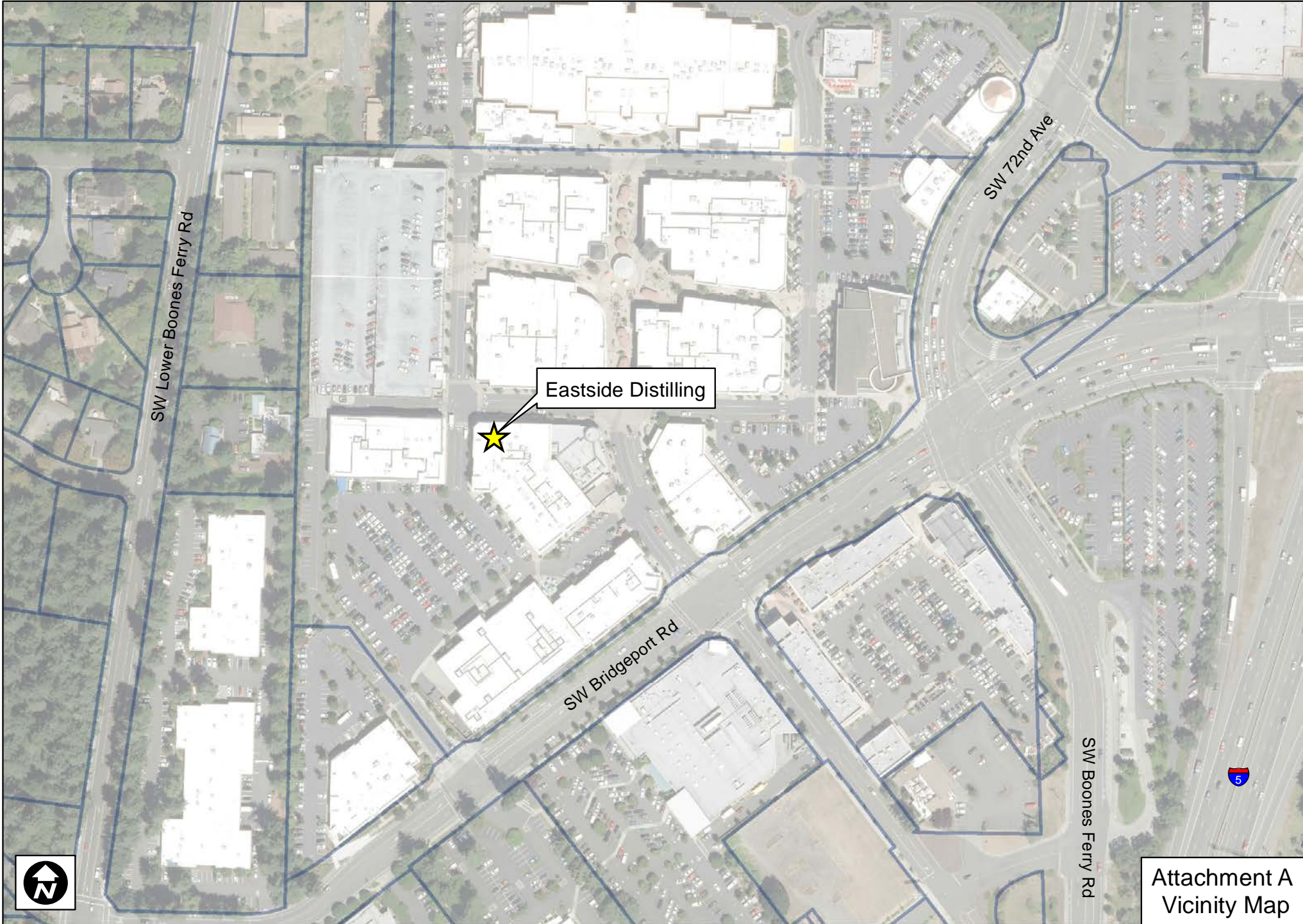
### **FINANCIAL IMPLICATIONS:**

A fee has been paid by the applicant.

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**Attachments:** [Attachment A - Vicinity Map](#)  
[Attachment B- License Types](#)

Attachment C- Application



## OREGON LIQUOR CONTROL COMMISSION LICENSE TYPES

### FULL ON-PREMISES SALES

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

### LIMITED ON-PREMISES SALES

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

### OFF-PREMISES SALES

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

### BREWERY PUBLIC HOUSE

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

### WINERY

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



# CITY OF TUALATIN

## LIQUOR LICENSE APPLICATION

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

Date 7/21/17

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

REC'D  
CITY OF TUALATIN  
JUL 25 2017

### SECTION 1: TYPE OF APPLICATION

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

MAYOR \_\_\_ COUNCIL \_\_\_ POLICE \_\_\_ ADM \_\_\_  
FINANCE \_\_\_ COMM DEV \_\_\_ LEGAL \_\_\_ OPER \_\_\_  
COMM SVCS \_\_\_ ENC & BLDG \_\_\_ LIBRARY \_\_\_

### SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): Eastside Distilling

Business address 7455 SW Bridgeport Rd. R-201 City Tigard State OR Zip Code 97224

Mailing address 1805 SE MLK Jr Blvd City Portland State OR Zip Code 97214

Telephone # 971-888-4264 Fax # \_\_\_\_\_

Name(s) of business manager(s) First Melissa Middle Kay Last Hern

Date of birth \_\_\_\_\_ Social Security # \_\_\_\_\_ ODL# \_\_\_\_\_ M \_\_\_\_\_ F

Home address \_\_\_\_\_  
(attach additional pages if necessary)

Type of business Tasting room

Type of food served N/A

Type of entertainment (dancing, live music, exotic dancers, etc.) N/A

Days and hours of operation 11-9 M-Sat 11-7 Sunday

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

Restaurant seating capacity N/A Outside or patio seating capacity N/A

How late will you have outside seating? N/A How late will you sell alcohol? 9:00 M-Sat  
7:00 Sunday

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

**SECTION 3: DESCRIPTION OF LIQUOR LICENSE**

Name of Individual, Partnership, Corporation, LLC, or Other applicants Eastside

Distilling  
Type of liquor license (refer to OLCC form) Brewery Public House

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

**INDIVIDUAL:** If this box is checked, provide full name, date of birth, and residence address.  
Full name \_\_\_\_\_ Date of birth \_\_\_\_\_  
Residence address \_\_\_\_\_

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

**CORPORATION:** If this box is checked, complete (a) through (c).  
(a) Name and business address of registered agent.  
Full name Eastside Distillings  
Business address 1805 SE MLK Jr Blvd Portland OR 97214

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

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

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



Full name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Residence address: \_\_\_\_\_

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

**SECTION 4: APPLICANT SIGNATURE**

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

\_\_\_\_\_  
Signature of Applicant

07/21/17  
Date

**For City Use Only**

Sources Checked:

- DMV by BSH
- OLEDS by BSH
- TuPD Records by BSH
- Public Records by BSH

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

Number of Tualatin arrest/suspect contacts for \_\_\_\_\_

**It is recommended that this application be:**

**Granted**

**Denied**

Cause of unfavorable recommendation: \_\_\_\_\_

\_\_\_\_\_  
Signature

7.20.17  
Date

Bill Steele  
Chief of Police  
Tualatin Police Department



# STAFF REPORT

## CITY OF TUALATIN

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Sean Brady, City Attorney

**DATE:** 08/14/2017

**SUBJECT:** Consideration of **Resolution No. 5327-17** Granting a Conditional Use Permit to MITCH Charter School to Expand its Campus Located in the Light Manufacturing (ML) Planning District at 19430 SW 90<sup>th</sup> Court (Tax Map 2S1 23DB, Tax Lot 00400) (CUP-17-0001).

---

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

Consideration of Resolution No. 5327-17 Granting a Conditional Use Permit to MITCH Charter School to Expand its Campus Located in the Light Manufacturing (ML) Planning District at 19430 SW 90<sup>th</sup> Court (Tax Map 2S1 23DB, Tax Lot 00400) (CUP-17-0001)

### **RECOMMENDATION:**

Staff recommends Council adopt Resolution No. 5327-17.

### **EXECUTIVE SUMMARY:**

Resolution No. 5327-17 grants a Conditional Use Permit (CUP-17-0001), with conditions, to MITCH Charter School to expand its campus to provide a garden and athletic field. The property is located at 19430 SW 90th Court (Tax Map 2S1 23DB, Tax Lot 00400).

On July 24, 2017, Council held a quasi-judicial public hearing to consider approval of a Conditional Use Permit application filed by MITCH Charter School (CUP -17-0001). At the public hearing, Council heard and considered the testimony and evidence presented on behalf of the applicant, City staff, and those appearing at the public hearing. After hearing the testimony and argument, Council closed the public hearing, deliberated, and voted to grant the Conditional Use Permit with conditions. No procedural or other objections were voiced by any party.

The Findings and Conclusions in support of the decision are contained in Exhibit A to Resolution No. 5327-17. The Application filed by MITCH Charter School is attached as Exhibit B to Resolution No. 5327-17.

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**Attachments:** [Reso 5327-17 - CUP MITCH](#)

Ex A - Analysis and Findings Reso 5327-17

Ex B - CUP App Reso 5327-17

RESOLUTION NO. 5327-17

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO MITCH CHARTER SCHOOL TO EXPAND ITS CAMPUS LOCATED IN THE LIGHT MANUFACTURING (ML) PLANNING DISTRICT AT 19430 SW 90<sup>th</sup> COURT (TAX MAP 2S1 23DB, TAX LOT 00200) (CUP-17-0001).

WHEREAS, MITCH Charter School submitted a conditional use permit application with the City to expand its campus; and

WHEREAS, the Council held a quasi-judicial public hearing on July 24, 2017, to consider the application; and

WHEREAS, notice of public hearing was given as required by the Tualatin Development Code; and

WHEREAS, the Council heard and considered the testimony and evidence presented on behalf of the applicant, the City staff, and those appearing at the public hearing; and

WHEREAS, after the conclusion of the public hearing the Council voted to approve the application with conditions.

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

**Section 1. Findings.** The Council adopts the findings, which are attached as Exhibit A and incorporated by reference.

**Section 2. Conditions.** The Conditional Use Permit (CUP-17-0001) for MITCH Charter School, which is attached as Exhibit B and incorporated by reference, is approved with the following conditions:

- A. The approval of Conditional Use Permit 17-0001 does not approve any site redevelopment or exterior building modifications, and the applicant must obtain approval from the City for any site or exterior modifications, pursuant to TDC 73.040(1) and TDC 73.100(1) and (2).
- B. The applicant must operate the use consistent with all application materials submitted to the City dated May 16, 2017.
- C. The applicant must comply with the noise standards in TDC 60.085.
- D. The applicant must separately submit any sign permit applications pursuant to and in compliance with TDC Chapter 38.
- E. The approval period is two years, unless extended, as provided by TDC 32.090 (Automatic Termination of Conditional Use).

F. The applicant must comply with all applicable TDC policies and regulations.

**Section 3.** This resolution is effective upon adoption.

ADOPTED by the City Council this 14th day of August, 2017.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

BY \_\_\_\_\_  
City Attorney

ATTEST:

BY \_\_\_\_\_  
City Recorder

**EXHIBIT A**  
**RESOLUTION NO. 5327-17**  
**MITCH FRONTIER GARDEN & ATHLETIC FIELD**

**CONDITIONAL USE PERMIT APPLICATION (CUP-17-0001)**

**ANALYSIS AND FINDINGS**

The issue before the City Council is consideration of a conditional use permit for MITCH Charter School to expand its campus and operations for a kindergarten through grade 12 school in the form of a garden and athletic field on the green space at 19430 SW 90th Court, a property owned and operated by Frontier Communications.

