



# CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

## AGENDA

### CITY COUNCIL – REGULAR MEETING

Troutdale Police Community Center – Kellogg Room  
234 SW Kendall Court  
Troutdale, OR 97060-2078

**Tuesday, November 14, 2017 – 7:00PM**

#### Mayor

Casey Ryan

#### City Council

David Ripma

Randy Lauer

Larry Morgan

Glenn White

Rich Allen

Zach Hudson

#### City Manager

Ray Young

1. **PLEDGE OF ALLEGIANCE, ROLL CALL, AGENDA UPDATE.**
2. **PUBLIC COMMENT:** Public comment on non-agenda and consent agenda items is welcome at this time. *Public comment on agenda items will be taken at the time the item is considered. Public comments should be directed to the Presiding Officer, and limited to matters of community interest or related to matters which may, or could, come before Council. Each speaker shall be limited to 5 minutes for each agenda item unless a different amount of time is allowed by the Presiding Officer, with consent of the Council.*
3. **CONSENT AGENDA:**
  - 2.1 **MINUTES:** October 10, 2017 City Council Regular Meeting and October 24, 2017 City Council Regular Meeting.
  - 2.2 **RESOLUTION:** A resolution authorizing City Representatives and approve alternative usage plan for GSA property parcel 3.
4. **PRESENTATION:** Update from MetroEast on Accomplishments.  
*Martin Jones, MetroEast*
5. **PRESENTATION / MOTION:** A motion/presentation to appoint Councilor Mark Clark of Wood Village as the Three City's representative to the Port of Portland Citizen Noise Advisory Committee.  
*Ray Young, City Manager*
6. **ORDINANCE (Introduced 11/14/17):** An ordinance Adopting Comprehensive Land Use Plan Map and Zoning District Map Amendments on Approximately 143 Acres of Land in the Troutdale Reynolds Industrial Park.  
*Chris Damgen, Community Development Director*

7. **RESOLUTION:** A resolution to approve entering into an Intergovernmental Agreement with the City of Wood Village to provide Court Services. Ray Young, City Manager

8. **PRESENTATION:** A presentation by the Citizens Advisory Committee on proposed changes to the Event Permitting process and potential amendments to the municipal code. Will Knight, Citizens Advisory Committee

9. **MOTION:** Council Discussion and possible Motion to direct the Citizens Advisory Committee to review the Committee/Commission structure and selection process. Ray Young, City Manager

10. **STAFF COMMUNICATIONS**

11. **COUNCIL COMMUNICATIONS**

12. **ADJOURNMENT**

  
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**Casey Ryan, Mayor**

Dated: 11/7/2017

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Further information and copies of agenda packets are available at: Troutdale City Hall, 219 E. Historic Columbia River Hwy. Monday through Friday, 8:00 a.m. - 5:00 p.m.; on our Web Page [www.troutdaleoregon.gov](http://www.troutdaleoregon.gov) or call Sarah Skroch, City Recorder at 503-674-7258.

The meeting location is wheelchair accessible. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to: Sarah Skroch, City Recorder 503-674-7258.

**MINUTES**  
**Troutdale City Council – Regular Meeting**  
**Troutdale Police Community Center – Kellogg Room**  
**234 SW Kendall Court**  
**Troutdale, OR 97060**

**Tuesday, November 14, 2017**

**1. PLEDGE OF ALLEGIANCE, ROLL CALL, AGENDA UPDATE.**

Council President Ripma called the meeting to order at 7:00pm.

**PRESENT:** Council President Ripma, Councilor Lauer, Councilor Morgan, Councilor White and Councilor Hudson.

**ABSENT:** Mayor Ryan and Councilor Allen (excused).

**STAFF:** Ray Young, City Manager; Ed Trompke, City Attorney; Sarah Skroch, City Recorder; Chris Damgen, Community Development Director; Ryan Krueger, Assistant Planner and Heather Jones, Assistant Building Official.

**GUESTS:** See Attached List.

Council President Ripma asked, are there any agenda updates?

Ray Young replied no there are none.

**2. PUBLIC COMMENT: Public comment is limited to comments on non-agenda items.**

Jay Marquess, Troutdale resident, stated I'm here representing the West Columbia Gorge Chamber of Commerce. I'm on the Board of Directors and I want to give out some information (the handout can be found in the meeting packet). I want to thank the Council for helping us. If you have any questions, Karen would be the best person to contact. I'm also handing out a magazine and if you look on page 114 you'll see an article about Troutdale, the Gateway to the Gorge.

Paul Wilcox, Troutdale resident, stated I like to see that the order of business has changed. I would like item 3.2 removed from the consent agenda and addressed separately. The summary description under resolution doesn't tell the public anything that that's about. You're probably aware that 2018 is an election year and the Council has had a policy in the past where Councilors and the Mayor are not allowed to publish articles in the Champion during an election year.

Larry Holm, Troutdale resident, stated I want an update on the Troutdale Road traffic and what is being done. What is being done?

Ray Young replied I have had extensive conversations with Monte Reiser, our designated Police Chief from Multnomah County Sheriff's Office, about that area and other areas in the City. He enhanced enforcement. He and I talked about a plan within the department to work on how to increase enforcement. It's an active conversation that we're doing. This morning I went by at 7:45 and there was a Deputy parked directly across from your house watching.

Sam Barnett, Troutdale resident, stated I want to congratulate all of you for representing the great City of Troutdale. I think the City of Troutdale got it right this last voting season. We have some sticky subjects coming up as well as how we're going to be voting our Councilors in in the future. That happens at the next City Council meeting in 2 weeks for those of you in the audience, if you don't know anything about it and you want to know more about it. You have done a great job of getting along and making things happen and making things move forward. It doesn't go without notice. I have a couple of concerns. The Public Safety Advisory Committee was shut down without any knowledge of its members or any explanation. I have a couple of safety concerns. I don't know who or where to take them. I think that the citizens that volunteered for this committee and perhaps even the Troutdale citizens deserve to know why this committee was shut down promptly. Lastly, as a member of the Citizens Advisory Committee I want to thank you for listening to us and considering the work that we've been doing. We work very hard for the Council and for the City of Troutdale. Happy Thanksgiving and Merry Christmas and keep up the good work.

### **3. CONSENT AGENDA:**

**3.1 MINUTES:** October 10, 2017 City Council Regular Meeting and October 24, 2017 City Council Regular Meeting.

**3.2 RESOLUTION:** ~~A resolution authorizing City Representatives and approve alternative usage plan for GSA property parcel 3. Pulled from the Consent Agenda and moved to the Regular Agenda after Item #9.~~

Council President Ripma asked, is item 3.2 on the consent agenda something urgent? I personally didn't have any questions and unless a Councilor cares to remove it from the consent agenda I wasn't inclined to but Paul Wilcox brought it up. It didn't seem controversial to me but I do want to understand. Is there urgency?

Ray Young replied there is a little bit. I told Steve Gaschler not to worry about coming and I would explain the issue. It's just that the GSA is kind of pushing this to get going. If somebody wants to pull it I'm happy to explain what's going on. I don't think it's controversial and I don't think it's going to cause anybody to raise any eyebrows.

Council President Ripma stated we'll put it at the end and discuss it. We'll pull 3.2 from the consent agenda and now 3.1 needs a motion.

**MOTION: Councilor Morgan moved to approve item 3.1 on the Consent Agenda. Seconded by Councilor White.**

**VOTE: Councilor Morgan – Yes; Council President Ripma – Yes; Councilor White – Yes; Councilor Hudson – Yes and Councilor Lauer – Yes.**

**Motion passes 5-0.**

Consent agenda item 3.2 discussed after agenda item 9.

