CITY OF HILLSBORO

HILLSBORO CITY COUNCIL

Preliminary Agenda
Tuesday, October 21, 2008

6 PM
Hillsboro Civic Center Conference Rooms 113B&C

Work Session
150 E. Main Street

7 PM
Hillsboro Civic Center Auditorium

Regular Session
150 E. Main Street

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Please silence all electronic devices. Thank you.

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- Qualified bilingual interpreters.

To obtain services, please call 503-681-6100

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When addressing the Council, please use the witness table (center front of the room). All testimony is electronically recorded. Public participation is encouraged. If you wish to speak, please raise your hand or walk to the witness table as the Mayor calls the item, or, on any item not on the agenda, as the Mayor calls for "Communications and Non-Agenda Items." If you are speaking on an item not on the regular agenda, please fill out the card on the table in the back of the room and give to the City Recorder. You are not required to give your address when speaking to the City Council, only your name.

Ordinances and Resolutions marked with an asterisk will not be read in full unless requested by a member of the City Council. Copies were distributed to Council and posted for at least seven calendar days, and are available on the north side of the auditorium.

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*** SEE ATTACHED AGENDA ***
Posted – October 16, 2008

REGULAR SESSION – 7 PM – AUDITORIUM

PLEDGE OF ALLEGIANCE – Mayor Tom Hughes

CALL TO ORDER - Roll Call

1. **CONSENT AGENDA:** (The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)

   A. Consider minutes: September 16, 2008
   October 7, 2008

   B. Authorize the Mayor and City Recorder to execute a standard developer contract for the following:

Project Name	Developer
Heron Creek Phase 4	GSL Properties

   C. Designate Mayor Tom Hughes as the City's voting delegate and Councilor Ed Dennis as the alternate, for the National League of Cities annual membership meeting, Saturday, November 15, 2008.

2. **PRESENTATIONS AND APPOINTMENTS:**

   A. Vision Implementation Committee (3-year term)
   Edwin Vargas

3. **PUBLIC HEARINGS:**

   A. SN 3-08: NW Brookwood Avenue to NE 47th Avenue: Consider an ordinance officially renaming a public street from NW Brookwood Avenue to NE 47th Avenue and NE Ihly Way. **Ordinance No.*_____is available.**

4. **UNFINISHED BUSINESS:**

   A. None.

5. **NEW BUSINESS:**

   A. Consider Parks and Recreation Commission recommendation approving an intergovernmental agreement with Oregon Department of Transportation (ODOT) and Metro for the expenditure of $150,000 in MTIP grant funds for the Rock Creek Trail Extension Project and authorize the Mayor and City Recorder to execute the documents.

B. Consider Finance Committee recommendation adopting a resolution approving a telecommunications franchise agreement with TW Telecom Inc. for use of the City's rights-of-way under Hillsboro Municipal Code Chapter 5.76, and authorize the Mayor and City Recorder to execute the documents. **Resolution No.*_____ is available.**

C. Consider endorsement of liquor license application: *(This request has been reviewed by the Police Department and no objections have been filed.)*

Off-Premises Sales – *Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows sample tastings of malt beverages, wine and cider.*

1. C&H Mart #2, 1068 SE Baseline Street – Original Application - Off-premises sales

6. **COMMUNICATION AND NON-AGENDA ITEMS:** (Persons wishing to speak on matters not on the agenda may be recognized at this time. *Please fill out the card on the table in the back of the room and give to the City Recorder.* You are not required to give your address when speaking to the City Council, only your name. Presentations are limited to three minutes, with a maximum total of 15 minutes for this agenda item. More time, if needed, may be provided upon completion of the regular agenda.)

7. **ADVICE/INFORMATION ITEMS:**

A. Proclamation: National Magic Week: October 25-31, 2008.

B. General Election – November 4.

C. Veterans Day Holiday – November 11. City offices closed. D.

D. Shred-It Day: Sponsored by the Hillsboro Police Department – November 1, 2008 from 9 AM to 11 AM at the West Precinct, 250 SE 10th Avenue. Shredding services will be provided by Iron Mountain to the general public. The Police Department will also be collecting packaged or canned food items.

ANNUAL COMMUNITY EVENTS:

E. Saturday Farmers' Market in downtown Hillsboro, every Saturday through October 25 from 8 AM to 1:30 PM.

8. **WORK SESSION ITEM (Item A will be discussed in work session preceding regular session in Conference Room C113B; Item B will be discussed following regular session in Conference Room C113B.**

A. Hillsboro Landmarks Advisory Committee work plan – presented by Debbie Raber

B. Earthquake Exercise *Seismic Slam '08* Recap – presented by Sharon Kennedy

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CITY OF HILLSBORO

HILLSBORO CITY COUNCIL

Minutes
Tuesday, September 16, 2008

7 PM
Hillsboro Civic Center Auditorium

Regular Session
150 E. Main Street

REGULAR SESSION – 7 PM – AUDITORIUM

PLEDGE OF ALLEGIANCE – Mayor Tom Hughes

CALL TO ORDER - Roll Call
Present: Mayor Tom Hughes, Councilors Ed Dennis, Aron Carleson, Olga Acuña, Doug Johnson and Cynthia O'Donnell.
Excused Absence: Councilor Nenice Andrews
Staff Present: Sarah Jo Chaplen, Rob Massar, Rob Dixon, Ellen Conley, Mike Smith, Barbara Simon, Kevin Smith, Erik Jensen, Kevin Hanway, Gary Seidel, Steve Greagor, Cristina Caravaca, David Robinson, Tina Bailey, Lila Ashenbrenner, Cindy Bolek, Amber Ames, Brian Kennedy, Mark Jackson, Chris Hartye, Denise Carlson, Dennis Ross, Alwin Turiel and City Attorney Pam Beery

1. **CONSENT AGENDA:**

   A. Consider minutes: September 2, 2008

   B. Approve a cooperative agreement to establish the Partners for a Sustainable Washington County Community, with a $14,646 cost each year for a three-year initial commitment, and authorize the Mayor and City Recorder to execute the documents. (Finance Committee recommendation)

   C. Approve a contract with Marsh USA to provide broker services for property and casualty insurance placement for the City for a $38,000 initial flat fee, and authorize the Mayor and City Recorder to execute the documents. (Finance Committee recommendation)

   D. Acting as Contract Review Board, adopt the sole source determination to exempt from competitive procurement the purchase of consulting services and approve a contract with Moss Adams LLP for Enterprise Resource Planning System Consulting Services in the amount of $168,228, and authorize the Mayor and City Recorder to execute the documents. (Finance Committee recommendation)

   E. Designate Mayor Tom Hughes as the City's voting delegate and Sarah Jo Chaplen, City Manager, as the alternate, for the League of Oregon Cities annual membership meeting, Saturday, October 4, 2008.

F. Schedule a joint City Council/Hillsboro School District work session, Thursday, November 20, 2008, 6 PM, Hillsboro School District office, 3083 NE 49th Place.

G. SN 3-08: NW Brookwood Avenue to NE 47th Avenue: Schedule a public hearing for October 21, 2008 regarding the renaming and recording of the public street segment of NW Brookwood Avenue to NE 47th Avenue and NW Ihly Way.

H. Endorsement of the liquor license annual renewal: *(The renewal request has been reviewed by the Police Department and no objections have been filed.)*

Limited On-Premises Sales – *Allows the sale of malt beverages, wine and cider for consumption on the licensed premises, and the sale of kegs of malt beverages for off premises consumption.*

1. Gengis Khan Grill, 2020 NE Cornell Rd. #L – Limited on-premises sales

I. Adopt a resolution approving a telecommunications franchise agreement with Qwest Communications Corporation for use of the City's rights-of-way under Hillsboro Municipal Code Chapter 5.76, and authorize the Mayor and City Recorder to execute the documents. (Finance Committee recommendation) Resolution No. 2268 was available.

RESOLUTION NO. 2268

A RESOLUTION AUTHORIZING A TELECOMMUNICATIONS FRANCHISE AGREEMENT.

Motion was made by O'Donnell, seconded by Dennis, to approve the Consent Agenda as presented. The motion passed unanimously with Johnson, Acuña, Carleson, Dennis and O'Donnell voting in favor.

2. PRESENTATIONS AND APPOINTMENTS:

A. Turner Creek Status Report by Assistant City Manager Rob Dixon and Clean Water Services Deputy General Manager Bob Cruz.

Mr. Cruz, Nora Curtis and Mark Poling, Clean Water Services, gave a presentation. They said that said that 4 of 5 pumps are in operation. Their goal is to have all 5 available. Councilor Johnson asked how South Hillsboro would be served. Mr. Cruz said that particular area would be served by an alternate pump station. Councilor Dennis asked about reliability of 5 pumps working at a bad time of the year. Mr. Polling responded that maintenance measures can be taken to ensure all pumps are in good working order. Clean Water Services has also been in contact with Portland General Electric to discuss reliability of electrical feeds. Councilor Johnson asked about infiltration levels with new pipe installation and how we remedy issues with older pipes. Ms Curtis responded there is a cost sharing mechanism for rehabilitation projects within the city.

B. Hillsboro Arts and Culture Council Year-in-Review Presentation by Cultural Arts Program Manager Sean Morgan and Cultural Arts Program Supervisor Cristina Caravaca.

Ms. Caravaca gave a PowerPoint presentation. She discussed the initiatives of the HACC including: professional development workshops; grants and scholarships, networking events, community outreach efforts; and the public Art Program. Councilor Dennis asked that performance measures for the next 3-5 years be attached to the program.

C. Appointments:

Parks and Recreation Commission (3-year term)
Jay Leo – filling vacant position until January 2011
Chris Mannen – filling new position until January 2009
Oscar Monteblanco – filling new position until January 2010

Motion was made by O'Donnell, seconded by Johnson, to confirm the Mayor's appointments. The motion passed unanimously with Acuña, Carleson, Dennis, O'Donnell and Johnson voting in favor.

D. Special Presentation by the Mayor and City Manager

Sarah Jo Chaplen and Mayor Hughes recognized Assistant City Manager Rob Massar for his 18 years of service to the City of Hillsboro.

3. PUBLIC HEARINGS:

A. VAC 08-02 SE Alexander Street: Consider adopting an ordinance vacating a portion of SE Alexander Street east of SE Brookwood Avenue, in the City of Hillsboro, in Washington County, Oregon. Ordinance No. 5882 was available.

Mayor Hughes opened the public hearing on VAC 08-02 and asked for testimony in support or opposition. There was none. The public hearing was closed.

Motion was made by Dennis, seconded by O'Donnell, that Ordinance No. 5882 do pass. Roll call on the motion was as follows: Dennis, aye, Acuña, aye, O'Donnell, aye, Carleson, aye, Johnson, aye. The motion passed unanimously and Ordinance No. 5882 was declared passed.

ORDINANCE NO. 5882

AN ORDINANCE VACATING A PORTION OF SE ALEXANDER STREET EAST OF SE BROOKWOOD AVENUE, IN THE CITY OF HILLSBORO, IN WASHINGTON COUNTY, OREGON.

B. Public hearing on the Police Department's participation in the Fiscal Year 2008 Edward Byrne Memorial Justice Assistance Grant program administered through the United States Department of Justice to fund the new Domestic Violence Resource and Intervention Program. (This item was discussed at the Finance Committee meeting on September 9, 2008.)

Mayor Hughes opened the public hearing on Item 3B and asked for testimony in support or opposition. There was none. The public hearing was closed.

Motion was made by O'Donnell, seconded by Dennis, to approve the Finance Committee recommendation to participate in the Fiscal Year 2008 Edward Byrne Memorial Justice Assistance Grant program administered through the United States Department of Justice to

fund the new Domestic Violence Resource and Intervention Program. The motion passed unanimously with Carleson, Dennis, O'Donnell, Johnson and Acuña voting in favor.