In order to grant the proposed Conditional Use Permit, the request must meet the approval criteria of Tualatin Development Code (TDC) Section 32.030. The applicant prepared a narrative that addresses the criteria, which is within the application materials (Attachment B), and staff has reviewed this and other application materials and included pertinent excerpts below.

*The following materials and descriptions are based largely on the applicant's narrative; staff has made some minor edits. Staff comments, findings, and conditions of approval are in italic font.*

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

**Applicant Response:** The subject property, Tax Lot 2S1 23DB 00200, is located in the Light Manufacturing (ML) Planning District. "Schools for kindergarten through 12" is a conditional use in the ML Planning District pursuant to TDC 60.040(1)(o).

*Staff finds that Criterion 1 is met.*

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

**Applicant Response:**

Size: The minimum lot size within a ML Planning District is 20,000 SF, or approximately .046 acres (per TDC 60.060). The subject property is approximately 1.52 acres and MITCH/Frontier is not proposing any changes to the lot size.

The site size is suitable for the proposed use.

Shape: The subject property is rectangular, is already developed, and MITCH/Frontier is not proposing any changes to the lot shape.

The lot shape is suitable for the proposed use.

Location: The subject property is located within a ML Planning District with access via one existing driveway onto SW 90th Court.

The location is suitable for the proposed use.

Topography: The property is flat.

*Staff finds that the topography is suitable for the proposed use.*

Improvements: The property has been developed and includes off-street parking and loading, lighting, landscaping, frontage improvements, utility improvements and access to SW 90th Court. There is one existing driveway onto SW 90th Ct, approximately 30 feet wide. There is open green space on the northern end and eastern end of the site.

*Staff finds that the proposed garden and athletic field uses will be located within the existing green spaces on the project site; the other existing uses on the site, including the Frontier Communications building and associated off-street parking, will remain unchanged.*

Natural Features: Because the site is already developed, no natural features remain. On-site landscaping includes buffers along the north and west property lines and islands within the parking lot area and against the building and street frontage.

*Staff finds that—with the exception of on-site landscaping that includes trees and taller shrubs—there are no natural features on the subject site and the proposed use will not affect natural features.*

As noted, no changes to the building exterior or the existing parking and loading areas with this application. It is understood that approval of this Conditional Use Permit does not approve any site redevelopment or exterior building modifications, and that after Conditional Use Permit approval is obtained the applicant will seek approval from the City pursuant to TDC 73.040(1) and TDC 73.100 (1) and (2).

*Staff finds that the following condition of approval is required to meet Criterion 2:*

*Condition of Approval No. 1: The approval of Conditional Use Permit 17-0001 does not approve any site redevelopment or exterior building modifications, and the applicant shall obtain approval from the City for any site or exterior modifications, pursuant to TDC 73.040(1) and TDC 73.100(1) and (2).*

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

**Applicant Response:**

**Transportation Systems**

Primary access to the site will continue to be provided by one 30-foot-wide driveway onto SW 90th Court, a cul-de-sac providing direct connections to SW Tualatin/Sherwood Road. Trip generation is based on ITE codes is reliant on building square footage or construction of attractions and locations of events plus safety deficiencies would be based on vehicle circulation. As no building, parking, attractions or event locations are proposed to be constructed as part of this development, no trips will be added or new vehicle circulation created. Therefore, no traffic study is requested or needed.

*Staff finds that access to the subject site will remain unchanged as part of this proposal. Access to the proposed garden and athletic field on the subject site will be accommodated by a direct pedestrian pathway from the main MITCH Charter School property at 19550 SW 90th Court, adjacent and south of the subject site. A Minor Architectural Review (MAR) approval for a gated entrance and an ADA access ramp between the two sites—in addition to fencing along the internal green space perimeter on the subject site—was granted on October 18, 2016.*

Off-Street Parking

Based on TDC off-street parking provisions in TDC 73.370(2), the parking area for the school is not proposed to be modified by this proposal. In addition, this proposal does not increase the need for additional parking as it does not add additional students to the school.

*Staff finds that the off-street parking conditions as a result of this proposal will remain unchanged. The proposed garden and athletic field will not result in an increase in school capacity and will therefore not require additional parking on the main MITCH Charter School property at 19550 SW 90th Court. The conversion of green space on the subject site (19430 SW 90th Court) will not affect the physical operations on this site nor will it affect existing parking conditions. Users of the proposed garden and athletic field will utilize existing parking on the main MITCH Charter School property.*

Public Facilities and Services

Public sewer, water currently exist and are adequate to serve the property and the proposed use. The proposal includes 420 linear feet of drainage control piping installed along the retaining walls.

*Staff finds that the existing and proposed public facilities and services are adequate to service the proposed use.*

*Staff finds that Criterion 3 is met.*

- (4) The proposed use will not alter the character of the surrounding area in any manner, which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying Planning District.**

**Applicant Response:** The property sits between properties all zoned Light Manufacturing (ML) planning district. There are no residential areas adjoining the subject property. Surrounding land uses by cardinal direction and planning district are:

- North: Light Manufacturing (ML) Planning District  
Light Industrial/Commercial building housing Sherwin Williams, Circle Bolt and Nut, and Paper Plus at 19370 SW 90th Court
- East: Light Manufacturing (ML) Planning District  
Willamette Graystone (masonry building products) at 19477 SW 89th Avenue  
Cardenas Motorsports (motorcycle repair shop) at 19475 SW 89th Avenue  
Revchem Composites (fabricator) at 19365 SW 89th Avenue
- South: Light Manufacturing (ML) Planning District  
MITCH Charter School and Tualatin Early Intervention (school) at SW 19550 and 19500 90th Court, respectively
- West: Light Manufacturing (ML) Planning District  
Tualatin Valley Fire & Rescue (TVF&R) Station 34 at 19365 SW 90th Court  
Light Industrial building housing TECO Technology (warehouse for transmission products) and Rays Produce at SW 19437 SW 90th Court

There are a number of mixed commercial and industrial uses already operating in the area, including Sherwin Williams, Diamond Pro NW, Cardenas Motorsports, and notably, Tualatin Early Intervention, which conducts similar school-type operations in the same ML planning district. As such, the proposed use will continue to build the character of this area as a mixed commercial/industrial area for Tualatin.



*Staff notes that the proposed use would not alter the overall character of the immediate area defined by the properties abutting SW 90th Court south of SW Tualatin-Sherwood Road. The proposed use would serve as an extension of school use already in operation on the property (SW 19500 and 19550 SW 90th Court) adjacent and south of the subject site. In addition, the proposed use would only affect the green spaces on the subject site and the existing light manufacturing uses at 19430 SW 90th Court (Frontier Communications) will remain.*

*Staff finds that Criterion 4 is met.*

**(5) The proposal will satisfy those objectives and policies of the Tualatin Community Plan which apply to the proposed use.**

*Staff finds that the applicable Tualatin Community Plan policies and TDC regulations that apply to the proposed conditional use in the ML Planning District include:*

- 1. Section 32.030 Criteria for Review of Conditional Uses; and*
- 2. Section 60.010 Purpose (Light Manufacturing Planning District [ML]).*

**Section 32.030 Criteria for Review of Conditional Uses**

**Section 32.030 Criteria for Review of Conditional Uses states that the “City Council may allow a conditional use, after a hearing conducted pursuant to TDC 32.070, provided that the applicant provides evidence substantiating that all the requirements of this Code relative to the proposed use are satisfied.” The Analysis and Findings included in this attachment (Attachment C) address the five (5) identified criteria listed in Section 32.030 to aid in the City Council decision on whether or not a proposed conditional use meets applicable TDC requirements.**

**Section 60.010 Purpose (Light Manufacturing Planning District [ML])**

**Section 60.010 Purpose states that the “purpose of this district is to provide areas of the City that are suitable for industrial uses and compatible with adjacent commercial and residential uses” and that this “district serves to buffer heavy manufacturing uses from commercial and residential areas.”**

**Applicant Response:** The proposed conditional use permit will allow the conversion of the existing unused field into a usable field and garden for MITCH Charter school. The proposed uses for the field are a track area for exercise, a garden area for providing agricultural education to the students at MITCH and food to the Tualatin community. MITCH Charter School already has a conditional use permit in place for a school use in the ML planning district; however, the addition of the field and garden for the sole use of the school is considered an expansion of the school use and thus requires the school to obtain a conditional use permit. The proposed use is developing an open field area with a similarly developed field and garden area which will continue to buffer heavier manufacturing uses and commercial uses, and is consistent with adjacent uses in the ML planning district. The proposed use meets this standard.

*Staff finds that the following conditions of approval are required to meet Criterion 5:*

*Condition of Approval No. 2: The applicant shall operate the use consistent with all application materials submitted to the City dated May 16, 2017.*

*Condition of Approval No. 3: The applicant shall comply with the noise standards in TDC 60.085.*

*Condition of Approval No. 4: The applicant shall—separately from the CUP—submit any sign permit applications pursuant to and in compliance with TDC Chapter 38.*

Condition of Approval No. 5: *The approval period shall be pursuant to TDC 32.090 Automatic Termination of Conditional Use as reproduced:*

- (1) *Unless otherwise provided by the Council in the resolution granting approval of the conditional use permit, a conditional use permit shall automatically become null and void two years after the effective date upon which it was granted unless one of the following events occur:*
  - (a) *The applicant or his successor in interest has secured a building permit within said two-year period, if a building permit is required, and has actually commenced construction of the building or structure authorized by the permit within said two-year period.*
  - (b) *The applicant or his successor in interest has commenced the activity or installation of the facility or structure authorized by the conditional use permit within said two-year period.*
- (2) *The applicant may submit a written request to the City Council for an extension of time on the conditional use permit to avoid the permit's becoming null and void. The request for extension must be submitted prior to the expiration of the times established by Subsection (1) above. The City Council may, in the resolution granting such conditional use permit, provide for an extension of time beyond 1 year.*

Condition of Approval No. 6: *The applicant shall comply with all applicable TDC policies and regulations.*

#### **SUMMARY OF ANALYSIS AND FINDINGS**

Based on the application materials, conditions of approval, and the analysis and findings presented above, staff finds that CUP-17-0001 meets all criteria of TDC 32.030 "Criteria for Review of Conditional Uses."