**4. PRESENTATION:** Update from MetroEast on Accomplishments.

Martin Jones, MetroEast CEO, stated tonight's visit is to say thank you. Last year you recognized our national organizations first move to have something called Community Media Day and we just celebrated our 2<sup>nd</sup> Annual Community Media Day back on October 20<sup>th</sup>. We wanted to come back around and say thank you to you all and to give you a quick report on some of the things that have happened since you recognized us last year. MetroEast has been serving East Multnomah County since 1984 and during that time we've videotaped every Council meeting for the City of Troutdale. A big shout out to our producer, Keith, who is in the control room now. I'm really happy to see the move that we were able to do over here from the former situation. We've done a lot of partnering with the Reynolds School District on projects like Net Zero and coverage of the Reynolds School Board meetings. We've produced a video for Alder Elementary School about their bilingual immersion program as well as a series of welcome videos for Reynolds School District. We did these welcome videos in 7 different languages. The top 7 languages that were used in these videos made the back to school experience really positive and very easy for families. The on-boarding experiencing for new families to the area knowing where to go and understanding how working with the schools were served by that. We did a lot of education with Reynolds on the bond measure and the different flagship programs that you all are doing. We spotlighted that on our show Community Hotline which just celebrated its 1000<sup>th</sup> episode. In addition to a lot of specialized video coverage is a great summer tradition for us to cover right down the street is the Troutdale Summerfest. We got to work with the new leadership there and everything went really well. Other things that take place in Troutdale are the Larch Mountain Country Artisans show and sale, the Bite of East County, high school varsity basketball games and several programs that happen at Mt. Hood Community College. We also worked with them to get a grant to get more connectivity there so you'll be seeing more programming coming from the campus nearby. The work in Rockwood you know as Rockwood Rising is technically in the City of Gresham but the Rockwood Rising Program that we've done in our pop-up digital lounge that's there at Stark and Burnside in the old police department we renovated that building and we've committed \$100,000.00 in capital funds to testing adult education literacy and summer programs. We've received several grants from private donors and last night we became a finalist for a \$100,000.00 grant for our work in Rockwood. We're down to the final 5 applicants. This will also help kids that are in the Reynolds School District. This is just a brief overview but a most sincere thank you to each of you. We see this relationship as a deep and involved one. We care about the city and the residents as you do and none of this work would be possible without your amazing support. We look forward to continue to serve the folks that live here.

**5. PRESENTATION / MOTION:** A motion/presentation to re-appoint Councilor Mark Clark of Wood Village as the Three City's representative to the Port of Portland Citizen Noise Advisory Committee.

Mark Clark, Wood Village City Councilor, stated this will be my 3<sup>rd</sup> or 4<sup>th</sup> appointment. I'm serving now as the Chair of my second term and it's a 2 year term that is up in January. I'm pretty certain that they're going to ask me to do it again for another 2 years. I love it. We

have 2 attorneys, an audiologist, a medical doctor, a couple of concerned citizens, a retired CIA agent and it's a marvelous committee to work with. We have all kinds of things going on. If you haven't noticed this year it's been a little quieter for Troutdale, Fairview and Wood Village on the fact that I went to our representative with the Oregon National Guard and asked them about a year and a half ago if there was anything they could do to quiet it down a little bit. They came back with a plan, we ran it all through our system and ended up getting it approved, a change to the overhead continuous descent approach.

**MOTION: Councilor Lauer moved to reappoint Councilor Mark Clark of Wood Village as the Three City's representative to the Port of Portland Citizen Noise Advisory Committee. Seconded by Councilor Morgan.**

**VOTE: Councilor Morgan – Yes; Council President Ripma – Yes; Councilor White – Yes; Councilor Hudson – Yes and Councilor Lauer – Yes.**

**Motion passes 5-0.**

**6. ORDINANCE / PUBLIC HEARING (Introduction):** An ordinance Adopting Comprehensive Land Use Plan Map and Zoning District Map Amendments on approximately 143 acres of land in the Troutdale Reynolds Industrial Park.

Chris Damgen, Community Development Director, stated this application is the first reading and there will be a second reading at the next Council meeting. This is technically 2 in 1 applications. We are updating 2 maps. The zoning map and the comprehensive land use plan map. The City of Troutdale is the applicant actually on this application even though these are Port of Portland properties but we are submitting these with the Port's support. There are 7 total parcels involved of about 143 acres located on the north side of the city at the Troutdale Reynolds Industrial Park. Chris Damgen showed the City Council a PowerPoint Presentation which outlined the TRIP Map Amendments (attached as Exhibit A to these minutes). The key thing to note is that the motivation behind this is for the benefit of the citizens of this community. We are part of the National Flood Insurance Program (NFIP) as are most communities. An additional facet of that program is we take part in the community rating system and that is a program where effectively the City does certain activities continuously. There are opportunities to review flood insurance premiums for residents, not just people who live in a special flood hazard area but also residents outside of it. They are still eligible to receive insurance discounts. One of the ways we get higher scores or better scores which creates a greater reduction in potential flood insurance savings is an activity where you designate open space in your community. This language has been reviewed by the Planning Commission and they did not make any edits to it and they offered their recommendation. We do recommend approval of this application.

Councilor Morgan stated one thing that got my attention was you said bringing this land of 143 acres will provide perhaps a cost savings to ratepayers of Troutdale. Any guess on what that might look like?

Chris Damgen replied to be clear on the savings potential, there are about 20 or so different activities in the community rating system program that the City can accomplish. And within

each activity there are certain levels of accomplishment. One thing that we know that we had a chance to improve our score in order to get to a threshold score where we can reduce flood insurance premiums rates. It's not a tax rate. It's for folks who carry flood insurance whether they're in the flood hazard area or outside of it. It's on those policies where there could be an insurance break. By marking these as open space on the map it would increase our score and get closer to a certain threshold where it tips over and rather than 15% reduction it might be a 20% reduction.

Councilor White asked that's not going to affect any density situations on the developable lots?

Chris Damgen stated no, density should not be affected.

Councilor White stated that's riverfront property for Troutdale. It's the only spot where we can actually make it to the Columbia River. I know any other City would try to develop that. I know it's not protected by the levee but there may be opportunities for marinas, boat ramps, or fishing opportunities. I don't want to limit any of that ability by redesignating this. That would be my other concern.

Chris Damgen replied that property is directly on the Columbia. There is some Sandy River property that's shown but the property to the north that's closest to the Columbia is actually designated as Open Space. If there was ever a development potential there, it could be revisited through that exact same process.

**Council President Ripma opened the public hearing at 7:43pm.**

Larry Holms asked, the open space is for the public to use, correct? Right now there are no trespassing signs in all that area. No trespassing. Is that going to change those signs? There's no access to the Sandy River.

Chris Damgen replied I can't speak to the northern properties closest to the Columbia but certainly the ones that are already red. They are all owned by the Port of Portland. The Port's indication is that effectively the properties which the levee is on where there is a trail on it to be improved upon would be a recreational amenity. It's no different than any other ownership of land. The property owner can determine access to the land. Open space is not necessarily meaning public space. Open space can also mean wetland conservation area which is the western most of those 7 properties.

Larry Holms stated the reason I asked about this is because I asked the Port of Portland the same question and they said they were up there to stop homeless people.

Ray Young stated we can ask the Port of Portland. We can't tell them to make it open to the public. That's the best we can do.

**Council President Ripma closed the public hearing at 7:48pm.**

**7. RESOLUTION:** A resolution to approve entering into an Intergovernmental Agreement with the City of Wood to provide Court Services.