4. UNFINISHED BUSINESS:

A. None.

5. NEW BUSINESS:

A. Consider Parks and Recreation Commission recommendation to authorize an additional partnership opportunity with the Hillsboro School District to develop a sports field at the South Meadows School site with a cost not to exceed $700,000. (The initial partnership was authorized by intergovernmental agreement at the August 7, 2007 City Council meeting.)

Motion was made by Johnson, seconded by O'Donnell, to authorize an additional partnership opportunity with the Hillsboro School District to develop a sports field at the South Meadows School site with a cost not to exceed $700,000. The motion passed unanimously with Dennis, O'Donnell, Johnson, Acuña and Carleson voting in favor.

B. Consider endorsement of liquor license applications:

1. Vertigo Brewing, 21420 NW Nicholas Ct. Suite D-7 – Original Application – Limited on-premises sales, brewery
2. On the Border, 7370 NE Cornell Rd. – Original Application – Full on-premises sales

Motion was made by Johnson, seconded by Dennis, to approve the endorsements as presented. The motion passed unanimously with O'Donnell, Johnson, Acuña, Carleson and Dennis voting in favor.

C. Consider convening in Executive Session under ORS 192.660(2)(h) to consult with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed and under ORS 192.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions. (Conference Room 113B following adjournment of the work session)

Motion was made by O'Donnell, seconded by Dennis, to convene in Executive Session following the work session in Conference Room C113B. The motion passed unanimously with Johnson, Acuña, Carleson, Dennis and O'Donnell voting in favor.

D. Consider action related to Executive Session, if needed.

Following adjournment of the Executive Session, Mayor Hughes called the regular session back to order. Motion was made by Dennis, seconded by O'Donnell, to amend the Purchase and Sale agreement for the City property at 206th and Cornell to extend the timeline provided for the purchase to terminate the agreement to October 10, 2008; and to schedule a public hearing for October 7, 2008 to consider the proposed sale. The motion passed unanimously with Acuña, Carleson, Dennis, O'Donnell and Johnson voting in favor.

Motion was made by Dennis, seconded by Carleson, for the City Attorney's office to file a brief on litigation related to a Land Use Board of Appeals appeal by October 2, 2008. The motion passed unanimously with Carleson, Dennis, O'Donnell, Johnson and Acuña voting in favor.

6. COMMUNICATION AND NON-AGENDA ITEMS:

A. None.

7. ADVICE/INFORMATION ITEMS:

A. Proclamation: Worldwide Day of Play – September 27.

B. Proclamation: Mental Illness Awareness Week – October 5-11. Candlelight ceremony, Sunday, October 5, 7 PM, Washington County Courthouse steps (the 2nd Avenue side).

Keith Raines and Laura O'Neill distributed a handout outlining the programs and activities coordinated by the National Alliance on Mental Illness – Washington County.

C. City Hall Day, October 16, 6 PM, Hillsboro Civic Center conference rooms C113B&C.

D. General Election – November 4.

ANNUAL COMMUNITY EVENTS:

E. Saturday Farmers' Market in downtown Hillsboro, every Saturday through October 25 from 8 AM to 1:30 PM.

F. Sunday Farmers' Market at Orenco Station, every Sunday through October 5 from 10 AM to 2 PM.

8. WORK SESSION ITEMS:

A. League of Oregon Cities Legislative Priorities – presented by City Lobbyist Jack Isselmann and Administration Director Erik Jensen

B. New Fire Station – presented by Assistant City Manager Ellen Conley and Facilities and Fleet Director David Robinson

The work sessions were held.

There being no further business to come before the Council, the meeting was adjourned to work session at 7:55 PM.

_____

Mayor

DRAFT

HILLSBORO CITY COUNCIL

Minutes
Tuesday, October 7, 2008

7 PM
Hillsboro Civic Center Auditorium

Regular Session
150 E. Main Street

REGULAR SESSION – 7 PM – AUDITORIUM

PLEDGE OF ALLEGIANCE – Mayor Tom Hughes

CALL TO ORDER - Roll Call
Present: Mayor Tom Hughes, Councilors Aron Carleson, Olga Acuña, Nenice Andrews (arrived at 7:08 PM) and Doug Johnson
Excused Absences: Councilors Ed Dennis and Cynthia O'Donnell
Staff Present: Sarah Jo Chaplen, Rob Dixon, Ellen Conley, Gary Seidel, Henry Reimann, Kevin Hanway, Debbie Werner, Amber Ames, Mike Smith, Tom Arnold, Barbara Simon, Colin Cooper, John Southgate, Erik Jensen, Alwin Turiel and City Attorney Chris Crean

1. CONSENT AGENDA:

A. Schedule joint City Council/Hillsboro School District work session Thursday, November 20, 2008, 6 PM, Hillsboro School District offices, 3083 NE 49th Place.

B. SN 4-08: NW 281st/Prahl to NE 15th Ave: Schedule a public hearing for November 4, 2008 regarding the renaming and recording of the public street segment of NW 281st Avenue (formerly known as NW Prahl Road) to NE 15th Avenue.

C. Endorsement of the liquor license annual renewals:

1. Original Joe's a Touch of Italy, 2363 SE TV Hwy – Limited on-premises sales
2. Thai Princess Restaurant, 2401 Cornell Rd, Suite H – Limited on-premises sales
3. Qdoba Mexican Grill, 2288 NW Allie Ave #850 – Full on-premises sales
4. Albertsons #591, 888 NE 25th Ave – Off-premises sales
5. Merchant of Venice Café, 1341 NE Orenco Station Pkwy – Full on-premises sales

Motion was made by Johnson, seconded by Acuña, to approve the Consent Agenda as presented. The motion passed unanimously with Carleson, Johnson and Acuña voting in favor.

2. PRESENTATIONS AND APPOINTMENTS:

A. Recognition of the City of Hillsboro Economic Development Department for receiving the Business Development Success Story Award from SolarWorld and Spectrawatt.

B. Recognition of Deputy City Recorder Debbie Werner for receiving the 2008 President's Award of Distinction from the Oregon Association of Municipal Recorders.

[Recorder's Note: Councilor Andrews arrived at 7:08 PM.]

3. PUBLIC HEARINGS:

A. Consider a resolution authorizing the Mayor to enter into an addendum to an agreement for the sale of real property located at the NE corner of the intersection of NW John Olsen Avenue and NW Cornell Road. Resolution No. 2269 was available.

Assistant City Manager Ellen Conley gave the staff report. She said the buyer indicated they may terminate the sale but the City had not been officially notified in writing yet. Mayor Hughes opened the public hearing on Item 3A and asked for testimony in support or opposition. There was none. The public hearing was closed.

Motion was made by Johnson, seconded by Andrews, that Resolution No. 2269 be adopted. The motion passed unanimously with Johnson, Acuña, Carleson and Andrews voting in favor.

RESOLUTION NO. 2269

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN ADDENDUM TO AN AGREEMENT FOR THE SALE OF REAL PROPERTY.

4. UNFINISHED BUSINESS:

A. CU 6-08: Fred Meyer Fuel Stop #143: Consider an appeal of Planning and Zoning Hearings Board decision approving the conditional use to allow construction and operation of an automobile fueling station in the C-1 Commercial Zone. The "limited de novo appeal" hearing was originally set on May 20, 2008 and continued on October 7, 2008. Request for a third continuance to January 20, 2009.

Motion was made by Johnson, seconded by Carleson, to approve the request for a third continuance to January 20, 2009. The motion passed unanimously with Acuña, Carleson, Andrews and Johnson voting in favor.

5. NEW BUSINESS:

A. ZC 7-07 (MOD 1): Zone Change Request – Heritage Christian School: Consider an ordinance amending the official zoning map, a portion of Hillsboro Zoning Ordinance No. 1945, as amended, by modifying the conditions of a zone change approval on a certain tract of land zoned R-8.5 Single Family Residential. The request is for a modification to Condition No. 2 of an approved zone change from

R-10 Single Family Residential to R-8.5 Single Family Residential, on one property approximately 5.86 acres in area generally located south of NE Rogahn Street, west of NE Charlois Drive, north of NE Eaglenest Court, and east of NE Jackson School Road. The property can be specifically identified as Tax Lot 1000 on Washington County Assessor's Tax Map 1N2-30AC. Ordinance No. 5883 was available.

Motion was made by Johnson, seconded by Carleson, that Ordinance No. 5883 do pass. Roll call on the motion was as follows: Carleson, aye, Johnson, aye, Acuña, aye, Andrews, aye. The motion passed unanimously and Ordinance No. 5883 was declared passed.

ORDINANCE NO. 5883
ZC 7-07 (MOD 1): HERITAGE CHRISTIAN SCHOOL

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP, A PORTION OF HILLSBORO ZONING ORDINANCE NO. 1945, AS AMENDED, BY MODIFYING THE CONDITIONS OF ZONE CHANGE APPROVAL ON A CERTAIN TRACT OF LAND ZONED R-8.5 SINGLE FAMILY RESIDENTIAL.

B. Consider adopting a resolution adopting a rate schedule for the transportation utility fee imposed by Hillsboro Municipal Code Article 3.40. Resolution No. 2270 was available.

Motion was made by Andrews, seconded by Acuña, that Resolution No. 2270 be adopted. The motion passed unanimously with Carleson, Andrews, Johnson and Acuña voting in favor.

RESOLUTION NO. 2270

A RESOLUTION ADOPTING A RATE SCHEDULE FOR THE TRANSPORTATION UTILITY FEE IMPOSED BY HILLSBORO MUNICIPAL CODE ARTICLE 3.40.

C. Consider approving an intergovernmental agreement with Washington County for construction management services for the SE 10th Avenue Widening Project, and authorize the Mayor and City Recorder to execute the documents.

Motion was made by Johnson, seconded by Andrews, to approve an intergovernmental agreement with Washington County for construction management services for the SE 10th Avenue Widening Project, and authorize the Mayor and City Recorder to execute the documents. The motion passed unanimously with Andrews, Johnson, Acuña and Carleson voting in favor.

D. Consider approving a ground lease agreement with the Port of Portland for approximately 1.1 acres of land adjacent to NE 25th Avenue and the Hillsboro Airport to allow the City to construct a fire station, and authorize the Mayor and City Recorder to execute the documents. (This item was discussed in work session on August 16, 2008)

Motion was made by Carleson, seconded by Andrews, to approve a ground lease agreement with the Port of Portland for approximately 1.1 acres of land adjacent to NE 25th Avenue and the Hillsboro Airport to allow the City to construct a fire station, and authorize the Mayor and City Recorder to execute the documents. The motion passed unanimously with Johnson, Acuña, Carleson and Andrews voting in favor.

E. Consider endorsement of liquor license applications:

1. Best Panda Buffet, 1050 SW Baseline Rd #C1 – Change of Ownership – Full on-premises sales
2. Dotty's, 1300 SW Oak #G – Change in Privilege – Full on-premises sales

Motion was made by Johnson, seconded by Andrews, to approve the endorsements as presented. The motion passed unanimously with Acuña, Carleson, Andrews and Johnson voting in favor.

6. COMMUNICATION AND NON-AGENDA ITEMS:

A. None.

7. ADVICE/INFORMATION ITEMS:

A. Proclamation: Crime Prevention Month – October 2008.

B. Proclamation: Fire Prevention Month – October 2008.

C. City Council Retreat, October 11, 8 AM, Hillsboro Main Library.

D. City Hall Day, October 16, 6 PM, Hillsboro Civic Center conference rooms C113B&C.

E. General Election – November 4.

F. Veterans Day Holiday – November 11. City offices closed.

ANNUAL COMMUNITY EVENTS:

G. Saturday Farmers' Market in downtown Hillsboro, every Saturday through October 25 from 8 AM to 1:30 PM.

8. WORK SESSION ITEM:

A. Discussion: County Island Annexation – Planning Department staff and Clark Worth, Barney and Worth, Inc.

The work session was held.