# City of Tualatin

www.tualatinoregon.gov

Exhibit B to  
Resolution No.  
5327-17

**"NECESSARY PARTIES"**  
**MARKED BELOW**

## NOTICE OF APPLICATION SUBMITTAL

- ANNEXATION       CONDITIONAL USE PERMIT       PLAN TEXT AMENDMENT  
 ARCHITECTURAL REVIEW       PLAN MAP AMENDMENT       OTHER:

**CASE/FILE: CUP17-0001** (Community Development Dept.: Planning Division)

<b>PROPOSAL</b>	To approve the conditional use of a kindergarten through grade 12 school—in the form of a garden and athletic field—pursuant to Tualatin Development Code (TDC) 60.040(1)(o) for MITCH Charter School on the existing green space at 19430 SW 90th Court, a property owned and operated by Frontier Communications.
-----------------	---

<b>PROPERTY</b>  <input type="checkbox"/> n/a	<b>Name of Application</b>	MITCH FRONTIER GARDEN & ATHLETIC FIELD			
	<b>Street Address</b>	19430 SW 90th Court			
	<b>Tax Map and Lot No(s).</b>	2S1 23DB 00200			
	<b>Planning District</b>	ML	<b>Overlays</b> <input type="checkbox"/>	<b>NRPO</b> <input type="checkbox"/>	<b>Flood Plain</b> <input type="checkbox"/>
	<b>Previous Applications</b>	AR-81-07	<b>Additional Applications:</b>		CIO INDUSTRIAL

<b>DATES</b>	<b>Receipt of application</b>	05/16/2017	<b>Deemed Complete</b>	05/19/2017	<b>CONTACT</b>	<b>Name:</b> Charles H. Benson, III	
	<b>Notice of application submittal</b>			05/22/2017		<b>Title:</b> Associate Planner	
	<b>Project Status / Development Review meeting</b>						<b>E-mail:</b> CBENSON@tualatin.gov
	<b>Comments due for staff report</b>					07/05/2017	<b>Phone:</b> 503-691-3029
	<b>Public meeting:</b> <input type="checkbox"/> ARB <input type="checkbox"/> TPC <input checked="" type="checkbox"/> n/a						<b>Notes:</b> Other approvals: MAR-16-0039
	<b>City Council (CC)</b>					<input type="checkbox"/> n/a      07/24/2017	

### City Staff

- City Manager
- Building Official
- Chief of Police
- City Attorney
- City Engineer
- Community Development Director
- Community Services Director
- Economic Development liaison
- Engineering Associate\*
- Finance Director
- GIS technician(s)
- IS Manager
- Operations Director\*
- Parks and Recreation Coordinator
- Planning Manager
- Street/Sewer Supervisor
- Water Supervisor

### Neighboring Cities

- Durham
- King City Planning Commission
- Lake Oswego
- Rivergrove PC
- Sherwood Planning Dept.
- Tigard Community Development Dept.
- Wilsonville Planning Division

### Counties

- Clackamas County Dept. of Transportation and Development
- Washington County Dept. of Land Use and Transportation (ARs)
- Washington County Long Range Planning (LRP) (Annexations)

### Regional Government

- Metro

### School Districts

- Lake Oswego School Dist. 7J
- Sherwood SD 88J
- Tigard-Tualatin SD 23J (TTSD)
- West Linn-Wilsonville SD 3J

### State Agencies

- Oregon Dept. of Aviation
- Oregon Dept. of Environmental Quality (DEQ)
- Oregon Dept. of Land Conservation and Development (DLCD) (via proprietary notice)
- Oregon Dept. of State Lands: Wetlands Program
- Oregon Dept. of Transportation (ODOT) Region 1
- ODOT Maintenance Dist. 2A
- ODOT Rail Division

- OR Dept. of Revenue

### Utilities

- Republic Services
- Clean Water Services (CWS)
- Comcast [cable]\*
- Frontier Communications [phone]
- Northwest Natural [gas]
- Portland General Electric (PGE)
- TriMet
- Tualatin Valley Fire & Rescue (TVF&R)
- United States Postal Service (USPS) (Washington; 18850 SW Teton Ave.)
- USPS (Clackamas)
- Washington County Consolidated Communications Agency (WCCCA)

### Additional Parties

- Tualatin Citizen Involvement Organization (CIO)

\*Paper Copies

# Exhibit B to Resolution No. 5327-17

- 1.032: Burden of Proof
- 31.071 Architectural Review Procedure
- 31.074 Architectural Review Application Review Process
- 31.077 Quasi-Judicial Evidentiary Hearing Procedures
- Metro Code 3.09.045 Annexation Review Criteria
- 32.030 Criteria for Review of Conditional Uses
- 33.020 Conditions for Granting a Variance that is not a Sign or a Wireless Communication Facility
- 33.022 Criteria for Granting a Sign Variance
- 33.024 Criteria for Granting a Minor Variance
- 33.025 Criteria for Granting a Variance
- 34.200 Tree Cutting on Private Property without Architectural Review, Subdivision or Partition Approval, or Tree Removal Permit Prohibited
- 34.210 Application for Architectural Review, Subdivision or Partition Review, or Permit
- 34.230 Criteria (tree removal)
- 35.060 Conditions for Granting Reinstatement of Nonconforming Use
- 36.160 Subdivision Plan Approval
- 36.230 Review Process (partitioning)
- 36.330 Review Process (property line adjustment)
- 37.030 Criteria for Review (IMP)
- 40.030 Conditional Uses Permitted (RL)
- 40.060 Lot Size for Conditional Uses (RL)
- 40.080 Setback Requirements for Conditional Uses (RL)
- 41.030 Conditional Uses Permitted (RML)
- 41.050 Lot Size for Conditional Uses (RML)
- 41.070 Setback Requirements for Conditional Uses (RML)
- 42.030 Conditional Uses Permitted (RMH)
- 42.050 Lot Size for Conditional Uses (RMH)
- 42.070 Setback Requirements for Conditional Uses (RMH)
- 43.030 Conditional Uses Permitted (RH)
- 43.060 Lot Size for Conditional Uses (RH)
- 43.090 Setback Requirements for Conditional Uses (RH)
- 44.030 Conditional Uses Permitted (RH-HR)
- 44.050 Lot Size for Conditional Uses (RH-HR)
- 44.070 Setback Requirements for Conditional Uses (RH-HR)
- 49.030 Conditional Uses (IN)
- 49.040 Lot Size for Permitted and Conditional Uses (IN)
- 49.060 Setback Requirements for Conditional Uses (IN)
- 50.020 Permitted Uses (CO)
- 50.030 Central Urban Renewal Plan – Additional Permitted Uses and Conditional Uses (CO)
- 50.040 Conditional Uses (CO)
- 52.030 Conditional Uses (CR)
- 53.050 Conditional Uses (CC)
- 53.055 Central Urban Renewal Area – Conditional Uses (CC)
- 54.030 Conditional Uses (CG)
- 56.030 Conditional Uses (MC)
- 56.045 Lot Size for Conditional Uses (MC)
- 57.030 Conditional Uses (MUCOD)
- 60.040 Conditional Uses (ML)
- 60.041 Restrictions on Conditional Uses (ML)
- 61.030 Conditional Uses (MG)
- 61.031 Restrictions on Conditional Uses (MG)
- 62.030 Conditional Uses (MP)
- 62.031 Restrictions on Conditional Uses (MP)
- 64.030 Conditional Uses (MBP)
- 64.050 Lot Size for Permitted and Conditional Uses (MBP)
- 64.065 Setback Requirements for Conditional Uses (MBP)
- 68.030 Criteria for Designation of a Landmark
- 68.060 Demolition Criteria
- 68.070 Relocation Criteria
- 68.100 Alteration and New Construction Criteria
- 68.110 Alteration and New Construction Approval Process
- 73.130 Standards
- 73.160 Standards
- 73.190 Standards – Single-Family and Multi-Family Uses
- 73.220 Standards
- 73.227 Standards
- 73.230 Landscaping Standards
- 73.300 Landscape Standards – Multi-Family Uses
- 73.310 Landscape Standards – Commercial, Industrial, Public and Semi-Public Uses
- 73.320 Off-Street Parking Lot Landscaping Standards
- 73.320 Off-Street Parking and Loading
- 73.470 Standards
- 73.500 Standards



# City of Tualatin

www.tualatinoregon.gov

Exhibit B to  
Resolution No.  
5327-17

MAY 16 2017

COMMUNITY DEVELOPMENT  
PLANNING DIVISION

## APPLICATION FOR CONDITIONAL USE PERMIT

<b>Code Information:</b>			
Code Section:		Condition Use to Allow: school track/field/garden area	
Assessor's Map Number: 2S123DB	Tax Lot #: 00200	Lot area in acres:	
Address of Property: 19430 SW 90th Ct			
City: Tualatin	State: OR	ZIP Code:	
Existing Buildings (# and type):		Current use: Frontier Communications bldg	
<b>Applicant</b>			
Name: Melissa Meyer		Company Name: Mitch Charter School	
Address: 19550 SW 90th Court			
City: Tualatin	State: OR	ZIP Code:	
Phone: 503-939-6725	Fax:	Email: mmeer@mitchcharterschool.org	
Applicant's Signature:		Date:	
<b>Property Owner</b>			
Name: Frontier Communications Northwest			
Address: 401 Merritt			
City: Norwalk	State: CT	ZIP Code: 06851	
Phone:	Fax:	Email:	
Property Owner's Signature:		Date:	
(Note: Letter of authorization is required if not signed by owner)			
<b>Contact</b>			
Name: Amanda Hoffman			
Address: 30945 SW Boones Ferry Road			
City: Wilsonville	State: OR	ZIP Code: 97070	
Phone: 503-476-4883	Fax:	Email: ajhoffman11@gmail.com	

As the person responsible for this application, I, the undersigned, hereby acknowledge that I have read the above application and its attachments, understand the requirements described herein, and state that the information supplied is as complete and detailed as is currently possible, to the best of my knowledge.

Applicant's Signature:

Date:

12.14.16

### Office Use

Case No:

Date Received:

Received by:

Fee: Complete Review:

Receipt No:



605 Central Expressway South, Suite 250, Allen, TX 75013  
www.frontier.com

April 4, 2017

City of Tualatin  
18880 SW Martinazzi Avenue  
Tualatin, Or 97062


Reference: Authorization to Execute Development-Related Documents for the green space located at 19430 SW 90<sup>th</sup> Court, Tualatin, OR 97062.

To Whom it May Concern:

Frontier Communications Northwest has licensed MITCH Charter School to use the green space located at 19430 SW 90<sup>th</sup> Court, Tualatin, OR 97062 and is authorized as the licensee to sign documents with the City that are usual and customary in connection with the Conditional Use Permit to install a school garden area, a 6' walking path, a 6' oval track area, play field, and a greenhouse space within the 10,000± square foot area.

This document (1) does not extend to signing documents that will be recorded, (2) does not extend to signing non-City documents, and (3) is revocable with prior notice to the City.

Frontier Communications Northwest, Inc.

  
\_\_\_\_\_  
By: KELLEY STEWART  
Title: DIRECTOR PRES



**MITCH CHARTER SCHOOL FRONTIER GARDEN & ATHLETIC FIELD PROJECT  
CONDITIONAL USE PERMIT APPLICATION**

The request before Staff is consideration of a conditional use permit for MITCH Charter School, to allow a garden and field expansion.

In order to grant the proposed Conditional Use Permit, the request must meet the approval criteria of Tualatin Development Code (TDC) Section 32.030. The prepared narrative below addresses the criteria.

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

**Applicant Response:** The subject property, Tax Lot 2S1 23DB 00200, is located in the Light Manufacturing (ML) Planning District. Yes "Schools for kindergarten through 12" is a conditional use in the ML Planning District pursuant to TDC 60.040(1)(o).

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

**Applicant Response:**

**Size:** The minimum lot size within a ML Planning District is 20,000 SF, or approximately .046 acres (per TDC 60.060). The subject property is approximately 1.52 acres and MITCH/Frontier is not proposing any changes to the lot size.

The site size is suitable for the proposed use.

**Shape:** The subject property is rectangular, is already developed, and MITCH/Frontier is not proposing any changes to the lot shape.

The lot shape is suitable for the proposed use.

**Location:** The subject property is located within a ML Planning District with access via one existing driveway onto SW 90th Ct.