Ray Young stated the City of Wood Village does not have their own municipal court. Because of their size they haven't had a lot of need for it and for many years they've had Multnomah County Sheriff's Office doing their enforcement and they've sent traffic stuff etcetera to the circuit court. What they're finding is that particularly with code enforcement issues that for them to enforce that work they have to file those matters in the Multnomah County Circuit Court. They have to have their city attorney go to downtown Portland and handle those on the civil docket. With the docket in Multnomah County things get set over, attorneys waste their time going down there and back and sometimes for a simple moving of a car that is illegally parked they'll spend thousands of dollars in legal fees before they can get it resolved. We have a municipal court that handles those things routinely and the statute allows for cities to share court services. This is a normal thing to do. We have the capacity to handle a couple cases. It would be around 5 or 6 cases a year. We would just add it to our current docket of code violation cases so it fits right into our current schedule. Mr. Leonard who is our prosecution won't really have his workload increased. The agreement provides that we automatically get 50% of all the fees and fines generated on the cases that come from Wood Village. If we find our costs exceed what we receive in fines then we can bill Wood Village for the additional costs involved. It's revenue neutral and maybe revenue positive in some cases. It's a way of providing a much needed service for Wood Village. It's an opportunity for us to be a good service to Wood Village.

Paul Wilcox stated in August the City sent out an RFP for a shared judge between Troutdale and Fairview. Would this have any effect on that?

Ray Young replied no that person would still do our code violation work and would do any Wood Village cases that came before him or her just as they normally would. The shared judge with Fairview simply means that we're hiring the same person for separate entities.

Sam Barnett asked, does the City of Troutdale have assurance that will be paid 50% of those fines? Because I know in the past Multnomah County has neglected to pay the City of Troutdale their share of the fines collected within the city limits of Troutdale. Are these fines being paid to Multnomah County Sheriff's Office or are they being paid to Wood Village and what assurance does the City of Troutdale have that those fines would be shared?

Ray Young replied the fines would be paid through our cashier and to our finance department and we would cut a check to Wood Village for their half of the money. Multnomah County has nothing to do with this.

**MOTION:** Councilor Morgan moved adoption of the resolution to approve entering into an Intergovernmental Agreement with the City of Wood Village to provide court services. Seconded by Councilor Lauer.

**VOTE:** Councilor Morgan – Yes; Council President Ripma – Yes; Councilor White – Yes; Councilor Hudson – Yes and Councilor Lauer – Yes.



**Motion passes 5-0.**

**8. PRESENTATION:** A presentation by the Citizens Advisory Committee on proposed changes to the Event Permitting process and potential amendments to the Municipal Code.

Chris Damgen stated this is an item you assigned to the Citizens Advisory Committee (CAC) a little over a year ago and they have worked extremely hard. We are very grateful for their attention to it and I also want to thank members of my staff, particularly Ryan Krueger and Heather Jones who worked directly with the CAC over the past year to help them out.

Will Knight, Citizens Advisory Committee Chair, stated Jon Brown, with the CAC is here with me as well. We are here on behalf of the CAC regarding improvements to the event permitting process. As Chris mentioned it was last October that Jon and I were in front of you and asking for direction on this. It was originally brought to us in October of last year as an item of community concern and after reviewing the relevant information the committee felt it was important to take this on as a project. Over the last year the committee has continually sought involvement and comment from interested parties, city staff from multiple departments and previous event holders while we discussed this issue. The CAC has worked over this past year with these goals in mind.

Will Knight showed the City Council a PowerPoint Presentation which outlined the Event Permitting proposal (attached as Exhibit B to these minutes).

Will Knight stated currently there are at least 3 to 5 different points of contact and at least 3 different buildings an event coordinator must gain approval from in order to put on a large event. These may include Public Works, the Planning Department, Multnomah County Sheriff's Office, Gresham Fire and sometimes ODOT. Our goal is to streamline this by providing the public with one point of contact to interface with when obtaining a permit. This would help to avoid much of the confusion and run around that the event coordinators have seemed to encounter in the past. The CAC is recommending that the applications for large events that would trigger the contact of multiple offices be submitted at least 60 days prior to the event. This would allow for plenty of time to gain the appropriate approvals as well as any additional conditions to be met by the applicant.

Council President Ripma stated I assume you're ready to provide all the details there weren't on the slides to staff.

Will Knight stated we've definitely been working on this over the last year and have taken a huge bird's eye view and looked at every possible scenario and had amazing conversations with event coordinators. We've narrowed it down these being the finest of the points that we wanted to bring tonight.

Jon Brown stated we've had communication with both sides.

Council President Ripma stated some of it the staff can probably come up with defining what an event permit is, reasons for denials and timelines. When you get into things like fee

structures and rental rates that are equitable, those have evolved over the years with much agony and difficulty. Just the beer and wine at events is not a simple matter. Staff has been working with the CAC on this?

Ray Young replied absolutely. We need you to tell us to start preparing an ordinance. The digital submission of applications may be a little more difficult and may be a problem. One of them that Council should weigh in on is the experiment with alcohol down in Glenn Otto. I think it's going to come down to the Council saying if they want to continue that as an official part of the ordinance. All the other things are great. Staff really doesn't have a problem with any of the suggestions.

Council President Ripma asked, any idea how long it's going to take before you have something to bring to us?

Chris Damgen replied our staff is not typical ordinance writers for municipal code so there will have to be legal review. I have an outline in a draft form so it would be a matter of getting that cleaned up based on any further comments we have tonight to incorporate your suggestions on what you heard and then taking it to the city attorney and bringing it back to you. I'm thinking mid to late January to have things in order.

Ray Young stated we are adding the work session discussion on fees and rental fees soon and probably can incorporate that into the whole process also depending on what decision is made. I would say our projected goal for doing both of these would be the first meeting in February.

Chris Damgen stated a lot of the review that this group did included Ryan (Krueger) and Heather (Jones) too. They included review of other cities and communities codes and how they structured it.

Ray Young stated the staff is needing feedback from Council on what you like, don't like, something that may have been forgotten and then we could be back with the first reading on the 13<sup>th</sup> of February.

Councilor Lauer stated I would say that that stack of permits and applications is a little ridiculous. With all due respect to staff and everything that they've used in the past, that's absurd. It needs to be streamlined. Etiquette should transcend any building or any space we rent here. Anything other than that would be better.

Will Knight stated some of the forms are confusing.

Councilor Lauer stated I've held events and that process would absolutely turn me off from holding an event here.

Will Knight stated we're trying to make it safe for both sides.

Councilor Lauer stated it just seems like there could be an easier way instead of all of this paperwork that could really be consolidated down to a few forms.

Will Knight stated if I remember correctly nobody really knows what the background of this came from or how this started or why we're doing it this way. So this would be a standard operating procedure to work from and then the public knows exactly what their expectations are.

Councilor Lauer stated with our experience with the developmental code we found that there's duplicate things and it needed to be streamlined. It would be awesome to get the website running too. I think fees and permitting costs are expected by vendors who put on events. I think they understand that it helps to offset the costs of city staff and the software that makes it easier for an event coordinator to book an event with the City.

Council President Ripma stated this all sounds good.

Councilor White stated I appreciate you guys taking this on. One thing I would like to see added is if you could look at which events you consider community importance. Because the City has to pay for the insurance of these events and they stopped doing that and that's when we created a fund to try to offset some of that insurance cost. Paul Wilcox brought this up about the Cruise-In asking for money and Paul spoke and asked, why didn't the Bigfoot Festival get money too? I think if we have a list similar to the list that you worked on for the Sam Cox building, certain non-profits were allowed to use the building for free. That would be helpful if you include that in your scope of work.

Jay Marquess stated I want to thank the CAC for all that they do.

Paul Wilcox stated I'm speaking as a member of the CAC and I wanted to bring to your attention that not everyone agrees with permitting alcohol at city events.