There being no further business to come before the Council, the meeting was adjourned to work session at 7:18 PM.

_____
Mayor

ATTEST: _____
City Recorder

1B

CITY OF HILLSBORO

Public Works Department, Engineering Division

DATE: October 7, 2008

TO: Mayor and City Council

FROM: Roy Gibson, Public Works Director

PROJECT: Heron Creek Phase 4

Description: Public improvements required to serve a new condominium development located near 25 NW 185th Ave. (1N2360003601)

The developer of the above referenced project has submitted the required financial guarantees, insurance certificates and paid the appropriate fees.

Staff therefore requests authorization for the City Manager and City Recorder to execute standard developer installation agreements as follows:

Developer: GSL Properties

	Construction	Deposit
Street	$346,770.00	$13,870.80
Storm	$9,950.00	$1,040.00
Sanitary	$12,300.00	$1,134.50
Water	$0.00	$0.00
TOTAL	$369,020.00	$16,045.30

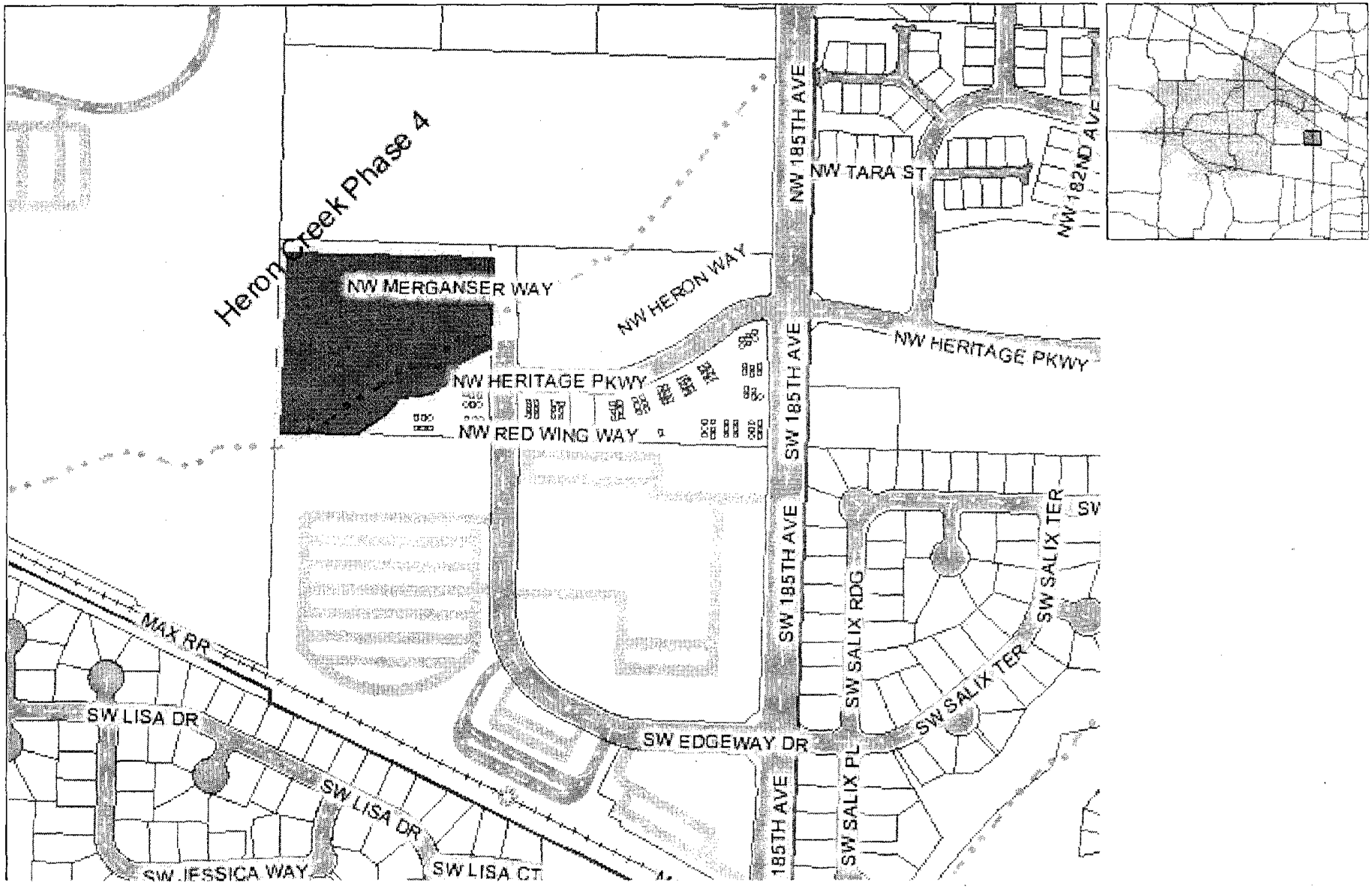
Attachment: Location Map

150 E Main, Fourth Floor
Hillsboro, Oregon 97123

Office: 681-6146
Fax: 681-6245

Heron Creek Phase 4

19-Sep-08 10:22 AM



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CITY OF HILLSBORO

3A

October 21, 2008

SUPPLEMENTAL STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Request for a Street Name Change
File No. SN 3-08: NW Brookwood Avenue to NE 47th Avenue and NE Ihly Way

At their regular meeting on October 21st, the City Council is scheduled to open the public hearing on proposed street name change SN 2-08 NW Brookwood Avenue to NE 47th Avenue and NE Ihly Way. Since preparation of the earlier staff report on this matter, additional comments on the proposed street name change have been received by the City. The first is an email correspondence received on October 16, 2008, from Ms. Tina Engelfried who opposes the proposed street name change. The second item is a memo from Fire Marshal John Rinier from the Hillsboro Fire Department testifying in favor of the proposed street name change.

Both communications have been attached to this memo for the Council's review, and both have been added to the record.

Respectfully submitted,

CITY OF HILLSBORO PLANNING DEPARTMENT

Daniel L. Dias
Urban Planner I

Attachments: Email correspondence from Ms. Tina Engelfried on October 16, 2008
Memo from John Rinier, Hillsboro Fire Marshal,

Dan Dias

From: Rockne Stites
Sent: Thursday, October 16, 2008 6:45 AM
To: Tina; Dan Dias
Subject: RE: street name change

Good morning Tina,

Thank you for your comments; we will make sure that your email is included in the testimony at the City Counsel meeting.

To basically answer your questions, the designation of NE 47th Avenue is in the grid for Hillsboro. To the east of your location is NE 49th Avenue and between your street and 49th there is the possibility of a street and that would be NE 48th Avenue. 47th also lines up with the north/south street to the south of Baseline.

NE Ihly (I-lee) Street is a connector street and will not have any properties addressed from it. It gives us a cross street reference for emergency purposes. The name does have significance in the city of Hillsboro.

If you have any other questions please feel free to either email me or you can reach me by phone at 503.681.6151.

Sincerely,

Rockne Stites
City of Hillsboro

From: Tina [mailto:tengel3@verizon.net]
Sent: Thursday, October 16, 2008 05:59 AM
To: Dan Dias; Rockne Stites
Subject: street name change

Regarding name change of NW Brookwood Avenue to NE 47th Avenue and NE Ihly Way:

I will not be able to attend the public hearing about this name change but I would like to say, I don't like it. I understand the need to make finding streets easier for emergency help, but the new names are ridiculous. Why NE47th Ave? There are no other similar numbers nearby. If I were trying to find this street I would think it only logical that there would be a 46th or 48th nearby. And how does one even pronounce IHLY? What kind of name is that? Are there no more sensible options? Those of us who live here will have to go to considerable trouble to accommodate this change, can we at least have names that make sense?

This town is already full of street names that don't make sense, do we need to add to it?

Sorry to rant, and I am sure you are all underappreciated, but can we please be logical sounding for the general public?

Tina Engelfried

CITY OF HILLSBORO

October 21, 2008

TO: Mayor Tom Hughes and City Council Members
Sarah Jo Chaplan, Hillsboro City Manager

FROM: John Rinier, Fire Marshal

RE: NW Brookwood Avenue Proposed Name Change

It is imperative that we are able to find addresses and street names without any complications or confusion. Similar street names have caused confusion in the past and as a result, the fire department would be supportive of the proposed name change of NW Brookwood Avenue to NE 47th Avenue. This change would be consistent with our normal naming convention throughout the city and would fix the existing confusion of similar street names and differing directional locators (like NW or NE) in that area.

Additionally, we have been asked if a GPS unit was sufficient enough to ensure accurate navigation to an emergency incident. Our answer would be no. Although GPS can be used as tool to assist us with quickly locating an address, it always needs to be field verified for accuracy. The only sure method is to have properly marked street signs with address numbers on buildings. We use this method once we arrive in the area so we can quickly navigate to the incident.

Sincerely,

John Rinier
Fire Marshal
City of Hillsboro

Hillsboro Fire Department 240 S. First Avenue · Hillsboro, Oregon 97123-3973 · 503/681-6166 · FAX 503/681-6208 . www.ci.hills.or.us
AN EQUAL OPPORTUNITY EMPLOYER PRINTED ON RECYCLED PAPER

3A

CITY OF HILLSBORO

October 13, 2008

STAFF REPORT

TO: City Council

FROM: Planning Department

RE: Request for Street Name Change –
File No. SN 3-08: NW Brookwood Avenue to NE 47th Avenue and NE Ihly Way

BACKGROUND

On August 5, 2008, jurisdiction of the remaining portions of the NW Brookwood Avenue right-of-way under Washington County's control was transferred to the City of Hillsboro. Emergency Services and City staff are requesting that the public street segment of NW Brookwood Avenue, as shown on the attached map, be officially renamed and recorded NE 47th Avenue and NW Ihly Way.

The purpose for this street name change request is to alleviate any potential confusion between NW Brookwood Avenue with the nearby and parallel NE Brookwood Parkway. In addition, City staff recommends the short access street currently connecting NE Brookwood Parkway to NW Brookwood Avenue, and currently signed as NW Brookwood Avenue, is requested to be changed to NE Ihly Way. The new street names of NE 47th Avenue and NE Ihly Way will assist the response of fire, police and other emergency services to addresses located on the subject street. Changing the street name to NE 47th Avenue will also make the street name consistent with the existing city street grid.

Recording the streets as NE 47th Avenue and NE Ihly Way will increase safety and place the street name on appropriate Washington County Tax Assessor's Maps (1N2-33, 1N2-33AC, 1N2-33DA, 1N2-33DB and 1N2-33DC). This change would affect 43 surrounding properties and 35 property owners because these properties are currently addressed off of NW Brookwood Avenue. These properties would retain their address numbers but would change from NW Brookwood Avenue to NE 47th Avenue. As of the date of this staff report, two property owners

have submitted testimony requesting that the street name change be denied. Currently there are no addresses off of the access street proposed to be NE Ihly Way.

On September 10, 2008, the Planning Commission reviewed a request from City Staff to change the name of the public street segment, as shown on the attached plat, as NW Brookwood, and approved Resolution No. 1678-P recommending approval of this proposed street name change.

PUBLIC TESTIMONY

On September 25, 2008 Planning staff sent a notice to the residents who would be impacted by this street name change if it were approved. The letter sent to the residents is attached.

On October 3, 2008 Mr. and Mrs. Brad Sticka sent a letter to the Hillsboro Planning Department in response to the notice which was mailed. Mr. and Mrs. Sticka requested that the letter be attached to the staff report and included in the record. The letter is attached for Council's review.

On October 10, 2008 the Planning Department received a letter from Ms. Pell in response to the street name change. This letter has also been attached for Council's review.

Staff would like to address some of the key issues raised by Mr. and Mrs. Sticka and Ms. Pell in their written testimony. First, both describe the hardship of having to change their addressing information imposed by the street name change. Staff recognizes the impact the proposed street name change can cause and that is why a six month transition period is provided. If the street name change is approved, City staff will send a letter to affected properties that outlines the steps necessary to change their address. Following City approval of any street name change there is always a six month transition period in which properties can use either the old or the new address has been to help ease the transition. During this six months City staff are available to assist the property owners in what will need to be done to achieve a smooth transition to the new address.