The location is suitable for the proposed use.

**Topography:** The property is flat.

**Exhibit B to  
Resolution No.  
5327-17**

**Improvements:** The property has been developed and includes off-street parking and loading, lighting, landscaping, frontage improvements, utility improvements and access to SW 90th Ct. There is one existing driveway onto SW 90th Ct, approximately 30 feet wide. There is open green space on the northern end and eastern end of the site.

**Natural Features:** Because the site is already developed, no natural features remain. On-site landscaping includes buffers along the north and east property lines and islands within the parking lot area and against the building and street frontage.

As noted, no changes to the building exterior or the existing parking and loading areas with this application. It is understood that approval of this Conditional Use Permit does not approve any site redevelopment or exterior building modifications, and that after Conditional Use Permit approval is obtained the applicant will seek approval from the City pursuant to TDC 73.040(1) and TDC 73.100 (1) and (2).

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

**Applicant Response:**

**Transportation Systems**

Primary access to the site will continue to be provided by one 30-foot-wide driveway onto SW 90th Court, a cul-de-sac providing direct connections to SW Tualatin/Sherwood Road. Trip generation is based on ITE codes is reliant on building square footage or construction of attractions and locations of events plus safety deficiencies would be based on vehicle circulation. As no building, parking, attractions or event locations are proposed to be constructed as part of this development, no trips will be added or new vehicle circulation created. Therefore, no traffic study is requested or needed.

**Off-Street Parking**

Based on Tualatin Development Code (TDC) off-street parking provisions in TDC 73.370(2). The parking area for the school is not proposed to be modified by this proposal. In addition, this proposal does not increase the need for additional parking as it does not add additional students to the school.

**Public Facilities and Services**

Public sewer, water currently exist and are adequate to serve the property and the proposed use. The proposal includes 420 linear feet of drainage control piping installed along the retaining walls.



**Exhibit B to  
Resolution No.  
5327-17**

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

**Applicant Response:** The property sits between properties all zoned Light Manufacturing (ML) planning district. There are no residential areas adjoining the subject property. Surrounding land uses by cardinal direction and planning district are:

North: Light Manufacturing (ML) Planning District  
Sherwin Williams, Circle Bolt and Nut, etc.  
Light Manufacturing (ML) Planning District  
East: Cardenas Motorsports  
South: Light Manufacturing (ML) Planning District  
MITCH Charter School  
West: Light Manufacturing (MP) Planning District  
7ECO

There are a number of mixed commercial and industrial uses already operating in the area, including Sherwin Williams, Diamond Pro NW, Cardenas Motorsports, etc. And notably, Tualatin Early Intervention, which conducts similar school-type operations in the same ML planning district. As such, the proposed use will continue to build the character of this area as a mixed commercial/industrial area for Tualatin.

- (5) The proposal will satisfy those objectives and policies of the Tualatin Community Plan which apply to the proposed use.

1. *Section 7.040 Manufacturing Planning District Objectives, Subsection (2) Light Manufacturing Planning District (ML);*
2. *Section 32.030 Criteria for Review of Conditional Uses; and*
3. *Section 60.010 Purpose (Light Manufacturing Planning District [ML]).*

Section 7.040 Manufacturing Planning District Objectives, Subsection (2) Light Manufacturing Planning District (ML)

**Section 7.040 Manufacturing Planning District Objectives, Subsection (2) Light Manufacturing Planning District (ML) states that this planning district is "suitable for warehousing, wholesaling and light manufacturing processes that are not hazardous and that do not create undue amounts of noise, dust, odor, vibration, or smoke."**

**Applicant Response:** This project includes converting an unused open field into a usable developed field and garden for the use of MITCH Charter School. All activities are non-hazardous and do not create undue amounts of noise, dust, odor, vibration, or smoke. The proposed use meets this standard.

**Exhibit B to  
Resolution No.  
5327-17**

Section 32.030 Criteria for Review of Conditional Uses

*Section 32.030 Criteria for Review of Conditional Uses states that the "City Council may allow a conditional use, after a hearing conducted pursuant to TDC 32.070, provided that the applicant provides evidence substantiating that all the requirements of this Code relative to the proposed use are satisfied."*

**Applicant Response:** The Analysis and Findings included in this narrative address the five (5) identified criteria listed in Section 32.030 to aid in the City Council decision on whether or not a proposed conditional use meets applicable TDC requirements.

Section 60.010 Purpose (Light Manufacturing Planning District [ML])

*Section 60.010 Purpose states that the "purpose of this district is to provide areas of the City that are suitable for industrial uses and compatible with adjacent commercial and residential uses" and that this "district serves to buffer heavy manufacturing uses from commercial and residential areas."*

**Applicant Response:** The proposed conditional use permit will allow the conversion of the existing unused field into a usable field and garden for MITCH Charter school. The proposed uses for the field are a track area for exercise, a garden area for providing agricultural education to the students at MITCH and food to the Tualatin community. MITCH Charter School already has a conditional use permit in place for a school use in the ML planning district, however the addition of the field and garden for the sole use of the school is considered an expansion of the school use and thus requires the school to obtain a conditional use permit. The proposed use is developing an open field area with a similar developed field and garden area which will continue to buffer heavier manufacturing uses and commercial uses, and are consistent with adjacent uses in the ML planning district. The proposed use meets this standard.

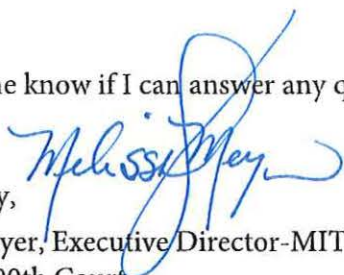
The proposed use is consistent with plan policies.

**SUMMARY OF ANALYSIS AND FINDINGS**

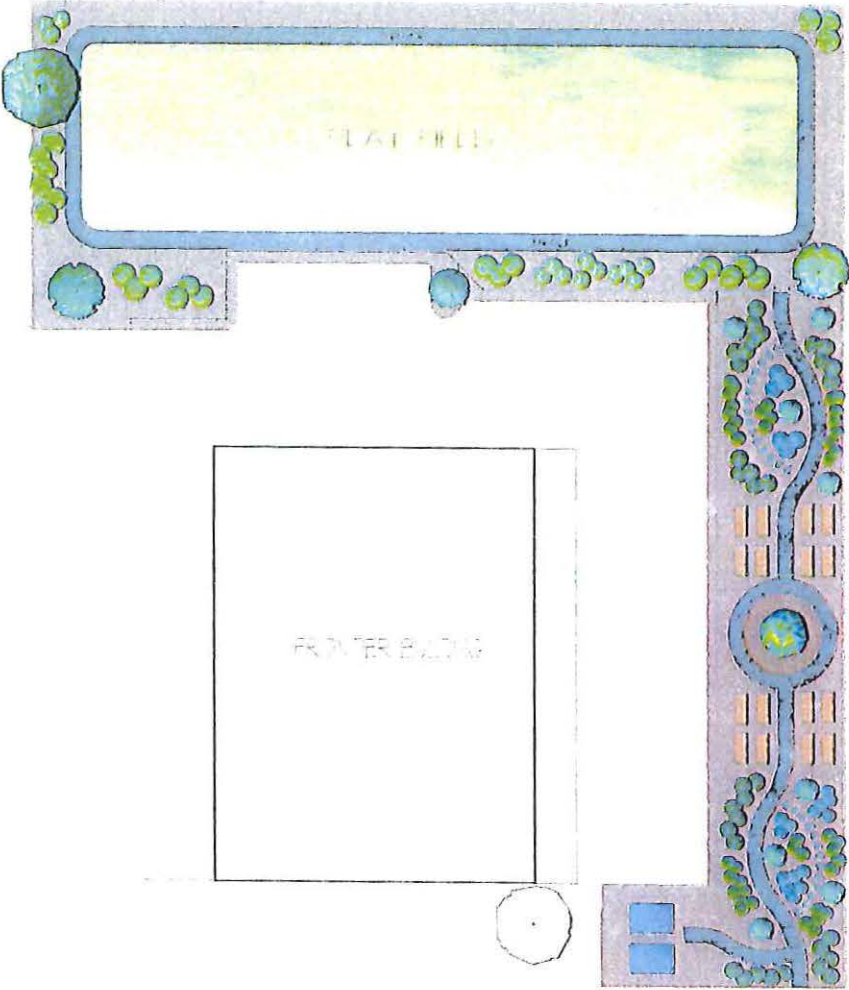
Therefore, the proposal for the addition to the MITCH Charter School use of a field area and garden in the Frontier open field space is consistent with the above criteria for a Conditional Use Permit. We urge Staff and the Tualatin City Council to approve this expansion in order to improve the outdoor access and agricultural education for MITCH Charter School students.

Please let me know if I can answer any questions about our proposal.

Respectfully,

  
Melissa Meyer, Executive Director-MITCH Charter School  
19550 SW 90th Court  
Tualatin, OR 97062

# MITCH CHARTER SCHOOL FRONTIER GARDEN



**Exhibit B to  
Resolution No.**

**5327-17** CITY OF TUALATIN  
RECEIVED

MAY 16 2017

COMMUNITY DEVELOPMENT  
PLANNING DIVISION

**Assessment & Taxation Report**

**General Property Information**

Site Address:	19430 SW 90TH CT, TUALATIN OR, 97062
Tax Lot ID:	2S123DB00200
Property Account ID:	R1198787,
Property Classification:	0030 - MISC. PROPERTY CENTRALLY ASSESSED BY DOR - <a href="#">See full list of Codes</a>
Neighborhood Code:	YTSH
Latitude / Longitude:	45.3792701 / 122.769857
2009-2010 Tax Statement:	<a href="#">R1198787.pdf</a>
2010-2011 Tax Statement:	<a href="#">R1198787.pdf</a>
2011-2012 Tax Statement:	<a href="#">R1198787.pdf</a>
2012-2013 Tax Statement:	<a href="#">R1198787.pdf</a>
2013-2014 Tax Statement:	<a href="#">R1198787.pdf</a>
2014-2015 Tax Statement:	<a href="#">R1198787.pdf</a>
2015-2016 Tax Statement:	<a href="#">R1198787.pdf</a>
2016-2017 Tax Statement:	<a href="#">R1198787.pdf</a>

**Sales / Deed Information**

Sale Date	Sale Instrument	Deed Type	Sale Price
			\$
			\$
			\$

**Assessed Values for Account R1198787**

Roll Date:	09/21/2016
Taxcode:	023.76
Market Land Value:	\$0
Market Bldg Value:	\$0
Special Market Value:	\$0
Market Total Value:	\$0
Taxable Assessed Value:	\$0
Legal:	ITEL INDUSTRIAL PARK Lot:7
Lot Size:	Acres: N/A
Bldg Sq Ft:	0
Year Built:	N/A