Council President Ripma stated Council is in favor and with that I think you have your direction.

Ed Trompke, City Attorney, stated just so we're not overpromising, Ray and I were just talking about putting together the electronic form for this. I don't think that's going to come out of this process immediately but the ordinance will provide for that when it's possible. It will provide a simplified streamlined form.

**9. MOTION:** Council Discussion and possible Motion to invite the Citizens Advisory Committee to review the Committee/Commission structure and selection process.

Ray Young stated this issue is not being driven by staff but in response to comments from citizens, council members, committee members and past council members that over time have expressed a number of concerns. Sarah has made a list of all the concerns that have been raised about committee process, selection process and standards on how they conduct themselves. We've heard enough concerns from different people that we thought it would be wise to give Council an opportunity to direct this issue to the Citizens Advisory Committee since one of their primary responsibilities is to work on projects as directed by Council. The concerns that I've listed in the staff report are not to be exhausted or not supposed to be

limiting and they're not to be coming at any certain person. They're not here to be personal in any way, shape or form. Staff is simply saying to let the citizens look at this process and decide if we should change some of our committees up. As you already heard earlier this evening, the PSAC (Public Safety Advisory Committee), before I came on board had already been winding down. My understanding is there wasn't a lot for them to do. There wasn't issues coming up at PSAC meetings and we had citizen meetings and there was nothing to talk about. I think part of it may come as a result of after this building was built and after the police department was rolled in with Multnomah County Sheriff's Office there was probably some disassociation from that. So with the future of PSAC that's one of the issues. What should those duties be? Should there be a PSAC stand alone or should it be resurrected to a different format? That's one of the issues that's been raised here. One of the issues that was raised here is the unwritten legacy rule that if you've been on a committee and you're up for reappointment you don't really have to show up for an interview and you're automatically reappointed to the committee. A council member has voiced that they would like to interview and see everybody who is going to be on a committee even if they've been there before. I will say in the past that there are people who get reappointed without being interviewed and may become unproductive or maybe they're not really contributing or showing up. This goes along with the idea that there's no attendance or absentee policy so unless they officially resign from the committee, how do we know it's time to bring the alternate on? We should have a process for being absent or no attendance. We thought as a staff that it would be good to have the CAC look at it all with all these questions that have been raised. This might be a good next assignment for them.

Councilor White stated it's been my experience that we always extend the timeline because there's always fewer applicants than positions. We usually end up having people serve on multiple committees. The Chairs being picked from that group is like picking your team captain. To put a limit on that doesn't make any sense. I think the committees do a good job of policing themselves if there's a problem in the group. I don't think it's broken and I don't like sending stuff to the CAC that they haven't requested on their own. I don't think there's any problem.

Councilor Hudson stated I would love to give the CAC a chance to choose to pick this up or not. They don't have to address every concern that Ray has included on that sheet. I'd love to see their suggestions and maybe they'll come up with ideas we haven't considered.

Council President Ripma stated we could tender it to the CAC to see if they're interested. I share some of the views expressed. I think if a committee itself wants to recommend term limits to the Council they will do so and they haven't so far. While somebody might have brought it up and it ended up on the list, I frankly am not a fan of limiting terms. Some of these committees it takes a while for someone coming in cold to know what's going on. I think Councilor Lauer's wish to interview everybody rather than have people reappointed, I sympathize with that request. Most of the rest of these I don't think need to be changed but I'm willing to leave it to the CAC to look over the list if they're willing and interested. Feel free to turn it down.

Councilor White stated the committees love it when Councilors show up and we can't interfere or get involved with their meeting but it's a good idea to sit in once in a while. I think

a lot of the strength we have in our City is because of a long term commitment from volunteers that continue to serve because they gain so much knowledge by doing it year after year and they have that background and history.

Councilor Lauer stated I don't think any of this came because anyone thinks they don't do a good job. For my part I think it was as a new guy coming in and I've never been given a job where I didn't interview for it. If a citizen wants to be a part of a committee to give back to the community that they love I think they should come in and express that every time their term is up.

Ray Young stated we would just need a motion by somebody to ask the CAC to review the staff report and other information necessary and find out if they would like to take up this topic.

Sharon Ezzell, Troutdale resident, stated my personal opinion is everybody, when their term is up, needs to reapply.

Council President Ripma stated I believe the rule is you must apply. It was only that they didn't necessarily have to interview.

Diane Castillo White, Troutdale resident, stated I'm a Citizens Advisory Committee member but I'm speaking for myself. I had talked to Monte Reiser about the PSAC no longer being and he mentioned that he wouldn't mind coming to a CAC meeting a couple times a year to see what our concerns are and give us briefs. We do have an excellent Citizens Advisory Committee. They're very committed and we love Will as our Chair. There's a lot of experience and knowledge on that committee. A couple years ago there was the notice for applicants that was extended 3 times. I'm a first timer serving my first term and there were about 10 others that are also serving first term. The time I applied there was 20 openings. We have a good process here and a lot of first timers along with experienced people. I would like to speak about the experienced people and term limits. I value their integrity, credibility, teamwork, experience and I'm not in favor of the concept of term limits. If I enjoy Will as our Chair then I would like the opportunity to say that I would like to retain him as Chair. I think there should be further education. I value being able to go with my husband, Glenn White, to the League of Oregon Cities Conference. I go to as many topics as I can. I enjoy the discussions on housing crisis and each time I go to any of those meetings I get to talk to a lot of different cities and the information that I'm able to get from that is very valuable. One of them was Betsy Johnson and I was talking to her about term limits and Betsy told me if you want experienced staff get rid of the inexperienced mayors and councilors. There's all these opportunities and our stakeholders and our neighbors that have information that they can share freely and I would love the opportunity for all committee members to continue to get educated so that they may continue to maybe one day sit here and represent the citizens of Troutdale.

Tanney Staffenson, Troutdale resident, stated I happened to be looking at the packet online and the subject matter is interesting to me because I serve on a couple of different committees. Although Mr. Young made the comment that it's not personal or anything but there are a couple of things on here that do apply to me specifically. It is interesting because

we always talk about term limits and actually you have a term limit every time your term is up. Because you do have to reapply. I would support everyone coming in to be interviewed by the Council when their term is up because I think that would be good for everybody. They could meet the new councilors and the councilors could meet the committee members. It would reaffirm things when their term is up. We look at how term limits are going to benefit us. Is it really going to benefit us? What is going to be the benefit? You may or may not get more people involved. You may or may not get new people involved. You could get rid of some people that aren't being effective but you would lose experience. I kind of question why we would want to do that. Why we would want to limit someone's ability to serve. I have served on the Budget Committee and Planning Commission for a number of years. Not as many years as some other people have on those, not even close. I've done it for a number of years because it is a place where I can give back to the community and it's a place where I've chosen to serve and I do enjoy helping out in that way. It makes me wonder why we would want to limit someone doing that. As far as who is in leadership roles on these committees, those are chosen by the members of the committee. Do we want to make that decision for them or do you want them to make that decision? If you're chosen as a vice chairman of a committee that's because the people on the committee are willing to work with you for another year. Are they really going to choose somebody to lead a committee that isn't qualified? I wouldn't think so. I spent my own personal resources and a lot of my time getting trained. I've gone to other municipalities and sat through their meetings so I could learn how to run meetings better and I'm trying to improve. If there's any type of issue with being on multiple committees I'm willing to resign if that's a problem.

Ray Young stated I will make a personal statement to Mr. Staffenson. He did note some of the cons that I put in my staff report. You could lose experienced people as members or as the Chair.