A second issue raised was the lack of a need to change to street name for fire and emergency purposes. Staff would like to reiterate that the street name change has been initiated by Emergency Services and is very important to ensure fire life safety and alleviate confusion of emergency services to properties along the subject street. While local emergency services may be familiar with the different streets, agencies responding from out of town in the event of a larger emergency will not be familiar with the similar street names. Thus there is a high risk for confusion and potential inability to respond to the area in an efficient manner.

REQUEST

ORS 227.120 sets forth the procedure and approval process for naming or renaming streets. The procedure requires a recommendation from the Planning Commission to the City Council for the renaming of any existing street, highway, or road, other than a County road, if the Commission feels the renaming is in the best interest of the City. Upon receiving the Commission's recommendation, the Council is then required to schedule a public hearing to consider the matter.

Pursuant to ORS 227.120, the Planning Staff requests that the Council open the public hearing on the proposed street name change and accept any testimony presented. Should the Council choose to approve the requested street name change, a draft ordinance adopting the street name is attached for the Council members' review.

Respectfully submitted,

CITY OF HILLSBORO PLANNING DEPARTMENT

Daniel L Dias
Urban Planner I

Attachments: Draft City Council Ordinance
Attachment A: Vicinity Map
PC Resolution No. 1678-P
Notice to Residents
Mr. and Mrs. Sticka's letter dated September 30, 2008
Ms. Pell letter received October 10, 2008

ORDINANCE NO._____

SN 3-08: NW BROOKWOOD AVENUE TO NE 47TH AVENUE AND NE IHLY WAY

AN ORDINANCE OFFICIALLY RENAMING A PUBLIC STREET FROM NW BROOKWOOD AVENUE TO NE 47TH AVENUE AND NE IHLY WAY.

WHEREAS, in August, 2008, jurisdiction of the remaining portions of a public street were transferred from Washington County to the City of Hillsboro; and

WHEREAS, ORS 227.120 sets forth the procedure for naming and renaming streets and requires the Planning Commission to forward a recommendation to the City Council to hold a public hearing on the proposed private street name, and

WHEREAS, changing the name of the public street segment of NW Brookwood Avenue to NE 47th Avenue and NE Ihly Way would alleviate potential confusion and provide better emergency service, and

WHEREAS, the Planning Commission considered this matter on September 10, 2008, and adopted Resolution No. 1678-P recommending to the City Council that the Council approve the street name change, and

WHEREAS, pursuant to ORS 227.120 the City Council held a public hearing to consider the recommendation on October 21, 2008, and voted to adopt the Planning Commission's recommendation on this matter.

NOW, THEREFORE, THE CITY OF HILLSBORO ORDAINS AS FOLLOWS:

Section 1. The streets as shown on Exhibit A shall be renamed NE 47th Avenue and NE Ihly Way.

Section 2. The City Planning Director is hereby instructed to amend the official City maps to reflect the changes in the street names and to notify all pertinent parties and units of government of the change in the street name.

Passed by the Council this 21st day of October, 2008.

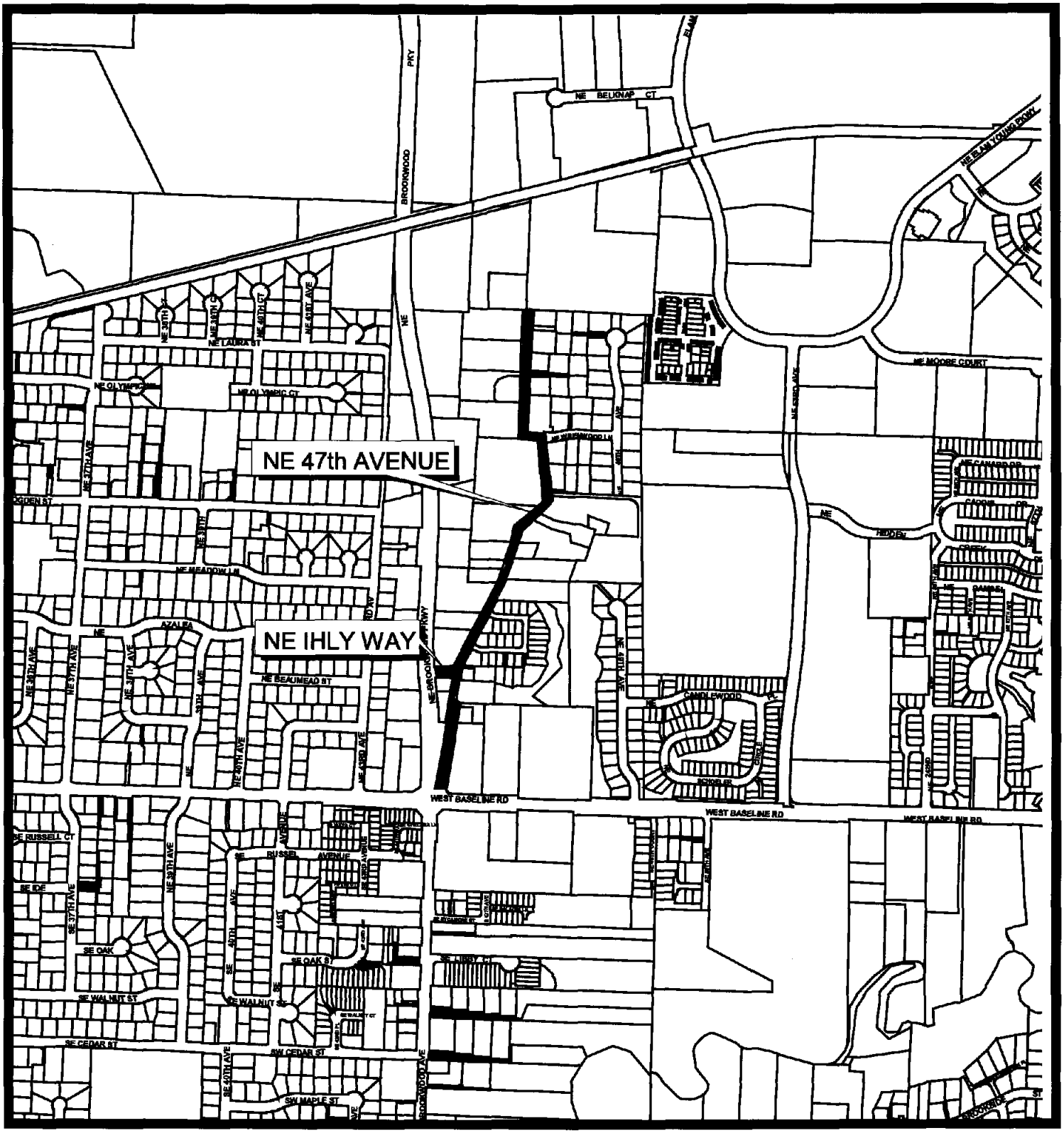
Approved by the Mayor this 21st day of October, 2008.

_____
Mayor

ATTEST: _____
City Recorder

SN 3-08: NW Brookwood Avenue to NE 47th Avenue and NE Ihly Way

EXHIBIT 'A'



PLANNING COMMISSION

RESOLUTION NO. 1678-P

SN 3-08: NW BROOKWOOD AVENUE TO NE 47th AVENUE & NE IHLY AVENUE

A RESOLUTION TO THE CITY COUNCIL RECOMMENDING THAT TWO PUBLIC STREET SEGMENTS BE RENAMED NE 47TH AVENUE AND NE IHLY WAY.

WHEREAS, on August 5, 2008, the remaining portions of NW Brookwood Avenue right-of-way under county control were transferred from Washington County's jurisdiction to the City of Hillsboro; and

WHEREAS, ORS 227.120 sets forth the procedure for naming and renaming streets and requires the Planning Commission to forward a recommendation to the City Council to hold a public hearing on the proposed private street name, and

WHEREAS, renaming the public street segment of NW Brookwood Avenue would alleviate potential confusion and provide better emergency service, and

WHEREAS, the Planning Commission considered this matter on September 10, 2008, and supports the proposed public street name changes as acceptable and appropriate.

NOW, THEREFORE, THE CITY OF HILLSBORO RESOLVES AS FOLLOWS, that the City of Hillsboro Planning Commission by and through this resolution hereby recommends that the City Council schedule a public hearing, at a time the Council deems appropriate, to consider officially renaming and recording the public street segment identified on Exhibit A as NE Kalahari Ridge Avenue.

Introduced and passed by the Commission this 10th day of September, 2008.

President

ATTEST:

Secretary

CITY OF HILLSBORO

September 25, 2008

REQUEST FOR STREET NAME CHANGE
SN 3-08: NW BROOKWOOD AVENUE TO NE 47TH AVENUE & NE IHLY WAY

Dear Resident,

This letter is being sent to you to provide notice that the Fire Department and City Staff are requesting that the street name of NW Brookwood Avenue be changed to NE 47th Avenue and NE Ihly Way. The purpose for this street name change request is to alleviate confusion of NW Brookwood Avenue with the nearby and parallel NE Brookwood Parkway. The small access street currently connecting NE Brookwood Parkway to NW Brookwood Avenue, and currently signed as NW Brookwood Avenue, is requested to be changed to NE Ihly Way. The new street names of NE 47th Avenue and NE Ihly Way will assist the timely response of fire, police and other emergency services to addresses located on your street.

This change would affect you because your property is currently addressed off of NW Brookwood Avenue. This street name change will not affect your address number, but will change the street name from NW Brookwood Avenue to NE 47th Avenue.

For example: if your current address is **1550 NW Brookwood Avenue**, your new address would be **1550 NE 47th Avenue. Please note that your street number will not change.**

A map is attached to this letter which illustrates the streets involved with this proposed street name change and the effected properties are highlighted.

If the City Council approves the street name change there is a six month window in which you will be able to transition from your old address to your new address. You will receive a second letter which will further define the timeline and assistance. If you have any questions regarding the street name change please contact Dan Dias at (503) 681-6179 or at dand@ci.hillsboro.or.us in the Planning Department or Rockne Stites at (503) 681-6151 or at rocknes@ci.hillsboro.or.us or.

Within the next week you will be receiving a notice for a public hearing which will be held before the Hillsboro City Council, at or shortly after 7:00 p.m., on Tuesday, October 21, 2008 in the auditorium of the Hillsboro Civic Center, 150 East Main Street, Hillsboro, Oregon. At this hearing the City Council will consider a request to rename NW Brookwood Avenue to NE 47th Avenue & NE Ihly Way.

You are invited to attend this meeting and will be given an opportunity to be heard concerning the proposal. Oral testimony will be taken in the following order: proponents and opponents.

Oral testimony should avoid repetition of issues, and should be based on the application. If you are unable to attend you may submit a written statement to the Planning Department on or before the meeting date. Telephone conversations cannot be accepted as testimony.

Sincerely,

CITY OF HILLSBORO PLANNING DEPARTMENT

Daniel L Dias
Urban Planner I

Rockne Stites
Planning Database Coordinator

Attached: Vicinity Map

SN : 08: NW BROOKWOO AVE TO NE 47TH AVD & NE IHLY WAY

N

AFFECTED PROPERTIES

RECEIVED

OCT 03 2008

CITY OF HILLSBORO
PLANNING DEPARTMENT

September 30, 2008

Planning Department
Attn: Dan Dias
150 East Main Street
Hillsboro, OR 97123

Subject: **Proposed Street Name Change from NW Brookwood Ave to NE 47th Ave**

Dear Dan:

I just received the letter that was sent explaining the proposal to change the name of the street I live on from NW Brookwood Avenue to NE 47th Avenue and I am outraged. I can't believe that the Planning Department wants to spend their time and my taxes on something as pointless as this.