# Exhibit B to Resolution No. 5327-17

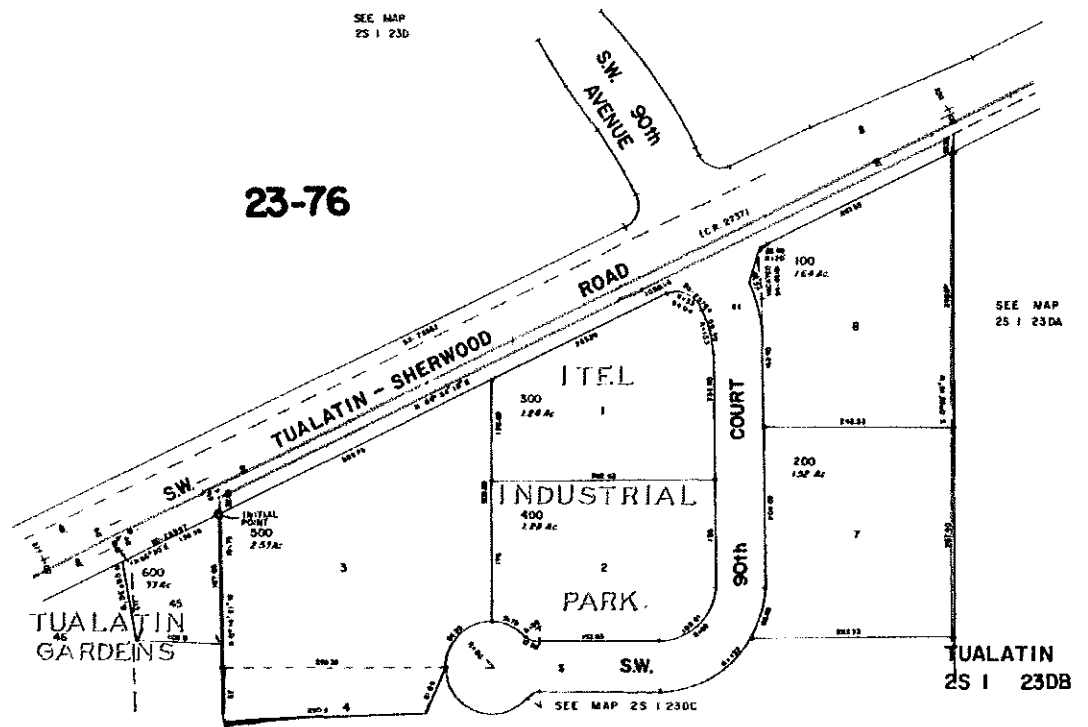
N.W. 1/4 S.E. 1/4 SECTION 23 T2S R1W W.M.  
 WASHINGTON COUNTY, OREGON  
 SCALE 1" = 100'

2S 1 23DB

FOR ASSESSMENT PURPOSES ONLY  
 DO NOT RELY ON FOR ANY OTHER USE

SEC. MAP  
 2S 1 23D

23-76



0.2560 9.0288

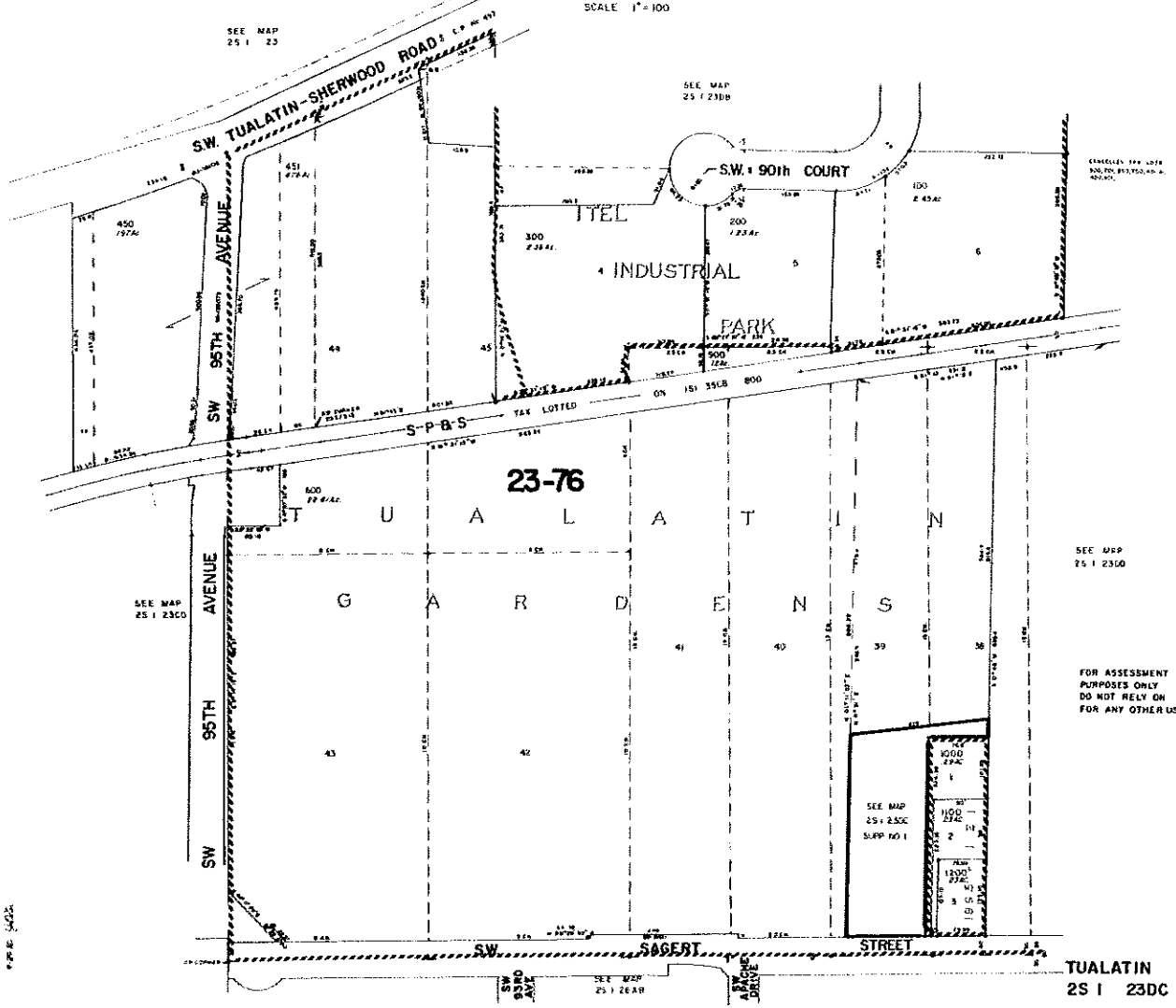


Exhibit B to  
Resolution No.  
5327-17

S.W. 1/4 SE. 1/4 SECTION 23 T2S RIW WM.  
WASHINGTON COUNTY, OREGON

2S I 23DC

SCALE 1" = 100'



SEE MAP  
25 I 2350

FOR ASSESSMENT  
PURPOSES ONLY  
DO NOT RELY ON  
FOR ANY OTHER USE

TUALATIN  
2S I 23DC

P.P.E. 5402



MITCH  
Charter School

Inspiring colorful acts of greatness

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January 24, 2017

RE: MITCH Charter School Field & Garden Expansion

Dear Property Owner:

You are cordially invited to attend a meeting on February 23, 2017 at 6:30PM at MITCH Charter School to discuss a proposed Conditional Use Permit and Architectural Review for a field and garden expansion for the school located at

19430 SW 90<sup>th</sup> Court, Tualatin, Oregon, 97062.

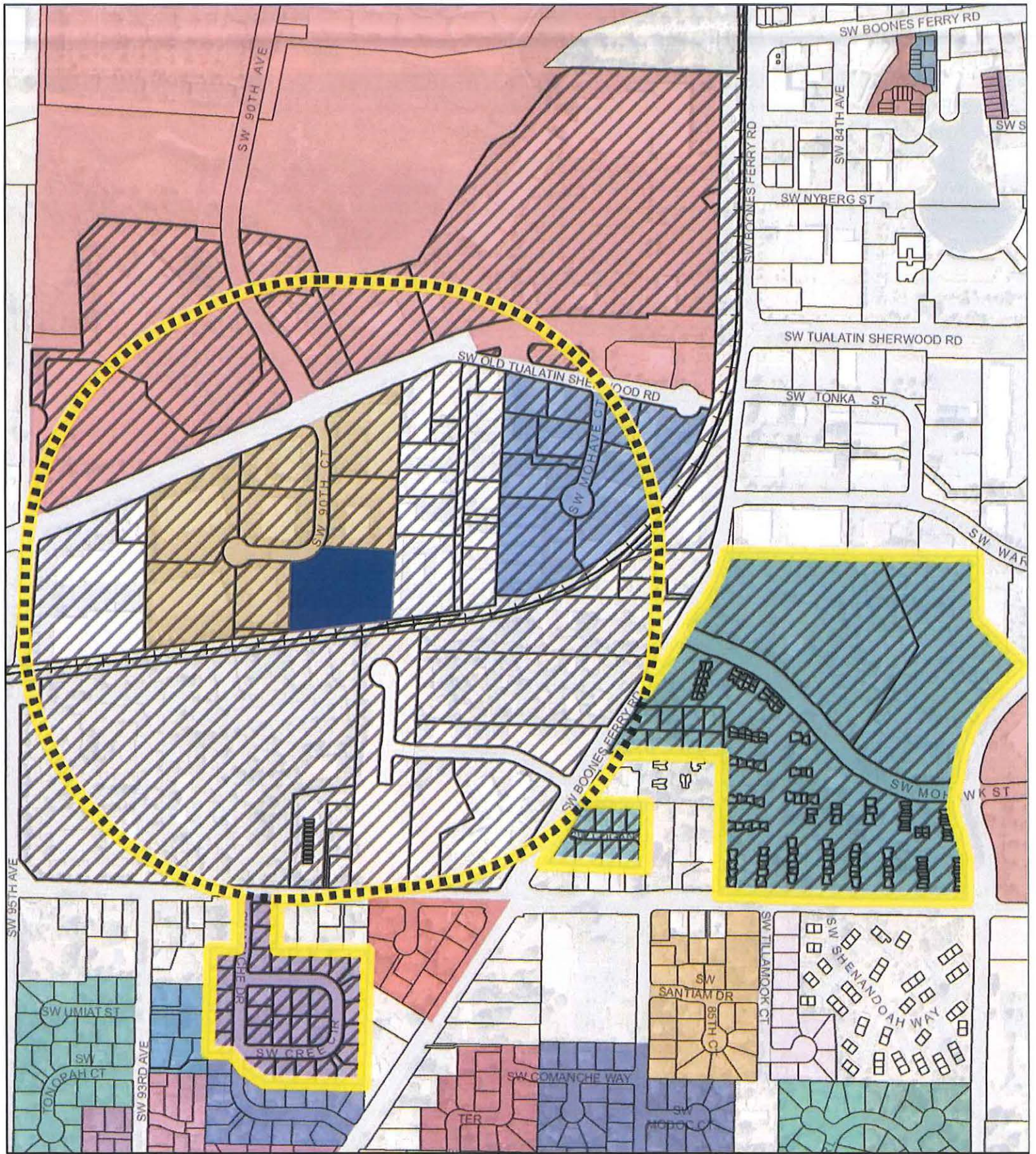
The purpose of this meeting is to provide a means for the applicant and surrounding property owners to meet and discuss this proposal and identify any issues regarding it.

Cordially,


Melissa S. Meyer  
Executive Director  
MITCH Charter School

503.639.5757





 1000' Buffer

 1000' Buffer with Subdivisions

 Selected Taxlots



**NEIGHBORHOOD/DEVELOPER MEETING  
AFFIDAVIT OF MAILING**

STATE OF OREGON                    )  
  ) SS  
COUNTY OF WASHINGTON        )

I, Melissa Meyer, being first duly sworn, depose and say:

That on the 23rd day of February, 2017, I served upon the persons shown on Exhibit "A," attached hereto and by this reference incorporated herein, a copy of the Notice of Neighborhood/Developer meeting marked Exhibit "B," attached hereto and by this reference incorporated herein, by mailing to them a true and correct copy of the original hereof. I further certify that the addresses shown on said Exhibit "A" are their regular addresses as determined from the books and records of the Washington County and/or Clackamas County Departments of Assessment and Taxation Tax Rolls, and that said envelopes were placed in the United States Mail with postage fully prepared thereon.