Will Knight stated I don't believe I can speak on behalf of the Citizens Advisory Committee but as a member of the group I know we have just finished up a yearlong project and although we have a list of things that I know we would like to tackle, I would imagine that the group of people would be happy to take a look at this. If this is something you guys would like us to talk about and review back we've got a great group of talkers and thinkers.

Paul Wilcox stated for the benefit of Councilor Lauer, I was looking at filling vacancies on committees in the Troutdale Municipal Code and the way it reads is when your term expires and there's no one to fill your seat you're automatically extended. That's ridiculous. Essentially if somebody doesn't want to continue they would have to resign. That needs be rewritten if nothing else.

Council President Ripma stated correct me if I'm wrong but I served on a couple state boards and if the Senate doesn't get around to confirming a replacement for me I continued, if I wanted to, until they did. That's what that means, Paul. In other words if there's no one confirmed to replace you, you can continue to serve. I might add the ordinances in our packet, 2.20.050 Committees Vacancies, does state that an appointee may be declared vacant by action of the committee or by Council for nonperformance of duties if the incumbent fails to attend 3 consecutive meetings. That's not something that needs to be added. We already have that and I think it's a reasonable rule. Regarding the term limits or

even limits on a number of committees you can chair, it is the decision of the committee every year to appoint the presiding officer. Terms can be limited that way. Frankly, if we impose a rule we're not dictating who's going to be appointed. We would be dictating who the members are unable to appoint even if they're doing a good job they would be prohibited. I've always been against imposing a rule like that.

Councilor Hudson stated if the CAC decides to look at some of these, any or all of them, or make any recommendations or review the code the regarding them one thing you might consider is the CAC's purview itself. The description of the CAC's job as it currently reads sounds like a very different conception than we have been moving toward. Maybe the CAC would like to rewrite its job description among other things.

Chris Damgen stated just a clarification on that, Councilor. The primary function of the CAC is statutory required that a citizens board has to produce some functions for city code.

Councilor White stated I think just to give this some perspective I don't think we've ever asked the CAC to look at our management staff and say you could only work 4 or 6 years and we have to replace you. I think it would really weaken the City of Troutdale a great deal. I think long term staff is one of the strengths we have going for us. If you're talented and you're willing to do more than one job in the City we need people like that.

**MOTION: Councilor Lauer made a motion to direct the Citizens Advisory Committee to review the committee/commission structure and selection process. Seconded by Councilor Hudson.**

**Councilor White stated I have a comment on the motion. I feel like the Citizens Advisory Committee is here tonight and if they want to take this on their own but I'm not in favor of this. I would rather see them pick their own topics unless we have a special assignment that we all agree on.**

**Council President Ripma stated I think we're advising. They may decline or accept or take recommendations as they see fit.**

**Councilor Hudson asked, would you accept the amendment to change "direct" to "invite?"**

**Councilor White replied yes.**

**Council President Ripma asked Councilor Lauer, are you willing to withdraw your motion?**

**Councilor Lauer replied yes.**

**MOTION WITHDRAWN.**

**MOTION: Councilor Hudson made a motion to invite the Citizens Advisory Committee to review the committee/commission structure and selection process. Seconded by Councilor Lauer.**

**VOTE: Councilor Morgan – Yes; Council President Ripma – Yes; Councilor White – Yes; Councilor Hudson – Yes and Councilor Lauer – Yes.**

**Motion passes 5-0.**

**3.2 RESOLUTION: A resolution authorizing City Representatives and approve alternative usage plan for GSA property parcel 3.**

Ray Young stated you can see in the timeline of the staff report it shows back in 2008 the GSA tried to sell us some excess property they had. One of the parcels, which is parcel 3, is about 2 ½ plus acres right next to our sewage treatment plant and adjacent to our property. They couldn't sell it and they offered it at \$475,000.00. We tried to get both parcels and there was another one involved. Ultimately we applied for the third parcel which is the acreage we're referring to today. Because it was done through the Department of Health and Human Resources they told us we could have the property for free if we behave ourselves and do what they ask with the property for the next 30 years. What we had to do was we had to have a plan for that property that would in some way enhance public health. If we do as they say and enhance public health they would deed it to us without restriction at that point. We tried to do some bio-bags there to take some moisture out of the solid waste we have in the sewage treatment plant and that process apparently failed so that plan didn't work. Public Works tried to come up with a plan that they deemed acceptable. They rejected a couple plans we gave them because they weren't directed toward improving public health. Mr. Gaschler and Public Works came up with a plan to put solar panels on that property because the wastewater plant is a hog of electricity. An average monthly bill is \$8,000.00 to \$12,000.00 a month. Mr. Gaschler went to them and asked about solar panels on the property and they said yes. It reduces fossil fuels and it's healthy for the environment so it does help people. Then he went out and talked to some vendors and found out that if we construct a solar panel site on those 2 acres that for 20 years our only cost for the installation of the \$900,000.00 solar property would be that we simply had to give to the vendor our monthly savings for electricity. If our monthly electrical bill is now \$10,000.00 and PGE says it's now \$6,000.00 and you saved \$4,000.00 we would give them \$4,000.00. We don't lose any money from putting the solar panels on there. We simply give them our savings for 20 years. This is fairly standard in the industry. A lot of agencies do this. You just pay what you save and then at the end of a period of time you own the solar panels and then in 30 years we own the property free and clear which allows us to have a free and clear 2 ½ acres of property in an industrial area. All we have to do is give them a plan that we'll institute in the next 2 to 3 years. Tonight all they want us to do is to approve a plan. We will not do anything, no contract for solar site and development unless you approve it. When we actually institute the plan it will come back to Council before it happens. We simply have to approve this plan so we can give it to the Department of Health and Human Resources.

Council President Ripma asked, is the plan adequately spelled out in this resolution? It says what we're not going to do and then it authorized the City Manager, Finance Director and Public Works Director on behalf of the City to do and perform all acts and things necessary.



Ray Young stated it doesn't say in the motion that we would submit a plan. You're right. It should probably say we will submit a plan of substantial compliance with the staff report. That would probably be an amendment that I would suggest.

Council President Ripma stated just so I understand the plan, the solar panel company will build the panels and installation.

Ray Young replied correct.

Council President Ripma stated the payback period says 20 years but in your pros and cons the bullets say payback period is estimated to be 15 years.

Ray Young stated it might be shorter than that depending on the amount of savings from PGE every month. 20 years is the max. My understanding is if there's a certain dollar amount we pay back and we pay it back sooner we could be done in 15 years. If it takes a little bit longer we have 20 years to pay it back. We'll never owe more than just our savings.

Sarah Skroch, City Recorder, stated I have some notes that Ed had written down for changes to the resolution to add on page 2, under section 1, the 4<sup>th</sup> to last line ends in other documents, add after that "in conformity with the staff report."

Sharon Ezzell asked, if we had to purchase the solar panels outright, what would the cost be?

Ray Young replied my understanding is under the current proposal that they were approximately \$900,000.00 to install panels.

**MOTION: Councilor Morgan moved adoption of the resolution authorizing City Representatives and approve alternative usage plan for GSA property parcel 3 as amended. Seconded by Councilor Lauer.**

**Council President Ripma stated we all understand the amendment to Section 1.**

**VOTE: Councilor Morgan – Yes; Council President Ripma – Yes; Councilor White – Yes; Councilor Hudson – Yes and Councilor Lauer – Yes.**

**Motion passes 5-0.**

## **10. STAFF COMMUNICATIONS**

Ray Young stated next week is Thanksgiving and Thursday and Friday are both holidays for staff. The work session regarding charter amendments and fees has been rescheduled for December 19<sup>th</sup> and there will be no meeting on November 28<sup>th</sup>. This is the last meeting until our half yearly budget meeting on December 5<sup>th</sup>. The Town Center Committee will be meeting again the Wednesday after Thanksgiving on the 29<sup>th</sup>. The Tree Lighting will occur

on December 1<sup>st</sup> at 5:30pm and the street will be closed for a while. We would love to have you all there.