Changing the name to "alleviate the confusion for our fire, police and other emergency services" may have been a convincing argument a few years ago before GPS technology, but it's an argument without substance today. Anyone who knows this area is already familiar with our street and anyone who doesn't know the area can find my address easily with on-line software or their personal GPS unit. I have lived on NW Brookwood Avenue for over 7 years and everyone from the UPS driver to the pizza delivery boy can find my house without a problem.

I work from my home and have hundreds of contacts that have my business card directing them to contact me at my NW Brookwood Avenue address. It would take me hours and hours to send them my change of address…not to mention contacting everyone my family does business with. We would need to send hundreds of address change notifications to family and friends and spend money and countless hours of work for a proposal that does absolutely nothing for us. What kind of compensation do you have to offer me?

If the Planning Department is looking for a worthwhile project, maybe they should consider having a traffic light installed at the intersection of our street and NE Brookwood Parkway so the residents didn't have to grow old waiting for a chance to merge into traffic during rush hour. If they want to reduce the confusion that street names have in town, maybe they should change the name of Shute road at the intersection of Sunset highway since the road turns into Brookwood Parkway (without so much as a turn) about a mile south. This affects hundreds of drivers a day and not just a few dozen like our street.

I want this letter to go on record as my testimony as an opponent of the proposal. I will be out-of-town and won't be able to attend the public hearing on October 21st. Please put my wife and I down as an adamant "NO WAY."

Sincerely,

Brad Sticka

Lynnette Sticka

Brad Sticka
898 NW Brookwood Avenue, Hillsboro, OR 97124 (503) 640-9687

Dear Mr. D. Diaz,

I am writing this letter to oppose the name change of NW Brookwood Ave to Ihly Way and 47th Ave. Therefore, I am casting a NO vote. NW Brookwood Ave has been here, long before the concept of NE Brookwood Parkway. I do not see any logic to the name change. I think the Fire and Police Department are smart enough to differentiate NE Brookwood Parkway from the long established NW Brookwood Ave. To me and my husband (who is an invalid, he has Huntington's Disease) we know that Trimet (Lift Program) and the ambulance are finally familiar with NW Brookwood. It took them two years to familiarize themselves with our street. It was also be a hardship on our part to change addresses on all our documents, investments, family, friends, etc.

Sincerely,

Luz Pell

Luz Pell
650 NW Brookwood Ave
Hillsboro, OR 97124

RECEIVED
OCT 10 2008
CITY OF HILLSBORO
DEVELOPMENT DEPARTMENT

5A

CITY OF HILLSBORO
Parks & Recreation

MEMORANDUM

DATE: October 13, 2008

TO: Hillsboro City Council

FROM: Mary Ordal, Project Manager MEO

SUBJECT: Three-way Agreement for MTIP grant to Extend Rock Creek Trail

Requested City Council Action
Staff recommends City Council approve the three-way project agreement for use of $150,000 in MTIP grant funds for planning work for the extension of the Rock Creek Trail.

Background
Hillsboro has been awarded a total of $1,275,000 in Metropolitan Transportation Improvement Program (MTIP) funds for the extension of the Rock Creek Trail. The grant funds will be allocated over a couple of years, starting with the planning phases to select the final trail alignment, design and engineering details and actual construction. The grant funds require a 3-way agreement between ODOT (where federal transportation funds come into the State), Metro (where funds are allocated) and Hillsboro (where the project will be implemented).

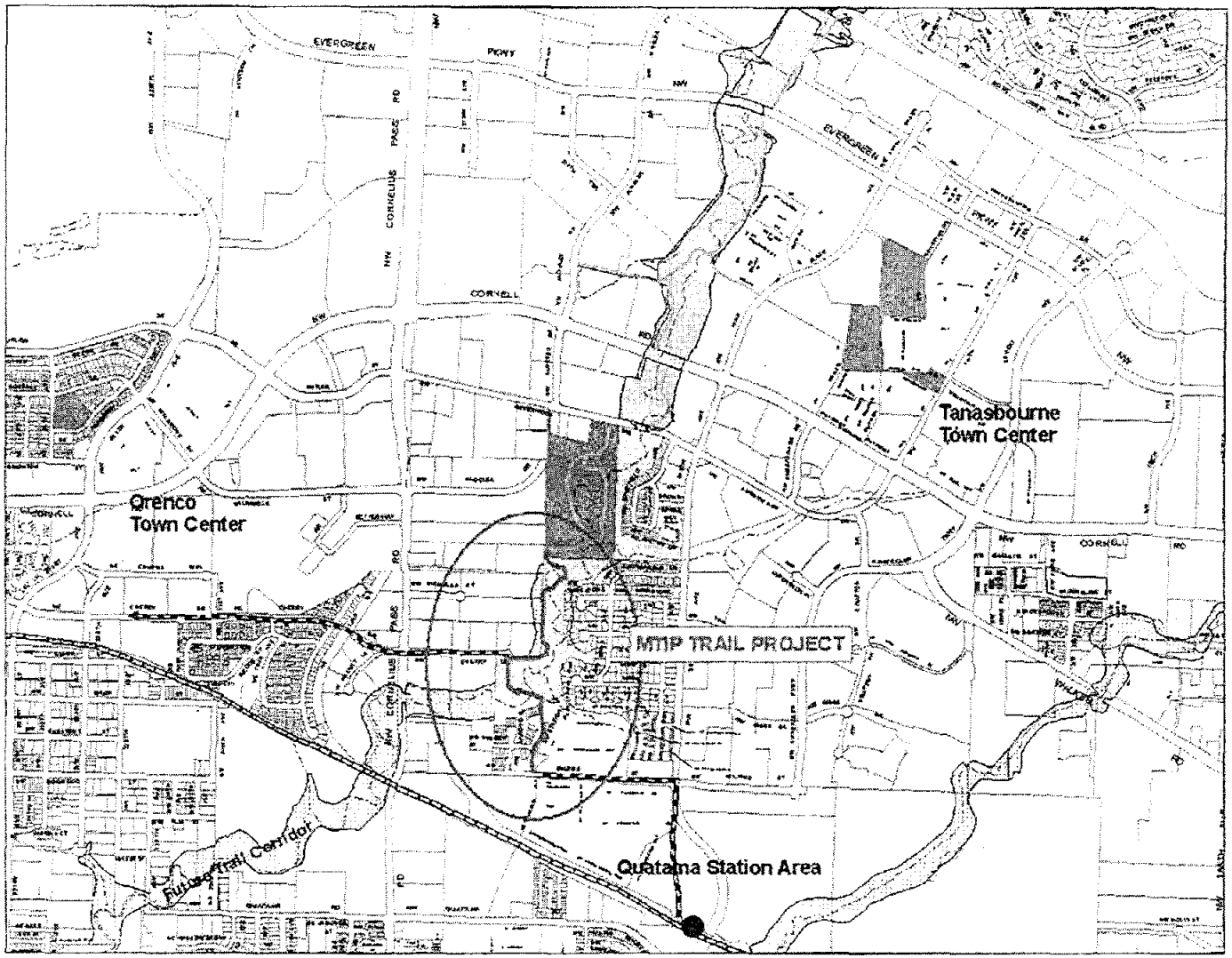
The project will fund the extension of the Rock Creek Regional Trail from Orchard Park south to NW Wilkins St, a distance of about .66 mile. This first phase will be for planning work to conduct a Design Options Analysis phase leading selection of the actual alignment of the trail on the ground.

At their August 12, 2008 meeting, the Hillsboro Park and Recreation Commission unanimously recommended that City Council approve the three-way agreement for use of MTIP grant funds for planning work for the extension of the Rock Creek Trail. This recommendation was contingent upon legal review of the proposed agreement; those reviews have been completed and the agreement is ready for signature.

Cost
This current agreement is for $150,000 in MTIP funds, to be matched with $17,168 in local funds (Parks SDC). The Parks SDC funds are available and have been allocated for this purpose.

Recommendation
Staff is requesting City Council approval of the three-way agreement with ODOT and Metro for the expenditure of $150,000 in MTIP grant funds for the Rock Creek Trail Extension project.

4400 NW 229th Avenue, Hillsboro, Oregon 97124 · 503.681.6120 · FAX 503.681.6124



City of Hillsboro

Parks & Recreation

Rock Creek Regional Trail

Proposed MTIP Trail

Existing trail

Existing Sidewalk

Light Rial

Developed Park

Greenway Park

Rock Creek Greenway

N

0 700 1,400 2,800 4,200 5,600 Feet

5B

CITY OF HILLSBORO

DATE: October 7, 2008

TO: Finance Committee

FROM: Nancy Werner, City Attorney's Office

SUBJECT: Franchise Agreement with tw telecom of oregon llc

REQUESTED ACTION:

Consider staff recommendation to Council to pass a resolution authorizing a telecommunications franchise agreement with tw telecom of oregon llc for use of the City of Hillsboro's right-of-way under Hillsboro Municipal Code Chapter 5.76.

BACKGROUND:

tw telecom of oregon llc has officially requested a telecommunications franchise from the City of Hillsboro. A franchise previously was granted on June 14, 2001, under the company's former name, Time Warner Telecom of Oregon LLC and was inadvertently allowed to lapse. tw telecom of oregon llc continued to pay franchise fees during this lapse.

The City of Hillsboro passed a Master Telecommunications Ordinance (Ordinance Number 4542) on December 2, 1997, which outlines the requirements for a telecommunications company to obtain a franchise agreement with the City. The franchise allows companies to build in the City's rights-of-way. A typical term of a franchise under the Master Telecommunications Ordinance is five years. The proposed tw telecom of oregon llc renewal franchise is for the same period of time.

Pursuant to Section 5.76.090 of the Code, the City Council shall issue a written determination granting or denying the franchise application, in whole, or in part, applying the standards listed below. If the franchise application is denied, the written determination shall include the reasons for denial. The standards to be applied by the City Council are: a) financial and technical ability of the applicant;

b) legal ability of the applicant; and c) ability to meet applicable federal, state and local telecommunication laws, regulations and policies.

Financial and Technical Ability of the Applicant

Staff has examined the financial and technical ability of the applicant and believes the company is fully capable of implementing their proposed business plan.

The Legal Ability of the Applicant

tw telecom of oregon llc is a Delaware limited liability company qualified to do business in the State of Oregon.

Ability to Meet Applicable Federal, State and Local Telecommunication Laws, Regulations and Policies

The City has a Master Telecommunications Franchise that is used for each telecommunications provider occupying the rights-of-way within the City. The Master Franchise requires the franchisee to comply with all applicable terms of HMC Chapter 5.76, which in turn requires compliance with all applicable federal and state laws and regulations. tw telecom of oregon llc has agreed to the terms set forth in the Master Franchise.

The Master Franchise requires tw telecom of oregon llc to pay the quarterly franchise fee set forth in HMC 5.76.143. tw telecom of oregon llc has been paying a franchise fee of 3.5% of gross revenue as set forth in the Code.

PROJECT COSTS:

Under the Master Telecommunications Ordinance 4542, construction cannot begin until a performance bond has been submitted as well as other general, automobile and excess liability insurance. tw telecom of oregon llc has agreed to submit the appropriate bonds and certificates of insurance to staff as attachments to the franchise upon return after signature. This will ensure that the City's right-of-way is protected and the costs of repair covered if necessary.

RECOMMENDATION:

Please consider forwarding a recommendation to the City Council to pass a resolution authorizing the Mayor and City Recorder to sign a telecommunications franchise agreement with tw telecom of oregon llc.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A TELECOMMUNICATIONS FRANCHISE AGREEMENT.

WHEREAS, Hillsboro Municipal Code 5.76.060 requires a telecommunication carrier who desires to occupy public rights-of-way of the City to obtain a telecommunications franchise, and

WHEREAS, Hillsboro Municipal Code 5.76.110 requires that before a franchise is granted, an agreement be executed and approved by resolution of the City Council, and

WHEREAS, tw telecom of oregon llc has applied for a franchise agreement to occupy the public rights-of-way in the City. A franchise previously was granted on June 14, 2001, under the company's former name, Time Warner Telecom of Oregon LLC and was inadvertently allowed to lapse.