Melissa Meyer  
\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to before me this 23rd day of February, 2017.



Katie S. Provence  
\_\_\_\_\_  
Notary Public for Oregon  
My commission expires: 10/13/17

RE: \_\_\_\_\_

**NEIGHBORHOOD / DEVELOPER MEETING  
CERTIFICATION OF SIGN POSTING**



In addition to the requirements of TDC 31.064(2) quoted earlier in the packet, the 18" x 24" sign that the applicant provides must display the meeting date, time, and address and a contact phone number. The block around the word "NOTICE" must remain orange composed of the RGB color values Red 254, Green 127, and Blue 0. Additionally, the potential applicant must provide a flier (or flyer) box on or near the sign and fill the box with brochures reiterating the meeting info and summarizing info about the potential project, including mention of anticipated land use application(s). Staff has a Microsoft PowerPoint 2007 template of this sign design available through the Planning Division homepage at < [www.tualatinoregon.gov/planning/land-use-application-sign-templates](http://www.tualatinoregon.gov/planning/land-use-application-sign-templates) >.

As the applicant for the  
MITCH Frontier Garden project, I  
hereby certify that on this day, 1 sign(s) was/were posted on the  
subject property in accordance with the requirements of the Tualatin Development Code  
and the Community Development Department - Planning Division.

Applicant's Name: Melissa S. Meyer  
(PLEASE PRINT)  
Applicant's Signature: Melissa Meyer  
Date: 2-23-17



**Exhibit B to  
Resolution No.  
5327-17**

Neighborhood Development Meeting Notes

MITCH Charter School Field Expansion & Garden

2/23/17

Visitors: Charles Benson-City of Tualatin and multiple internal stakeholders of MITCH

Discussed: The CUP process and requirements around our proposal. No one external attended the neighborhood meeting. We internally discussed timeline and the excitement about the field and garden being added to MITCH to enhance the student's experience. We also discussed the additional requirements that may arise after obtaining Land Use approval.



# City of Tualatin

www.tualatinoregon.gov

## CONDITIONAL USE PERMIT CERTIFICATION OF SIGN POSTING



**NOTICE**

**CONDITIONAL USE  
PERMIT CUP-[YY]-\_\_**

For more information call  
503-691-3026 or visit  
[www.tualatinoregon.gov](http://www.tualatinoregon.gov)

18"

24"

The applicant shall provide and post a sign pursuant to Tualatin Development Code (TDC) 31.064(2). Additionally, the 18" x 24" sign must contain the application number, and the block around the word "NOTICE" must remain lime green composed of the RGB color values Red 146, Green 208, and Blue 80. Additionally, the potential applicant must provide a flier (or flyer) box on or near the sign and fill the box with brochures reiterating the meeting info and summarizing info about the potential project, including mention of anticipated land use application(s). Staff has a Microsoft PowerPoint 2007 template of this sign design available through the Planning Division homepage at < [www.tualatinoregon.gov/planning/land-use-application-sign-templates](http://www.tualatinoregon.gov/planning/land-use-application-sign-templates)>.

As the applicant for the MITCH FRONTIER GARDEN project, I hereby certify that on this day, May 19, 2017 sign(s) was/were posted on the subject property in accordance with the requirements of the Tualatin Development Code and the Community Development Department - Planning Division.

Applicant's Name: MELISSA S. MEYER  
(PLEASE PRINT)

Applicant's Signature: Melissa Meyer

Date: May 19, 2017



# STAFF REPORT

## CITY OF TUALATIN

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

**FROM:** Stacy Ruthrauff, Human Resources Director

**DATE:** 08/14/2017

**SUBJECT:** Consideration of **Resolution No. 5336-17** Authorizing the City Manager to Execute a Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees (AFSCME) Local 422

---

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

The City Council is respectfully requested to adopt Resolution No. 5336-17 authorizing the City Manager to execute a Collective Bargaining Agreement with AFSCME. This is a three-year agreement which will be retroactively effective from July 1, 2017 until June 30, 2020.

### **RECOMMENDATION:**

Staff recommends the City Council adopt the attached Resolution.

### **EXECUTIVE SUMMARY:**

There is a 3.0% cost of living adjustment to AFSCME classification pay ranges for the first year of the contract effective July 1, 2017, with subsequent 2% cost of living adjustments in the following two years, effective July 1, 2018 and July 1, 2019. In addition, there is a change in one of the health care plan options. There is continuation of the current calculation format of the City's 90/10 split toward the cost of health insurance premium rates with an increase of the cap to the 2018 maximum dental and medical rates, with yearly 8% increases to the cap in the following two plan years.

### **FINANCIAL IMPLICATIONS:**

Provisions for adjustments to the economic terms of the collective bargaining agreement between the City of Tualatin and AFSCME for the first year of the bargaining agreement are incorporated in the 2017-18 budget, and the costs associated with the second and third year of the agreement will be allocated to that fiscal year's budget.

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**Attachments:** AFSCME CBA Resolution

RESOLUTION NO. 5336-17

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A COLLECTIVE BARGAINING AGREEMENT WITH THE AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES (AFSCME) LOCAL 422

WHEREAS, the City Council is the authority in authorizing the execution of the collective bargaining agreement (CBA) between the City of Tualatin and AFSCME Local 422; and

WHEREAS, the City and AFSCME previously negotiated and executed a CBA that was in effect until June 30, 2017; and

WHEREAS, the City and AFSCME negotiated a new successor CBA, which agreement term begins retroactive to July 1, 2017 and ends June 30, 2020; and

WHEREAS, the City Council believes that it is in the best interest of the City to approve the new CBA with AFSCME Local 422.

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

Section 1. The Council approves the CBA between the City and AFSCME Local 422 for the term July 1, 2017 through June 30, 2020.

Section 2. The Council authorizes the City Manager to execute the CBA.

Section 3. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 14<sup>th</sup> day of August, 2017.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO FORM

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
City Recorder





# STAFF REPORT

## CITY OF TUALATIN

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

**FROM:** Stacy Ruthrauff, Human Resources Director

**DATE:** 08/14/2017

**SUBJECT:** Consideration of **Resolution No. 5337-17** Authorizing Personnel Services Updates for Non-Represented Employees for Fiscal Year 2017-18

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### ISSUE BEFORE THE COUNCIL:

The City Council is to consider adjustments for the non-represented employees for fiscal year 2017-18.

### RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing non-represented employee personnel services updates for fiscal year 2017-18.

### EXECUTIVE SUMMARY:

Section 1 of the Resolution proposes that the Salary Schedules for Exempt Management, Non Exempt Management, and Exempt and Non Exempt Police Management employees shall be updated and increased by a 3% cost of living allowance effective July 1, 2017, as shown in attached Exhibits A, B, and C. Selected Police Management positions will be eligible to also participate in various programs contained in the Tualatin Police Officers Association Collective Bargaining Agreement. Section 2 of the Resolution proposes an update to the Salary Schedules for Temporary employees as shown in attached Exhibits D and E.

### FINANCIAL IMPLICATIONS:

Provisions of the non-represented employee salary schedules adjustment are incorporated in the FY 2017-18 budget.

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**Attachments:** [Resolution](#)  
[Exhibit A](#)  
[Exhibit B](#)  
[Exhibit C](#)  
[Exhibit D](#)  
[Exhibit E](#)

RESOLUTION NO. 5337-17

A RESOLUTION AUTHORIZING PERSONNEL SERVICES UPDATES FOR  
NON-REPRESENTED EMPLOYEES FOR FISCAL YEAR 2017-18

WHEREAS, the Council of the City of Tualatin is the authority in setting the compensation and benefits for City employees; and

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

**Section 1.** Effective retroactive to July 1, 2017, the Salary Schedules for Exempt Management, Non-exempt Management, Exempt Police Management and Non-Exempt Police Management employees shall be updated and increased by a 3% cost of living adjustment, as provided in attached Exhibits A, B, and C, with the pay rates for these employees adjusted accordingly. Selected Police Management positions will be eligible to participate in various programs contained in the Tualatin Police Officers Association Collective Bargaining Agreement.

**Section 2.** Effective retroactive to July 1, 2017, the Salary Schedules for Temporary employees shall be updated as provided in attached Exhibits D and E.

**Section 3.** Effective retroactive to July 1, 2017 the City Manager salary shall be updated and increased by a 3% cost of living adjustment.

Adopted by the City Council this 14<sup>th</sup> day of August, 2017.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO FORM

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
City Recorder

**FY 2017/18 SALARY SCHEDULE  
EFFECTIVE 7/01/2017**

**EXEMPT MANAGEMENT**

<b>Grade</b>	<b>Title</b>	<b>RATE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>
<b>M12</b>	Assistant to the City Manager Sr. Human Resources & Risk Mgmt Analyst	Hourly	35.36	36.43	37.52	38.66	39.83	41.01	42.23	43.51	44.82
		Annual	73,548.59	75,776.69	78,047.63	80,404.27	82,846.61	85,310.37	87,838.40	90,494.98	93,215.82
<b>M13</b>	Vacant	Hourly	37.15	38.25	39.41	40.59	41.83	43.06	44.35	45.69	47.06
		Annual	77,276.37	79,568.74	81,968.22	84,431.98	87,002.86	89,573.74	92,251.74	95,036.86	97,886.26
<b>M14</b>	Assistant Finance Director	Hourly	39.01	40.19	41.39	42.62	43.90	45.22	46.57	47.96	49.40
	Library Manager	Annual	81,132.69	83,596.45	86,081.63	88,652.51	91,309.09	94,051.36	96,857.90	99,750.14	102,749.50
	Park & Recreation Manager										
	Planning Manager										
<b>M15</b>	Assistant City Engineer Building Official	Hourly	41.93	43.19	44.48	45.81	47.20	48.62	50.05	51.55	53.09
		Annual	87,217.10	89,830.83	92,508.83	95,293.95	98,186.19	101,121.28	104,099.22	107,227.12	110,419.30
<b>DM1</b>	Community Services Director	Hourly	45.23	46.61	48.00	49.42	50.91	52.45	54.01	55.62	57.31
	Human Resources Director	Annual	94,072.78	96,943.60	99,835.84	102,792.35	105,898.83	109,091.01	112,347.46	115,689.60	119,203.14
	Information Systems Director										
<b>DM2</b>	Finance Director Public Works Director/City Engineer	Hourly	47.88	49.34	50.82	52.37	53.92	55.54	57.20	58.91	60.70
		Annual	99,600.18	102,620.96	105,706.02	108,919.62	112,154.64	115,518.21	118,967.47	122,523.86	126,251.63
<b>DM3</b>	Vacant	Hourly	50.97	52.51	54.09	55.70	57.39	59.11	60.87	62.69	64.58
		Annual	106,027.38	109,219.55	112,497.42	115,860.99	119,374.53	122,952.34	126,615.84	130,386.46	134,328.48
<b>DM4</b>	Assistant City Manager City Attorney <i>Community Development Director</i>	Hourly	52.39	53.94	55.56	57.22	58.95	60.73	62.53	64.41	66.33
		Annual	108,962.46	112,197.49	115,561.06	119,010.32	122,609.55	126,315.90	130,065.10	133,964.27	137,970.56
<b>DM5</b>	Police Chief	Hourly	57.84	59.56	61.36	63.19	65.09	67.05	69.05	71.13	73.25
		Annual	120,317.18	123,894.99	127,622.77	131,436.24	135,378.26	139,470.24	143,626.50	147,954.14	152,367.49

\* italicized positions are not filled.