## 11. COUNCIL COMMUNICATIONS

Councilor Morgan stated I know a lot of the folks in the community were sad to hear about the passing of Neil Handy. The Outlook did a nice write up and his service will be December 2<sup>nd</sup>. He will be missed. Also, Happy Holidays.

Councilor Ripma stated Happy Thanksgiving next week.

Councilor White stated Happy Thanksgiving everyone, be safe.

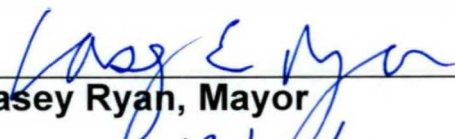
Councilor Hudson stated Happy Thanksgiving.

Councilor Lauer stated Happy Thanksgiving.

## 12. ADJOURNMENT

**MOTION:** Councilor Morgan moved to adjourn. Seconded by Councilor White. Motion passed unanimously.

Meeting adjourned at 9:15pm.

  
\_\_\_\_\_  
Casey Ryan, Mayor  
Dated: 12/13/2012

**ATTEST:**

  
\_\_\_\_\_  
Kenda Schlaht, Deputy City Recorder



# 17-047

## TRIP Map Amendments

Zoning Map Amendment | Comprehensive Land Use Plan Map Amendment

Type IV Quasi-Judicial Procedure

Public Hearing: Tuesday, October 14, 2017 – 7:00 PM

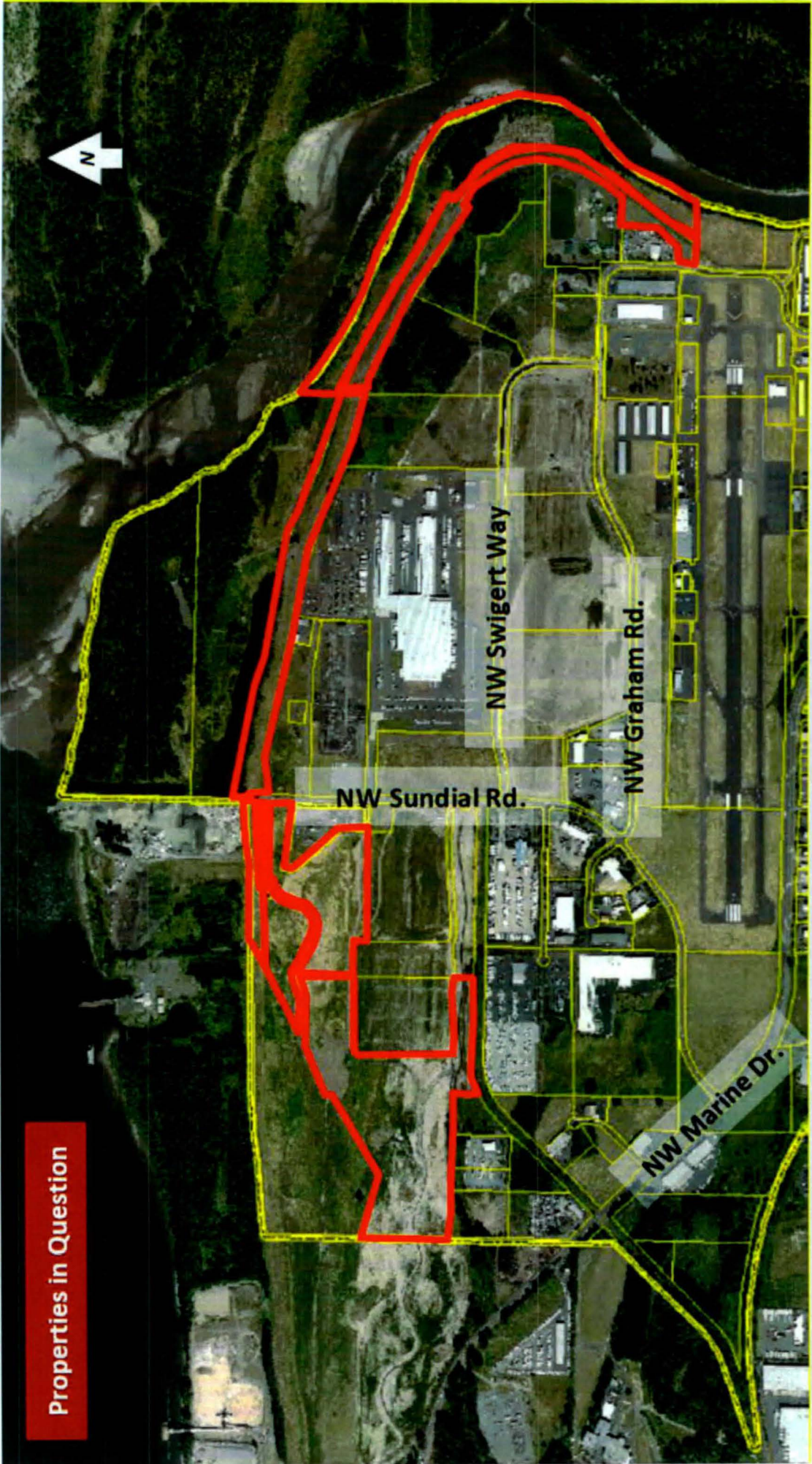
Troutdale City Council | TPCC

# Staff Presentation

# The Properties

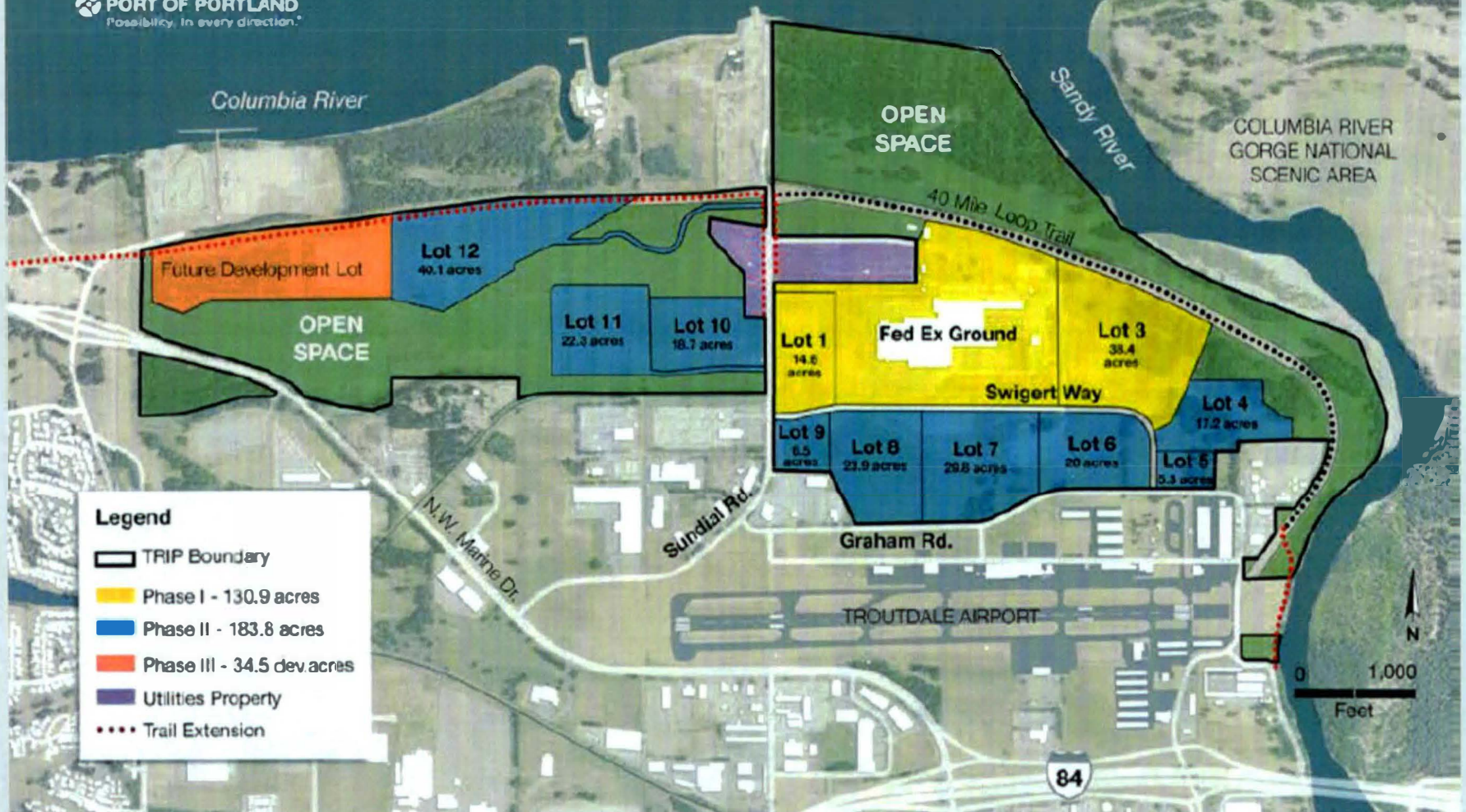
- Seven (7) total parcels
- +/- 142.63 acres
- Location: Troutdale Reynolds Industrial Park
- Status: Undeveloped, reserved space
- Current Land Use Designation - Industrial
- Current Zoning: GI - Light Industrial
- Surrounding property uses are industrial and open space