NOW, THEREFORE, BE IT RESOLVED by the Hillsboro City Council that the Mayor and City Recorder are authorized to execute a telecommunications franchise agreement with tw telecom of oregon llc in substantially the form set out in Exhibit "A" to this Resolution after the above referenced company signs and returns two copies of the agreements with accompanying insurance and bond documents.

Introduced and Passed this _____day of October, 2008.

_____
Mayor

ATTEST:_____
City Recorder

5C

CITY OF HILLSBORO

MEMORANDUM

DATE: October 13, 2008

TO: Mayor and City Council

FROM: Hillsboro Police Department
Amber Ames, City Recorder

SUBJECT: Request for liquor license endorsement

Please consider staff recommendations for the following liquor license application:

1. C&H Mart #2 – 1068 SE Baseline Street – Off Premises Sales

The Police Department has reviewed the application and recommends Council endorsement. If you have any questions, please do not hesitate to call the Hillsboro Police Department (503-681-6174) or Amber Ames (503-681-6117).

Attachments:
OLCC Liquor License Applications

REQUEST FOR CITY COUNCIL ENDORSEMENT No. 190-08
Liquor License Application
City of Hillsboro, Oregon

SEP 29 2008
CITY OF HILLSBORO

Indicate type of application:

- [x] $100.00 Original Application
- [ ] $ 75.00 Change of Ownership
- [ ] $ 75.00 Change of location
- [ ] $ 75.00 Change in privilege
- [ ] $ 35.00 Renewal or Temporary
- [ ] $ 25.00 Off-premises sales

License type:

- [ ] Full on-premises sales
- [ ] Limited on-premises sales
- [x] Off-premises sales
- [ ] Temporary sales license

BUSINESS NAME: C & H CHO INC.

DBA NAME: C MART #2

Business Address: 1068 SE BASELINE ST. HILLSBORO OR 97123

Applicant: C & H CHO INC. (Chang JAMES CHO
(Full Name)

Home Address:

Street | Home Phone

HILLSBORO | OR | 97124 | 503-760-1951
City | State | Zip | Business Phone

Driver's License No.: State: Oregon

Co-Applicant: _____
(Full Name)

If more than one co-applicant, provide complete information on each (attach page(s) as necessary).

Home Address: NONE
Street | Home Phone

City | State | Zip | Business Phone

Driver's License No.: _____ State: _____

Note: If applicant is a corporation, list name and address of home offices:
C & H CHO, INC.
HILLSBORO, OR 97124

I hereby attest that the information provided above is true and accurate to the best of my knowledge. It is understood that the City may request additional or supplemental information during the course of processing this application.

Date: _____ Chang J Cho
Signature(s) of Applicant(s) or Agent(s)

City Business License No.: _____ Receipt No. _____

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

PLEASE PRINT OR TYPE

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales ($402.60/yr)
  - ☐ Commercial Establishment
  - ☐ Caterer
  - ☐ Passenger Carrier
  - ☐ Other Public Location
  - ☐ Private Club
- ☐ Limited On-Premises Sales ($202.60/yr)
- ☑ Off-Premises Sales ($100/yr)
  - ☐ with Fuel Pumps
- ☐ Brewery Public House ($252.60)
- ☐ Winery ($250/yr)
- ☐ Other: _____

ACTIONS

- ☐ Change Ownership
- ☑ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other _____

Applying as:

☐ Limited Partnership ☐ Corporation ☐ Limited Liability Company ☐ Individuals

FOR CITY AND COUNTY USE ONLY

The city council or county commission:

_____ (name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By: _____ (signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: EH

Date: 9-16-08

90-day authority: ☐ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① C & H CHO INC. ③ _____

② _____ ④ _____

2. Trade Name (dba): C MART #2

3. Business Location: 1068 S.E. BASELINE ST. HILLSBOR, WASHINGTON, OR 97123
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 1068 SE BASELINE ST. HILLSBORO OR 97123
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: To be ordered, (503) 647-9394 (HOME) 503-647-9394
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐Yes ☑No

7. If yes to whom: N/A Type of License: N/A

8. Former Business Name: Vacant

9. Will you have a manager? ☐Yes ☑No Name: N/A
(manager must fill out an individual history form)

10. What is the local governing body where your business is located? CITY of HILLSBORO
(name of city or county)

11. Contact person for this application: CHANG CHO
(name) (phone number(s)

(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Chang J Cho Date 7/14/08 ③ [illegible] Date 7/13/08

② President Date _____ ④ Vice President Date _____

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

Common Types of OLCC Licenses:

Full On-Premises Sales (F):

This type of license allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. The OLCC issues Full On-Premises Sales (F) licenses to caterers (F-CAT), commercial establishments (F-COM), private clubs (F-CLU), public passenger carriers
(F-PC), and other public locations (F-PL).

- Previously hard liquor dispenser license (DA, DB, DC)

Limited On-Premises Sales (L):

This license allows the sale of malt beverages, wine and cider for consumption on the licensed premises, and the sale of kegs of malt beverages for off premises consumption.

- Previously RMB (Tavern) license

Off Premises Sales (O):

This license allows the sale of malt beverages, wine, and cider in factory sealed containers for consumption off the licensed premises and allows sample tastings of malt beverages, wine, and cider.

- Previously called a package store license

Wholesale Malt Beverage and Wine (WMBW):

This license allows storage, import, export, and wholesale sale of wine (21% alcohol or less) to wholesale and retail licensees, allows wine tastings, and the sale of wine and male beverages for customers to drink at the business and "to go" in sealed containers.

Brewery Public House (BP):

This license allows the manufacture, storage, sale, and exportation of malt beverages. Retail sales may be for on or off premises consumption. Also allows sales of wine and cider containing no more than 21% alcohol.

1994

STREET COMMITTEE AGENDA

September 26, 1994, 4:00 p.m, Shirley Huffman Auditorium, Public Services Building, 155 N. First Avenue, Hillsboro, Oregon 97124.

NOTE: **Street Committee Meetings will revert back to the fourth Monday, of the month rather then the previous schedule of the fourth Tuesday of each month.**

Consider approval of the minutes of the regular meeting of August 23, 1994, and the Special Meeting of July 19, 1994.

I. ITEMS FOR STREET COMMITTEE ACTION:

1. Consider request from CES Consulting Engineer for Shadowbrook subdivision to utilize 50 ft. and 54 ft. width rights-of-way (Letter of request and data in the packets). (Joe Thompson)

2. Consider request from SE Brookwood neighborhood to lower the speed limit on Brookwood Avenue from 35 to 25 mph, and to take other action related to safety concerns. Over sixty letters of concern were received (Selected letters and a staff memo are attached). (Joe Thompson)

3. Consider request from OR-AK Corporation to utilize 54 ft. width rights-of-way within Oxnard Meadows (Letter of request and map are attached). (Joe Thompson)

4. Consider request from citizen and Jackson School Homeowners Association to establish stop streets along Estate Drive, and install additional speed signs in the Jackson School P.U.D. (Letter and staff memo are attached). (Joe Thompson)

5. Report on status of preliminary design layouts for travel lanes on East Main Street between 9th and 10th. Staff recommends approaching the property owners to discuss parking prohibition, and continue this issue to October 24, 1994 (Map attached). (Joe Thompson)

6. Consider authorization to install street lights on River Road between Minter Bridge Road and Rock Creek Bridge. Estimated cost is $7,500.00. (See attached map) (Joe Thompson)

Item #: TA
Offered By: Ken Payne
Date: 10/21/08
Exhibit #: 1

7. Review preliminary list of projects as submitted by City staff to Washington County related to M.S.T.I.P. III. In addition, a separate list of projects as outlined in the City Transportation Plan is attached for consideration and prioritization by the Committee. Recommend continue to the October 24, 1994, Street Committee Meeting. (Joe Thompson)

8. Consider request from Consultant to approve the use of 28 ft. wide streets and 50 ft. rights-of-way within the proposed Amberview P.U.D. (Letter of request and drawings are attached).

II. ITEMS FOR RECOMMENDATION TO CITY COUNCIL:

1. Consider forwarding a recommendation to City Council to prohibit parking along an east/west alley located between SW Bailey and SW Adams, west of SW Spring Street (See attached map) (Subject to denial of alley vacation petition). (Joe Thompson)

2. Receive report on investigation of all-way-stop warrants for NE Sunrise at NE 21st Avenue. (Joe Thompson)

3. Receive report on investigation of all-way-stop warrants for NE Lincoln at NE 2nd Avenue. (Joe Thompson)

III. INFORMATIONAL ITEMS:

1. Update on community policing in the NE 14th Court, Sunrise-Kennedy area. (Police Department)

septst.doc

Weather Forecast
Today: Partly Cloudy / H: 75 L: 49
Tomorrow: Partly Cloudy / H: 73 L: 51
Thursday: Partly Cloudy / H: 71 L: 48
Friday: Partly Cloudy / H: 73 L: 48
Saturday: Partly Cloudy / H: 76 L: 49
• Detailed weather on A2

Hillsboro Argus

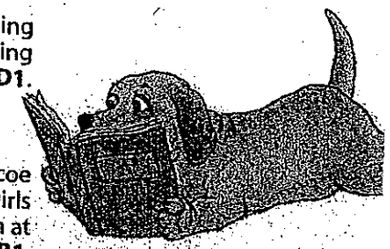
Tuesday, June 6, 2006

Washington County's Leading Newspaper Since 1873

Volume 113, No. 21, 48

Focus
Local libraries are launching their summer reading programs for kids. Story on **D1**.

SPORTS
Mike Melin will leave Glencoe to become the varsity girls basketball coach at Lakeridge. Story on **B1**.



Kenneth Payne stands by his driveway on Brookwood Avenue while he describes how his home, and family, have been impacted by Washington County's project to realign and widen Brookwood Avenue at its intersection with Tualatin Valley Highway. In the background, the relocated fence sits on the new property line, showing the extent of Payne's loss.

Susan Gordanier
The Argus

County project drive retiree's road rage

By Susan Gordanier
The Argus

Increased public convenience can come at high individual cost.

Kenneth Payne is proud of his home at 2381 Brookwood Ave. He says it was just a "shack" when he bought it 18 years ago, but with time and love he's remodeled the house and created its garden.

He insists on strolling through the yard — its roses and perennials in full bloom — while he tells his story.

Payne, 75, retired in after working as a Wash ton County electrical in tor. His wife, Dona, 70, a former county empl worked in the jail. planned to spend thei tirement years quietly e ing their home.

Now they feel betray their former employe cause of the county's p to realign and widen B wood Avenue at its Tu Valley Highway interse

*See **Rage***

From A1

In order to fit a left-turn and two traffic lanes at the new intersection, the county bought 2,208 square feet of the Paynes' front yard as a right-of-way.

As a result, the home will lose two large firs and much of its buffer from the heavily trafficked road.

For Payne, the extent of the impact hit as he relocated some favorite plants and reset his fence along the new property line to meet a June 1 deadline set by the county.

He learned this stage of the road work would not include the sidewalk, curb and bicycle path he had been told would cushion his property from the roadway. Instead, asphalt will run up to the new fence line.

"We will have no buffer here," said Payne. "Cars will run off the road. People already have run off into the ditch, but now they will be right up against our property."

He says he will no longer be able to park his recreational vehicle in his curving driveway because its gate can't open out into traffic and can't open in without blocking his access.

Payne also worries about drainage. The road grade is about two feet higher than his land. Since the new lanes will be much closer, water might flow right down the drive to the house, he says.

"I'm petrified to know they would do this to us here in Hillsboro," said Dona Payne. "All of a sudden they're doing all this stuff different than what they told us."