Grade	Step	Old Low Amt	Old High Amt
DM1-X	1	91,332.80	91,332.80
DM1-X	2	94,120.00	94,120.00
DM1-X	3	96,928.00	96,928.00
DM1-X	4	99,798.40	99,798.40
DM1-X	5	102,814.40	102,814.40
DM1-X	6	105,913.60	105,913.60
DM1-X	7	109,075.20	109,075.20
DM1-X	8	112,320.00	112,320.00
DM1-X	9	115,731.20	115,731.20
DM2-X	1	96,699.20	96,699.20
DM2-X	2	99,632.00	99,632.00
DM2-X	3	102,627.20	102,627.20
DM2-X	4	105,747.20	105,747.20
DM2-X	5	108,888.00	108,888.00
DM2-X	6	112,153.60	112,153.60
DM2-X	7	115,502.40	115,502.40
DM2-X	8	118,955.20	118,955.20
DM2-X	9	122,574.40	122,574.40
DM3-X	1	102,939.20	102,939.20
DM3-X	2	106,038.40	106,038.40
DM3-X	3	109,220.80	109,220.80
DM3-X	4	112,486.40	112,486.40
DM3-X	5	115,897.60	115,897.60
DM3-X	6	119,371.20	119,371.20
DM3-X	7	122,928.00	122,928.00
DM3-X	8	126,588.80	126,588.80
DM3-X	9	130,416.00	130,416.00
DM4-X	1	105,788.80	105,788.80
DM4-X	2	108,929.60	108,929.60
DM4-X	3	112,195.20	112,195.20
DM4-X	4	115,544.00	115,544.00
DM4-X	5	119,038.40	119,038.40
DM4-X	6	122,636.80	122,636.80
DM4-X	7	126,276.80	126,276.80
DM4-X	8	130,062.40	130,062.40
DM4-X	9	133,952.00	133,952.00
DM5-X	1	116,812.80	116,812.80
DM5-X	2	120,286.40	120,286.40
DM5-X	3	123,905.60	123,905.60
DM5-X	4	127,608.00	127,608.00
DM5-X	5	131,435.20	131,435.20
DM5-X	6	135,408.00	135,408.00
DM5-X	7	139,443.20	139,443.20
DM5-X	8	143,644.80	143,644.80
DM5-X	9	147,929.60	147,929.60
M12-X	1	71,406.40	71,406.40
M12-X	2	73,569.60	73,569.60

M12-X	3	75,774.40	75,774.40
M12-X	4	78,062.40	78,062.40
M12-X	5	80,433.60	80,433.60
M12-X	6	82,825.60	82,825.60
M12-X	7	85,280.00	85,280.00
M12-X	8	87,859.20	87,859.20
M12-X	9	90,500.80	90,500.80
M13-X	1	75,025.60	75,025.60
M13-X	2	77,251.20	77,251.20
M13-X	3	79,580.80	79,580.80
M13-X	4	81,972.80	81,972.80
M13-X	5	84,468.80	84,468.80
M13-X	6	86,964.80	86,964.80
M13-X	7	89,564.80	89,564.80
M13-X	8	92,268.80	92,268.80
M13-X	9	95,035.20	95,035.20
M14-X	1	78,769.60	78,769.60
M14-X	2	81,161.60	81,161.60
M14-X	3	83,574.40	83,574.40
M14-X	4	86,070.40	86,070.40
M14-X	5	88,649.60	88,649.60
M14-X	6	91,312.00	91,312.00
M14-X	7	94,036.80	94,036.80
M14-X	8	96,844.80	96,844.80
M14-X	9	99,756.80	99,756.80
M15-X	1	84,676.80	84,676.80
M15-X	2	87,214.40	87,214.40
M15-X	3	89,814.40	89,814.40
M15-X	4	92,518.40	92,518.40
M15-X	5	95,326.40	95,326.40
M15-X	6	98,176.00	98,176.00
M15-X	7	101,067.20	101,067.20
M15-X	8	104,104.00	104,104.00
M15-X	9	107,203.20	107,203.20

New Low Amt	New High Amt
94,072.78	94,072.78
96,943.60	96,943.60
99,835.84	99,835.84
102,792.35	102,792.35
105,898.83	105,898.83
109,091.01	109,091.01
112,347.46	112,347.46
115,689.60	115,689.60
119,203.14	119,203.14
99,600.18	99,600.18
102,620.96	102,620.96
105,706.02	105,706.02
108,919.62	108,919.62
112,154.64	112,154.64
115,518.21	115,518.21
118,967.47	118,967.47
122,523.86	122,523.86
126,251.63	126,251.63
106,027.38	106,027.38
109,219.55	109,219.55
112,497.42	112,497.42
115,860.99	115,860.99
119,374.53	119,374.53
122,952.34	122,952.34
126,615.84	126,615.84
130,386.46	130,386.46
134,328.48	134,328.48
108,962.46	108,962.46
112,197.49	112,197.49
115,561.06	115,561.06
119,010.32	119,010.32
122,609.55	122,609.55
126,315.90	126,315.90
130,065.10	130,065.10
133,964.27	133,964.27
137,970.56	137,970.56
120,317.18	120,317.18
123,894.99	123,894.99
127,622.77	127,622.77
131,436.24	131,436.24
135,378.26	135,378.26
139,470.24	139,470.24
143,626.50	143,626.50
147,954.14	147,954.14
152,367.49	152,367.49
73,548.59	73,548.59
75,776.69	75,776.69

78,047.63	78,047.63
80,404.27	80,404.27
82,846.61	82,846.61
85,310.37	85,310.37
87,838.40	87,838.40
90,494.98	90,494.98
93,215.82	93,215.82
77,276.37	77,276.37
79,568.74	79,568.74
81,968.22	81,968.22
84,431.98	84,431.98
87,002.86	87,002.86
89,573.74	89,573.74
92,251.74	92,251.74
95,036.86	95,036.86
97,886.26	97,886.26
81,132.69	81,132.69
83,596.45	83,596.45
86,081.63	86,081.63
88,652.51	88,652.51
91,309.09	91,309.09
94,051.36	94,051.36
96,857.90	96,857.90
99,750.14	99,750.14
102,749.50	102,749.50
87,217.10	87,217.10
89,830.83	89,830.83
92,508.83	92,508.83
95,293.95	95,293.95
98,186.19	98,186.19
101,121.28	101,121.28
104,099.22	104,099.22
107,227.12	107,227.12
110,419.30	110,419.30

## EXHIBIT B

FY 2017/18 SALARY SCHEDULE  
EFFECTIVE 7/01/2017

## NON EXEMPT MANAGEMENT EMPLOYEES

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
M2	Legal Assistant	Hourly	22.44	23.10	23.80	24.51	25.26	26.01	26.79	27.59	28.42
		Annual	46,675.20	48,048.00	49,504.00	50,980.80	52,540.80	54,100.80	55,723.20	57,387.20	59,113.60
M3	Vacant	Hourly	23.63	24.34	25.07	25.83	26.60	27.40	28.22	29.06	29.94
		Annual	49,150.40	50,627.20	52,145.60	53,726.40	55,328.00	56,992.00	58,697.60	60,444.80	62,275.20
M4	Vacant	Hourly	24.87	25.62	26.40	27.17	28.00	28.84	29.69	30.58	31.52
		Annual	51,729.60	53,289.60	54,912.00	56,513.60	58,240.00	59,987.20	61,755.20	63,606.40	65,561.60
M5	<i>Recreation Coordinator</i>	Hourly	25.86	26.63	27.44	28.24	29.10	29.98	30.87	31.80	32.74
		Annual	53,788.80	55,390.40	57,075.20	58,739.20	60,528.00	62,358.40	64,209.60	66,144.00	68,099.20
M6	Court Administrator <i>Human Resources Analyst</i> <i>Paralegal</i>	Hourly	27.16	27.99	28.83	29.68	30.57	31.50	32.45	33.41	34.42
		Annual	56,492.80	58,219.20	59,966.40	61,734.40	63,585.60	65,520.00	67,496.00	69,492.80	71,593.60
M7	Recreation Supervisor	Hourly	28.49	29.36	30.24	31.14	32.07	33.04	34.02	35.04	36.09
		Annual	59,259.20	61,068.80	62,899.20	64,771.20	66,705.60	68,723.20	70,761.60	72,883.20	75,067.20
M8	Police Services Supervisor	Hourly	29.94	30.84	31.74	32.70	33.70	34.71	35.75	36.83	37.93
		Annual	62,275.20	64,147.20	66,019.20	68,016.00	70,096.00	72,196.80	74,360.00	76,606.40	78,894.40
M9	Access Services Supervisor Public Service Supervisor Pohl Center Supervisor	Hourly	31.45	32.38	33.36	34.34	35.38	36.44	37.53	38.67	39.83
		Annual	65,416.00	67,350.40	69,388.80	71,427.20	73,590.40	75,795.20	78,062.40	80,433.60	82,846.40
M10	Maintenance Service Div Mgr Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly	32.99	33.96	34.99	36.04	37.11	38.23	39.39	40.57	41.79
		Annual	68,619.20	70,636.80	72,779.20	74,963.20	77,188.80	79,518.40	81,931.20	84,385.60	86,923.20
M11	<i>Accounting Supervisor</i> Water Division Mgr	Hourly	34.64	35.67	36.75	37.84	39.01	40.19	41.39	42.62	43.90
		Annual	72,051.20	74,193.60	76,440.00	78,707.20	81,140.80	83,595.20	86,091.20	88,649.60	91,312.00

\* italicized positions are not filled.