**Properties in Question**



# TROUTDALE REYNOLDS INDUSTRIAL PARK

**PORT OF PORTLAND**  
Possibility. In every direction.™





# Application & Applicable Criteria

## What is Being Requested

- Comp. Land Use Map Amendment
  - Change from Industrial (I) to Open Space (OS)
- Zoning Map Amendment
  - Change from General Industrial (GI) to Open Space (OS)
- Motivation:
  - Community Rating System (CRS)
  - Potential to improve score by directly designating properties as open space
  - May lead to reduced flood insurance rates for policy holders in the City

## Applicable Criteria

- Comprehensive Land Use Plan
- Troudale Development Code (TDC)
  - Ch. 1 Introductory Provisions
  - Ch. 2 Procedures for Decision Making
  - Sec. 6.200 Comp Land Use Plan Amendments
  - Sec. 6.1400 Zoning Map Amendments
- Port of Portland TRIP Master Plan

# Review Procedure

## **Type IV Quasi-Judicial Procedure**

- Public Hearing (*at Planning Commission*)
  - Public Hearing (*at City Council*)
  - City Council is decision-making entity
- If there is an appeal...*
- Land Use Board of Appeals (“LUBA”)

## **Timeline**

- 2012 – 2017: TRIP plat approval procedures
- June 2017: Consultation with CRS Delegate
- Summer 2017: Coordination with Port of Portland, file preparation
- September 6: *Notice of Application* sent
- October 18: Planning Commission hearing
- **November 14: City Council 1<sup>st</sup> Reading**
- December 12: City Council 2<sup>nd</sup> Reading

# Notification & Comments

## **Notification Included**

- Oregon Department of Land Conservation & Development
- Metro
- Port of Portland

## **Testimony Received**

- Port of Portland  
(as part of application and at hearing)
- None from Public

## **Summary of Comments**

- Port of Portland in support of application
- Metro wanted Staff clarification of the application to ensure industrial buildable land was not being removed; but has no objection

# Analysis

## **Benefits**

- Fully codifies the spirit and intent of these properties to remain undeveloped except for natural resources or recreational uses.
- Shows consistency between Port's master plan mapping and City maps
- Allows City to obtain additional scoring in future Community Rating System criteria, which may lead to reduced insurance rates.

## **Drawbacks**

- None recognized.

# Decision Criteria – Comp Plan Map [TDC 6.120]

**A. Compliance with the Statewide Land Use Goals and related administrative rules has been met.**

The map amendment proposed is not substantive in a way that would alter or jeopardize conformance to Statewide Planning Goals. In the administrative rules for Goal 5 (Natural Resources, Scenic and Historic Areas, and Open Spaces), “maintenance and development of open space in urban areas should be encouraged” [OAR 660-015-0000(5)]. This action furthers that stated goal and is in compliance with relevant State Land Use Goals and related administrative rules. **The criterion is met.**

**B. Consistency with the applicable goals and policies of the Comprehensive Land Use Plan.**

The map amendment proposed is not substantive in a way that could affect the Comprehensive Land Use Plan goals or policies. Comprehensive Land Use Plan Goal 5, Policy 7 seeks to maintain “a balance of important natural resource values in areas where adverse impacts cannot be practicably avoided.” The new land use designations for these parcels helps reach that policy goal, as the areas in TRIP have both ecological and levee protection value. The amendments have been found to be consistent with the City’s Comprehensive Land Use Plan. **The criterion is met.**

## Decision Criteria – Comp Plan Map [TDC 6.120]

**C. The Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation, and the addition of this property to the inventory of lands so designated is consistent with projected needs for such lands.**

Due to the fact that these parcels lie in the FEMA designated Shaded Zone X areas (FIRM effective date 12/18/09), the designation of these parcels as Open Space would allow for additional future opportunities to enhance the levee protection for the TRIP properties if such enhancement is required. **The addition of this property is consistent with projected needs for Open Space. The criterion is met.**

**D. The Plan provides more than the projected need for lands in the existing land use designation.**

The Comprehensive Land Use Plan Map displays past projected land needs according to outcomes from previous Plan update processes, including periodic review. Reevaluation of the previously mapped General Industrial areas reveals several areas that contain **Plan Goal 2 designated “natural resource areas, flood plains, wetlands, steep slopes, beaches and riverbank trails,...[and] trails (proposed or current).” The parcels included in this application all contain such designations.** This indicates that more formally designated Open Space land is needed to be formally designated than is currently provided to meet this Plan Goal, and this map amendment addresses those deficiencies through the addition of Open Space land. **The criterion is met.**

## Decision Criteria – Comp Plan Map [TDC 6.120]

**E. Uses allowed in the proposed designation will not significantly adversely affect existing or planned uses on adjacent lands.**

The map amendment proposed is not substantive in a way that would affect existing or planned uses on adjacent lands. Due to the presence of the Special Flood Hazard Area and the Levee Protection Zones in and adjacent to these parcels, designation of these areas as Open Space would enhance protections for adjacent lands by providing enhanced natural stormwater mitigation facilities and by providing additional undeveloped lands that may be utilized in the future to improve stormwater and flood protections for adjacent sites. **The criterion is met.**

**F. Public facilities and services necessary to support uses allowed in the proposed designation are available, or are likely to be available in the near future. The applicant shall demonstrate compliance with the Transportation Planning Rule, specifically by addressing whether the proposed amendment creates a significant effect on the transportation system pursuant to OAR 660-012-0060.**

The Port of Portland has installed extensive infrastructure and public services in the TRIP area to provide service for future development. This infrastructure has been shown in recent land use applications to satisfactorily meet the needs of existing and future development. As many of these sites are inaccessible and are unlikely to see any future development, a significant effect on the transportation system has not been found. As such, the map amendments comply with the Transportation Planning Rule. **The criterion is met.**