According to Anne Madden, of Washington County Land Use and Transportation, the Paynes' situation will be temporary.

Funding for the Brookwood intersection project comes from the Major Street Transportation Improvement Program 3B. Improving Brookwood north to Baseline Road, the phase that will add the sidewalks and bike lanes that Ken Payne wants, is funded by MSTIP 3C, slated to run 2007-2012.

However, Madden says, the City of Hillsboro asked for acceleration of the project's final phase because of the importance of Brookwood as a north-south arterial. Design will begin in July, with construction in 2007-2008.

Madden says the centerline of the new intersection shifted toward Payne's property to spare more houses on the road's east side.

None of this comforts Ken Payne, who says neither he nor his wife, both now handicapped, have enough years left to wait.

Gales Creek Commun
April 2

4

LETTERS TO THE EDITOR

County Serves All As Brookwood Changes

I am writing to explain Washington County's position regarding the June 6 story "County project drives retiree's road rage." We want to explain the care we have taken to ensure Mr. Payne — and every property owner impacted by a county capital project — is protected.

This is the second of three projects to improve Brookwood. The first, the new parkway, opened 2001. The second phase will realign Brookwood to connect with 247th at Witch Hazel, to create a safer intersection with TV Highway. The third will improve Brookwood north from TV Highway to Baseline with three lanes, bike lanes and sidewalks.

Anyone driving this section knows its problems: 90-degree turns, narrow lanes, poor sight range, no bicycle or pedestrian facilities. The county has heard from many residents asking for improvements. We will design the project this summer and build it late 2007 or early 2008.

Mr. Payne's property sits where two project phases meet, where the newly widened intersection will taper to three lanes. His entire property is extensive, but the house sits near the front.

The county paid $2,400 for a professional appraisal. Our agents met with Mr. Payne at length and came up with an agreement that he signed. He was paid $28,000 for the 17 to 36 feet of right-of-way needed to make the intersection improvements and build phase three. We did not want to impact his property twice. The appraised value for the area was actually $26,500, but we rounded it up to $28,000, so he could build a fence to keep his dog away from the construction zone.

Mr. Payne's large hedges were actually growing in the public right of way; they must be removed to provide safe sight lines and to build the improvements. At his request we will remove a tree on his remaining frontage, and will grind the stump. We staked out his new fence line for him. He still has approximately 20 feet of property between his fence and the roadway. And we are allowing him to keep two driveway access points to maintain his internal circulation.

Mr. Payne is correct that for the next year or so there will not be a sidewalk and bike lane on his side of Brookwood — because phase three is not yet designed. We will build an asphalt path on the east side for pedestrians until the ultimate sidewalks are built in 2007 or 2008.

"& a year or so"

As for storm water, we will re-grade the ditch and add a pipe at the corner to prevent street storm water from impacting his property.

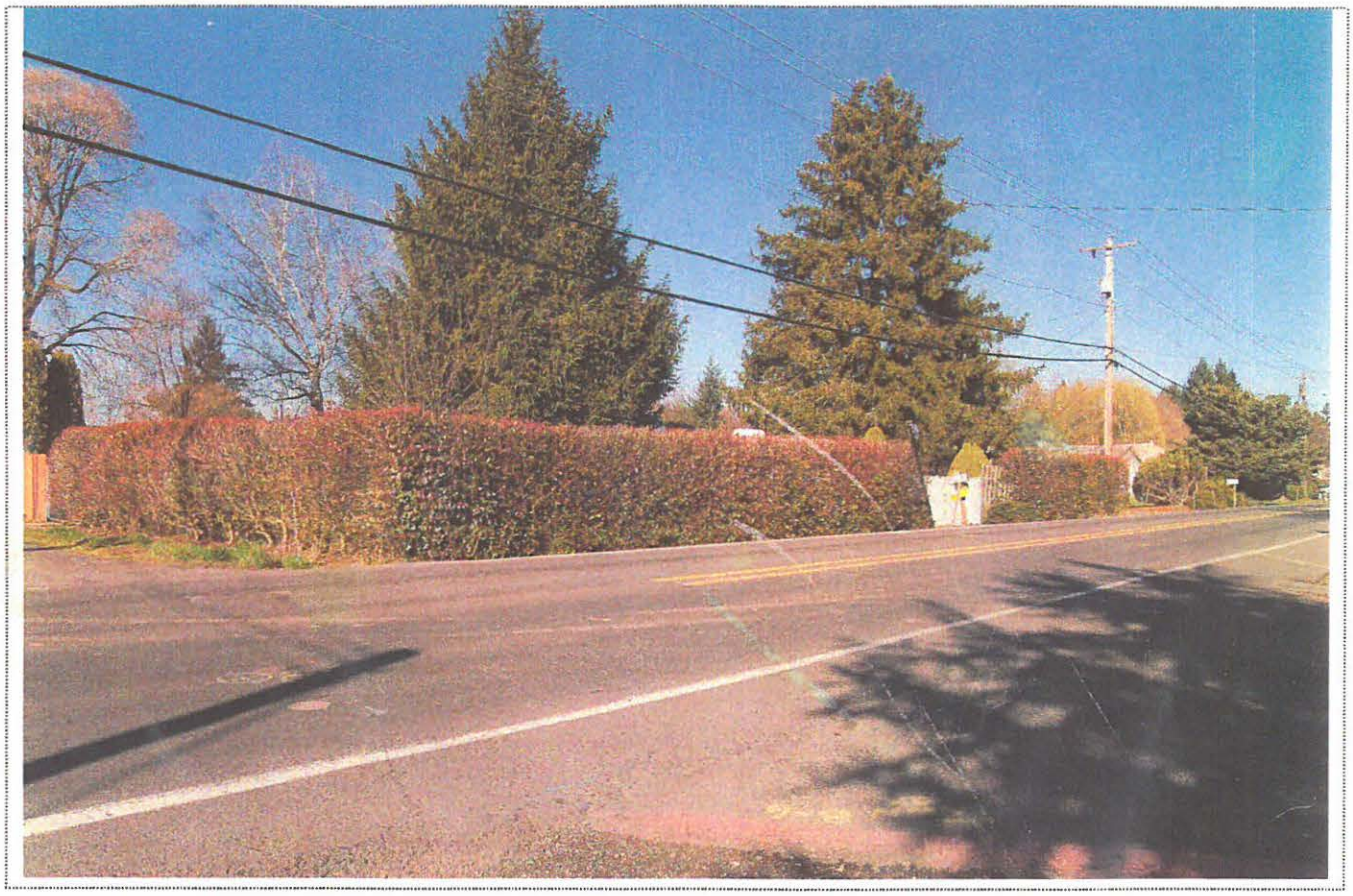
We realize change is often difficult. However, Washington County is doing the best it can to use our limited road dollars to provide the greatest benefit to the largest number of residents and businesses. We welcome comments on our efforts.

Anne Madden
Washington County Sr. Program Educator

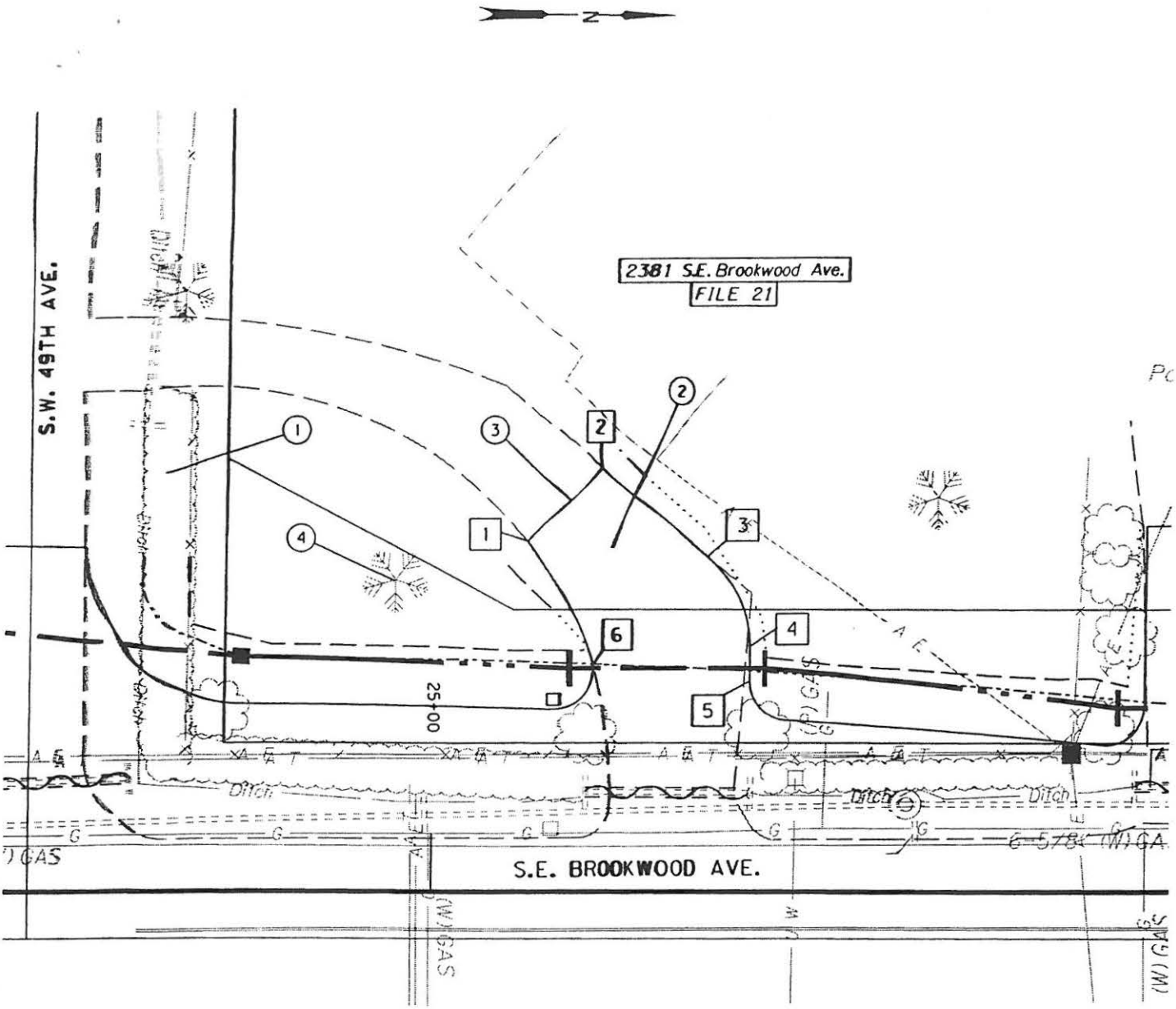
Then

SUBJECT PHOTOGRAPH

(Taken by Peter Arvidson - Additional photos on following pages)



1) Looking northwesterly at front of subject property, from opposite side of SE Brookwood Avenue, across from SE 49th Avenue.