Grade	Step	Description	Old Low Amt	Old High Amt	New Low Amt	New High Amt
M10	1		32.03	32.03	32.99	32.99
M10	2		32.97	32.97	33.96	33.96
M10	3		33.97	33.97	34.99	34.99
M10	4		34.99	34.99	36.04	36.04
M10	5		36.03	36.03	37.11	37.11
M10	6		37.12	37.12	38.23	38.23
M10	7		38.24	38.24	39.39	39.39
M10	8		39.39	39.39	40.57	40.57
M10	9		40.57	40.57	41.79	41.79
M11	1		33.63	33.63	34.64	34.64
M11	2		34.63	34.63	35.67	35.67
M11	3		35.68	35.68	36.75	36.75
M11	4		36.74	36.74	37.84	37.84
M11	5		37.87	37.87	39.01	39.01
M11	6		39.02	39.02	40.19	40.19
M11	7		40.18	40.18	41.39	41.39
M11	8		41.38	41.38	42.62	42.62
M11	9		42.62	42.62	43.90	43.90
M2	1		21.79	21.79	22.44	22.44
M2	2		22.43	22.43	23.10	23.10
M2	3		23.11	23.11	23.80	23.80
M2	4		23.80	23.80	24.51	24.51
M2	5		24.52	24.52	25.26	25.26
M2	6		25.25	25.25	26.01	26.01
M2	7		26.01	26.01	26.79	26.79
M2	8		26.79	26.79	27.59	27.59
M2	9		27.59	27.59	28.42	28.42
M2	10		26.57	27.38	27.37	28.20
M3	1		22.94	22.94	23.63	23.63
M3	2		23.63	23.63	24.34	24.34
M3	3		24.34	24.34	25.07	25.07
M3	4		25.08	25.08	25.83	25.83
M3	5		25.83	25.83	26.60	26.60
M3	6		26.60	26.60	27.40	27.40
M3	7		27.40	27.40	28.22	28.22
M3	8		28.21	28.21	29.06	29.06
M3	9		29.07	29.07	29.94	29.94
M4	1		24.15	24.15	24.87	24.87
M4	2		24.87	24.87	25.62	25.62
M4	3		25.63	25.63	26.40	26.40
M4	4		26.38	26.38	27.17	27.17
M4	5		27.18	27.18	28.00	28.00
M4	6		28.00	28.00	28.84	28.84
M4	7		28.83	28.83	29.69	29.69
M4	8		29.69	29.69	30.58	30.58
M4	9		30.60	30.60	31.52	31.52

M5	1	25.11	25.11	25.86	25.86
M5	2	25.85	25.85	26.63	26.63
M5	3	26.64	26.64	27.44	27.44
M5	4	27.42	27.42	28.24	28.24
M5	5	28.25	28.25	29.10	29.10
M5	6	29.11	29.11	29.98	29.98
M5	7	29.97	29.97	30.87	30.87
M5	8	30.87	30.87	31.80	31.80
M5	9	31.79	31.79	32.74	32.74
M6	1	26.37	26.37	27.16	27.16
M6	2	27.17	27.17	27.99	27.99
M6	3	27.99	27.99	28.83	28.83
M6	4	28.82	28.82	29.68	29.68
M6	5	29.68	29.68	30.57	30.57
M6	6	30.58	30.58	31.50	31.50
M6	7	31.50	31.50	32.45	32.45
M6	8	32.44	32.44	33.41	33.41
M6	9	33.42	33.42	34.42	34.42
M7	1	27.66	27.66	28.49	28.49
M7	2	28.50	28.50	29.36	29.36
M7	3	29.36	29.36	30.24	30.24
M7	4	30.23	30.23	31.14	31.14
M7	5	31.14	31.14	32.07	32.07
M7	6	32.08	32.08	33.04	33.04
M7	7	33.03	33.03	34.02	34.02
M7	8	34.02	34.02	35.04	35.04
M7	9	35.04	35.04	36.09	36.09
M8	1	29.07	29.07	29.94	29.94
M8	2	29.94	29.94	30.84	30.84
M8	3	30.82	30.82	31.74	31.74
M8	4	31.75	31.75	32.70	32.70
M8	5	32.72	32.72	33.70	33.70
M8	6	33.70	33.70	34.71	34.71
M8	7	34.71	34.71	35.75	35.75
M8	8	35.76	35.76	36.83	36.83
M8	9	36.83	36.83	37.93	37.93
M9	1	30.53	30.53	31.45	31.45
M9	2	31.44	31.44	32.38	32.38
M9	3	32.39	32.39	33.36	33.36
M9	4	33.34	33.34	34.34	34.34
M9	5	34.35	34.35	35.38	35.38
M9	6	35.38	35.38	36.44	36.44
M9	7	36.44	36.44	37.53	37.53
M9	8	37.54	37.54	38.67	38.67
M9	9	38.67	38.67	39.83	39.83

**FY 2017/18 SALARY SCHEDULE  
EFFECTIVE 7/1/2017**

**POLICE**

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
4% steps											
<b>P1</b>	Police Officer	Hourly	28.45	29.59	30.77	32.00	33.28	34.61	35.99	n/a	n/a
		Annual	59,176.00	61,547.20	64,001.60	66,560.00	69,222.40	71,988.80	74,859.20	n/a	n/a
Non-Exempt Police Mgmt 4% Steps											
<b>P2</b>	Police Sergeant	Hourly	34.62	36.02	37.45	38.95	40.53	42.14	43.83	45.58	47.39
		Annual	72,009.60	74,921.60	77,896.00	81,016.00	84,302.40	87,651.20	91,166.40	94,806.40	98,571.20
Exempt Police Management 3% Steps											
<b>P3</b>	<i>Police Lieutenant</i>	Hourly	45.84	47.20	48.63	50.10	51.59	53.13	54.73	56.37	58.07
		Annual	95,336.80	98,186.19	101,142.70	104,206.34	107,312.82	110,504.99	113,847.14	117,253.55	120,788.51
<b>P4</b>	Police Captain	Hourly	50.41	51.93	53.50	55.12	56.75	58.45	60.20	62.01	63.89
		Annual	104,849.06	108,019.81	111,276.26	114,639.82	118,046.24	121,581.20	125,223.28	128,972.48	132,893.07
<b>DM5</b>	Police Chief	Hourly	57.84	59.56	61.36	63.19	65.09	67.05	69.05	71.13	73.25
		Annual	120,317.18	123,894.99	127,622.77	131,436.24	135,378.26	139,470.24	143,626.50	147,954.14	152,367.49

\* *italicized* positions are not filled.

**TEMPORARY EMPLOYEES - SCHEDULE A**  
**FY 2017/2018 Salary Schedule**  
**Effective 7/01/2017**

**EXHIBIT D**

<b>Grade</b>	<b>TITLE</b>	<b>RATE</b>	<b>MINIMUM REGULAR WAGE FY 17/18</b>	<b>MAXIMUM REGULAR WAGE FY 17/18</b>
<b>T4</b>	TEMP PARKING ENFORCE OFF	Hourly	15.17	19.22
<b>T6</b>	TEMP LIBRARY ASST TEMP OFFICE ASST I	Hourly	17.17	21.76
<b>T8</b>	TEMP OFFICE ASSIST II	Hourly	18.91	23.98
<b>T9</b>	TEMP POLICE SERVICES TECH TEMP PUBLIC SERVICE ASST TEMP SPECIAL EVENTS COORD	Hourly	19.88	25.21
<b>T11</b>	TEMP FINANCE/ACCTG TECH TEMP OFFICE COORD TEMP PROP EVIDENCE TECH TEMP REC PROG SPEC	Hourly	22.42	28.43
<b>T12</b>	TEMP FLEET TECH I TEMP VOLUNTEER COORD	Hourly	23.54	29.82
<b>T13</b>	TEMP LIBRARIAN I	Hourly	24.73	31.31
<b>T14</b>	TEMP LIBRARIAN II	Hourly	26.24	33.21
<b>T16</b>	TEMP BLDG CONST INSPT II	Hourly	29.23	37.04

Grade	Step	Description	Old Low Amt	Old High Amt	New Low Amt	New High Amt
T11	1		21.77	27.60	22.42	28.43
T11	2		21.77	27.60	22.42	28.43
T12	1		22.85	28.95	23.54	29.82
T12	2		22.85	28.95	23.54	29.82
T13	1		24.01	30.40	24.73	31.31
T13	2		24.01	30.40	24.73	31.31
T14	1		25.48	32.24	26.24	33.21
T14	2		25.48	32.24	26.24	33.21
T16	1		28.38	35.96	29.23	37.04
T16	2		28.38	35.96	29.23	37.04
T4	1		14.73	18.66	15.17	19.22
T4	2		14.73	18.66	15.17	19.22
T6	1		16.67	21.13	17.17	21.76
T6	2		16.67	21.13	17.17	21.76
T8	1		18.36	23.28	18.91	23.98
T8	2		18.36	23.28	18.91	23.98
T9	1		19.30	24.48	19.88	25.21
T9	2		19.30	24.48	19.88	25.21

**TEMPORARY EMPLOYEES - SCHEDULE B  
 FY 2017/18 SALARY SCHEDULE  
 EFFECTIVE 7/01/2017**

**EXHIBIT E**

<b>Grade</b>	<b>TITLE</b>	<b>RATE</b>	<b>REGULAR WAGE FY 17/18</b>
<b>U1</b>	TEMP LIBRARY PAGE	Hourly	11.25
<b>U5</b>	TEMP RECREATION LEADER I TEMP RECREATION AIDE	Hourly	11.40
<b>U9</b>	TEMP HOMEWORK LEADER TEMP LIBRARY SENIOR PAGE TEMP FILE CLERK TEMP OPS MAINT WORKER	Hourly	13.84
<b>U10</b>	TEMP INTERN TEMP PARK RANGER TEMP RECREATION LEADER II	Hourly	14.56
<b>U12</b>	TEMP YOUTH LEADER	Hourly	16.20
<b>U14</b>	TEMP SR YOUTH LEADER	Hourly	17.41
<b>U16</b>	TEMP TECHNOLOGY SPEC	Hourly	19.96
<b>U30</b>	TEMP REC. COUNSELOR I	Hourly	34.66
<b>J1</b>	JUDGE	Hourly	100.00

Grade	Step	Description	Old Low	Ar Old High	Ar New Low	A New High	Amt
U10	1		14.14	14.14	14.56	14.56	
U12	1		15.73	15.73	16.2	16.2	
U14	1		16.9	16.9	17.41	17.41	
U16	1		19.38	19.38	19.96	19.96	
U30	1		33.65	33.65	34.66	34.66	
U9	1		13.44	13.44	13.84	13.84	



# STAFF REPORT

## CITY OF TUALATIN

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Kelsey Lewis, Management Analyst II  
Jeff Fuchs, Public Works Director/City Engineer

**DATE:** 08/14/2017

**SUBJECT:** Consideration of Appointments to the ADA Taskforce

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

Council will consider appointing members to the Americans with Disabilities Act (ADA) Taskforce.

### **RECOMMENDATION:**

Staff recommends that Council appoint nine members identified in the staff report to the ADA Taskforce.

### **EXECUTIVE SUMMARY:**

The City is currently preparing an updated ADA Transition Plan. The Transition Plan will meet the requirements of the Americans with Disabilities Act to identify barriers to access in City facilities, programs, and services. The plan will include a self-evaluation of City programs and facilities and will provide a transition schedule for removing identified barriers.

The ADA Taskforce will assist the City in prioritizing how to remove barriers to access. Taskforce members will be asked to share their opinions and experiences pertaining to City facilities, programs, and services as they relate to the ADA. Key functions of the ADA Taskforce will be to spread the word about the Plan to members and partners of the disabilities community, to provide insights during the barrier prioritization process, and to review the draft ADA Self-Evaluation and Transition Plan.

Members were recruited by various means, including email to our existing volunteer listserv, Facebook, the City website, the Chamber of Commerce listserv, personal requests to community members, and posters in City parks and local businesses. We received eleven applications.

We were looking for task for members who live or work in Tualatin with a diverse range of ages, backgrounds, and experiences with different types of disability. Staff is recommending the following nine applicants based on their diversity of disabilities, ages, and backgrounds.



Collectively, this group of volunteers has experience with vision, mobility, hearing, and developmental disabilities. The taskforce includes a high school student, an Aging Taskforce member, an occupational therapist, and others with professional and personal experience with disability in Tualatin.

Ruby Buchholtz  
Andrew Evans  
Gary Holden  
Joe Lipscomb  
Dan Payton  
Amalia Schocken  
Manasi Sridhar  
Margo Traines  
Dawn Upton

The first ADA Taskforce meeting will be scheduled for fall 2017 and the Taskforce will meet three times before completion of the Transition Plan in the spring of 2018.

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**Attachments:**