# Decision Criteria – Zoning Map [TDC 6.1400]

**A. The proposed zone is appropriate for the Comprehensive Land Use Plan land use designation on the property, and is consistent with the description and policies for the applicable Comprehensive Land Use Plan land use classification.**

This amendment runs concurrent with the Comprehensive Land Use Plan Map amendment request that will bring these parcels in line with the description and policies applicable under the Open Space designation. Comprehensive Plan Goal 2 states that lands that contain “natural resource areas, flood plains, wetlands, steep slopes, beaches and riverbank trails,...[and] trails” are appropriate to be designated Open Space in the Planning Area. Each of these parcels contains one of more of these features and, thus, Open Space is the most appropriate designation for these parcels. **The criterion is met.**

**B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.**

The Troutdale Development Code specifies that low impact development, such as trails or wildlife areas, are some of the most appropriate uses in Open Space designated zones. Many of these parcels contain existing trails or suitable habitat for wildlife, already allowing for the permitted uses indicated as appropriate for these parcels. **The criterion is met.**



## Decision Criteria – Zoning Map [TDC 6.1400]

**C. Adequate public facilities, services, and transportation networks are in place, or are planned to be provided concurrently with the development of the property. The applicant shall demonstrate compliance with the Transportation Planning Rule, specifically by addressing whether the proposed amendment has a significant effect on the transportation system pursuant to OAR 660-012-0060.**

The Port of Portland has installed extensive infrastructure and public services in the TRIP area to provide service for future development on buildable lands. This infrastructure has been shown in recent land use applications to satisfactorily meet the needs of existing and future development. As many of these sites are inaccessible and are unlikely to see any future development, a significant effect on the transportation system has not been found. As such, the map amendments comply with the Transportation Planning Rule. **The criterion is met.**

**D. The amendment will not interfere with the livability, development, or value of other land in the vicinity of site-specific proposals when weighed against the public interest in granting the proposed amendment.**

This amendment provides enhancements to development and the value of adjacent land by promoting natural floodplain functions for the whole of the City. Providing additional stormwater retention capabilities alleviates flood concerns during large rainfall events for both properties in proximity to these areas as well as those that are hydrologically connected to the stormwater system. The public interest would therefore see an improvement through the approval of this map amendment. **The criterion is met.**

## Decision Criteria – Zoning Map [TDC 6.1400]

**E. The amendment will not be detrimental to the general interest of the community.**

This amendment is not substantive in a way that would affect health, safety, or welfare of the community. It would enhance stormwater systems for the whole of the City at no additional cost by providing additional natural floodplain functions for flood storage capacity. In addition, the proposed zoning district will provide an opportunity for future enhancements of regional trail systems and dedicated levee protection systems if those enhancements are required. **The criterion is met.**

# Staff Recommendation

Staff recommends approval with no specific conditions proposed.

## Council Actions:

- Review draft language of Decision Criteria for both types of map amendments.
- Propose any changes or modifications
- Hold second hearing/reading at next Council meeting

# Public Testimony

# Public Testimony

## **Order of Testimony**

1. Applicant
2. Proponents
3. Opponents
4. Neutral Parties / Clarifications
5. Requests for Additional Time

## **Reminder:**

- All issues raised by a participant must be sufficiently clear and specific to allow PC and other parties to respond.
- Failure to raise an issue during this public hearing may invalidate a future appeal based on that issue.

# Requesting Additional Time

- Opportunities for additional evidence or testimony
  - Continuing the public hearing to a future date
  - Leaving the record open for at least seven days
  - If record is left open, any participant may file a written request for an opportunity to respond. PC shall reopen the record to allow any person to raise new issues which relate to the new evidence

# City of Troutdale

## Event Permitting Proposal

Public Hearing: Tuesday, November 14, 2017

Troutdale Citizens Advisory Committee | Community Development

# Background

- October 2016 – Staff recommended that CAC ask City Council for the ability to review event permitting process and provide recommendations on updates to streamline this procedure.
- November 2016 – CAC members Will Knight and Jon Brown visited City Council to ask for a mandate from City Council to review the event permitting process. City Council granted this request.
- January – November 2017 – CAC held work sessions to review all relevant information and to provide feedback and request additional follow up from City Staff
- During this time we have continually sought public comment and input specifically from event holders with first hand knowledge of the process, as well as city staff in multiple departments



# Goals

1. To serve the public in a greater capacity by modernizing, simplifying, and streamlining the event permitting process.
2. To create solid policies and procedures which provide city staff with a structured framework from which to work.
3. To update fees, deposits, and building rental rates in accordance with what is equitable.

# Why have event permits?

- The City of Troutdale recognizes the **inherent value in special events** that bring the public together and enhance the standard of living within the community. This Section seeks to **accommodate public rights of speech and assembly consistent with the governmental interest in protecting property, public safety, health, and welfare**, by establishing procedures, terms, and conditions for conducting Special Events. This Section seeks to impose reasonable time, place, and manner controls in an appropriate and limited manner upon events and facility use for which permits are required in order to **improve customer service** and improve response time. This section shall be administered in a manner that seeks to allow for expression, assembly, and exercise of religious rights in accordance with applicable Constitutional and statutory limits and controls. It shall be administered in a manner that recognizes that **the community values the various and diverse types and sizes of events as enhancing the quality of life of the community.**

## Public/city staff comments from outreach

- The current process is cumbersome, outdated, complicated, and inefficient for both the public and city staff
- City staff has no official direction as to how to handle event permits as there has never been an established process or procedure for handling event permitting
- A streamlined approach would be more effective for both the city staff and the event coordinators
- The current process has multiple layers of bureaucracy that unnecessarily costs the city money to administer
- Rip Caswell, Jodi Rogers, Saul Pompeyo, Jon Brown, Karen Young, Travis Hultin, John Wilson, Jay Marquess, Laura Burlus, JC Mercer Jr, etc

# Preferred options for improvement

- Defining what an event permit is and when it is necessary
- Providing one point of contact for the public to work with
- Make issuance of an event permit a Type 1 application with 3 options
  - Approval, Approval with conditions, or Deny
  - Define reasons why an event permit may be denied as well as the process of denying an event

## Preferred options for improvement (cont)

- Set timelines for application submission
- Put into place criteria for “Pre-Event Conferences”
- Modernize the process by allowing digital submission of an application
- Establish a 3-5 year “standing” permit for annually recurring events of community interest that show a responsible track record and commitment to work with the city

## Preferred options for improvement (cont)

- Modernize fee structures for event permits, facility rentals, and rental deposits
- Permit beer/wine at events, in certain situations, with an alcohol deposit/fee/ additional insurance, in line with precise guidelines in accordance with OLCC laws (1 year trial basis to start)
- Update/define requirements for vendor permits by allowing the event coordinator to file for all vendors
- Update/define notice to neighbors, and “no-parking” signage rules
- Update/define how block parties are handled by adding to current city SOP
- Educate the public and past event permittees with a town hall style roll out and community outreach

# Analysis

## **Benefits**

- To serve the public in a greater capacity by modernizing, simplifying, and streamlining the event permitting process
- To create solid policies and procedures which provide city staff with a structured framework from which to work from, thus improving the effectiveness of staff time needed to administer the process
- To update fees, deposits, and building rental rates in accordance with what is equitable

## **Drawbacks**

- People can be resistant to change...
- Will take a period of adjustment to develop, train staff, and manage the new systems

## Citizen Advisory Committee Recommendation

- CAC recommends that Council direct staff to create a draft proposal ordinance.
- Once the final draft is complete, the CAC requests the opportunity for final review prior to forwarding findings to Council for discussion, approval, and implementation.



**Questions or Comments?**