DRIVEWAY GRADING TABLE			
	℄ Station	Offset	F.G. Elev.
1	25+11.68	44.66 Lt	179.96
2	25+21.14	53.95 Lt	179.96
3	25+34.65	42.66 Lt	180.31
4	25+40.03	31.26 Lt	180.49
5	25+40.06	26.84 Lt	180.57
6	25+20.90	28.28 Lt	180.49

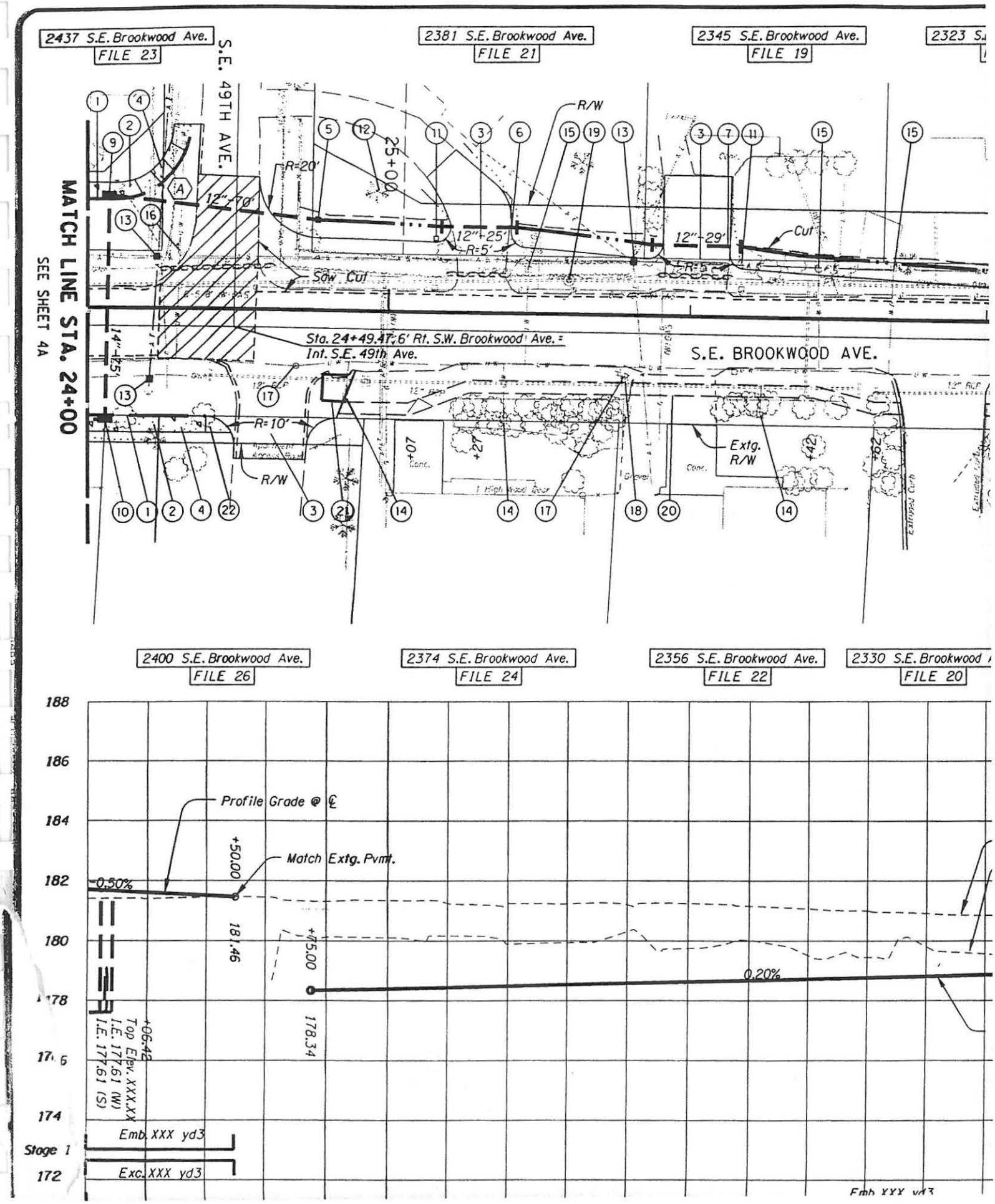
(1) Remove Shrub To Dwy.

(2) Construct Asphalt Driveway (For Details. See Sht. 2B-4)

(3) Match Exstg.

(4) Remove Tree

* Please note that I lose more of my property than any one else.


2437 S.E. Brookwood Ave.
FILE 23
2381 S.E. Brookwood Ave.
FILE 21
2345 S.E. Brookwood Ave.
FILE 19
S.E. 49TH AVE.
MATCH LINE STA. 24+00
SEE SHEET 4A
R/W
R=20'
25+00
12"-70'
12"-25'
R=5'
12"-29'
Cut
Saw Cut
Sta. 24+49.47, 6' Rt. S.W. Brookwood Ave. =
Int. S.E. 49th Ave.
S.E. BROOKWOOD AVE.
14"-25'
R=10'
R/W
Extg.
R/W
+07
+27
+42
+62
2400 S.E. Brookwood Ave.
FILE 26
2374 S.E. Brookwood Ave.
FILE 24
2356 S.E. Brookwood Ave.
FILE 22
2330 S.E. Brookwood
FILE 20
188
186
184
182
180
178
174
172
Profile Grade @ ℄
Match Extg. Pvmt.
-0.50%
+50.00
181.46
+75.00
178.34
0.20%
+06.42
Top Elev. XXX.XX
I.E. 177.61 (W)
I.E. 177.61 (S)
Emb. XXX yd3
Stage 1
Exc. XXX yd3

7A

CITY OF HILLSBORO

Proclamation

Whereas, the Society of American Magicians was founded in 1902 and has more than 7,300 magicians worldwide, including magicians in every state in the union; and

Whereas, members of the Society of American Magicians both professional and amateur, generously offer their time and talent for charitable purposes, providing entertainment for children and adults throughout the area; and

Whereas, magic is an ancient and delightful form of entertainment which continues to give much pleasure to young and old. Magic, as a hobby for teenagers, has demonstrated to be a positive activity; and

Whereas, the Society of American Magicians is dedicated to elevating the art of magic with its endowment fund providing educational and humanitarian assistance to its members; and

Now, therefore, I, Tom Hughes, Mayor of the City of Hillsboro, Oregon, do hereby proclaim the week of October 25-31, 2008 as:

NATIONAL MAGIC WEEK

in the City of Hillsboro and encourage all citizens to enjoy and recognize magic as wholesome and fun entertainment.

Tom Hughes, Mayor
October, 21, 2008

150 East Main Street, Hillsboro, Oregon 97123-4028 • 503/681-6100 • FAX 503/681-6232
AN EQUAL OPPORTUNITY EMPLOYER *PRINTED ON RECYCLED PAPER*

8A

City Council Work Session
October 21, 2008

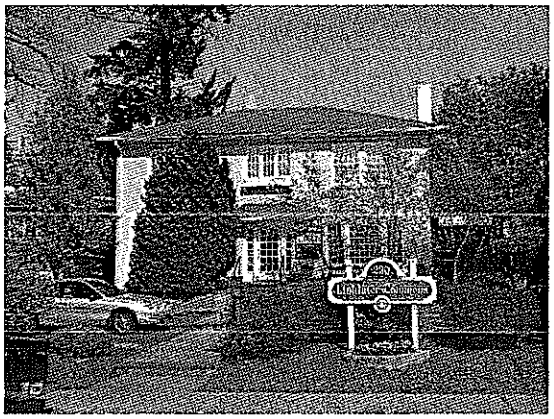
Historic Landmarks Advisory Committee (HLAC) Work Plan

Work Session Purpose

- **Present information and background on 2008-2009 HLAC Work Plan in advance of request for Council approval on November 4th**

2

Linklater House – Built 1923
Where is this house?



3

Historic Preservation Code Provisions

- Comprehensive Plan Section 6
- Hillsboro 2020 Vision Action Plan \ Strategy 15
- Zoning Ordinance Section 132

4

Historic Preservation Decision Makers

- City Council
- Planning Commission
- Historic Landmarks Advisory Committee

5

Imbrie House – Built 1913
Where is this house?

6

Historic Preservation: Past Steps

- Create and empower HLAC
- Qualify as a CLG

7

Historic Preservation: Present and Future Steps

- Approve HLAC Annual Work Plan as required by CLG program
- Implement the Work Plan

8

HLAC Work Plan Projects: 2008-2009

- Completion of Cultural Resource Inventory data update
- HLAC Quarterly newsletter
- Reconnaissance Survey of historic Orenco
- Addition of Pioneer Cemetery to Cultural Resource Inventory

9

HLAC Work Plan Projects: 2008-2009, Continued

- Walking Tour(s) brochures and markers
- Advocacy program for threatened resources
- Historic Hillsboro calendar
- Staffing information booths at public events

10

Rice Gates House – Built 1890
Where is this house?

11

Update Existing Cultural Resource Inventory Data

- Update existing data, including recent digital photos and maps; reformat data electronically for inclusion in SHPO database

12

HLAC Newsletter

- "Hillsboro Landmark" produced quarterly: written by HLAC, staff, and consultants; mailed to Cultural Resource property owners, officials, and interested parties

13

Reconnaissance Level Survey of historic Orenco

- "Reconnaissance Level" survey of structures in historic Orenco neighborhood to determine suitability for National Register Historic District status

14

Walking Tours Brochures and Property Markers

- Walking tour brochures and property markers for sites in downtown Hillsboro and historic Orenco, based on existing brochures by Hillsboro Historical Society and Orenco Neighborhood Organization

15

Schulmerich Bungalow – Built 1915 Where is this house?

16

Advocacy Program for Threatened Resources

- Identify threatened buildings; work with owners to save and maintain them.
- With realtors, identify purchasers interested in restoration
- Develop pre-demolition salvage program
- Revise Zoning Ordinance language on stays of demolition

17

Addition of Pioneer Cemetery to the Cultural Resource Inventory

- Complete historic research and documentation and nominate Hillsboro Pioneer Cemetery to Cultural Resource Inventory

18

Historic Hillsboro Calendar

- 2009 calendar with photographs and captions, produced by HLAC members working with Hillsboro Historical Society (HHS) and Orenco Neighborhood Organization (ONO)

19

Staffing Public Information Booths

- HLAC booths at Vision Town Hall, Celebrate Hillsboro, Tuesday and Saturday Markets

20

Harold Wass Ray House – Built 1935
Where is this house?

21

Planning Commission action on Work Plan

- Joint work session with HLAC on September 10th
- Recommended approval
- Suggested pursuit of a Hillsboro History Book

22

City Council Action on Work Plan

- Work Session on October 21st: receive information; opportunity for questions, comments, or project preferences
- Regular session on November 4th: consider approval of HLAC 2008-2009 Work Plan

23

Landmarks aren't just old buildings – A & W Burger People – circa 1963

24

Did You Know About Hillsboro's Cultural Resources?

A Cultural Resource is any building, structure, site or object included in the official Cultural Resource Inventory. To be included in the Cultural Resource Inventory, the structure or object must be at least 50 years old and must have architectural, historical or cultural significance.

The Cultural Resource Inventory was originally created in 1985, and currently includes 73 designated cultural resources. The data base for this inventory is currently being updated. The HLAC intends to explore potential local grant or loan programs to help property owners with the costs of maintaining and preserving historic structures on the Inventory.

There are six sites in Hillsboro listed on the National Register of Historic Places, including the Imbrie Farmstead (Cornelius Pass Roadhouse). National Register owners are currently eligible for a Special Assessment program, which freezes property taxes for fifteen years.

Imbrie Farmstead, Circa 1880
Image courtesy of the Washington County Historical Society & Museum

Did You Know About Our Landmarks Committee Members?

The Historic Landmarks Advisory Committee (HLAC) was created in spring 2008. It consists of seven members with a demonstrated interest in history and historic preservation in Hillsboro. The purpose of the HLAC is to advise the Hillsboro Planning Commission and City Council on matters related to historic preservation in Hillsboro.

The HLAC Chair is ***Michael Quebbeman***, owner and restorer of the Shute House I on East Main Street.

Vice-Chair is ***Neshia Cameron***, a former Planning Commissioner who has a long-standing love of historic resources.

Secretary ***Kay Demlow*** is President of the Hillsboro Historical Society and owner of the Pittenger House on NE Second Avenue.

Judy Goldmann has been involved in the preservation of local history and the Washington County Historical Society for many years.

Bonnie Kooken is an active member in the Orenco Neighborhood Organization and is interested in promoting Hillsboro as a tourist destination.

Joan Krahmer, a long standing resident of Hillsboro with a strong background in history and teaching, writes a weekly article in the Hillsboro Argus.

Harold Berger is also a long standing resident of Hillsboro who grew up on a dairy farm on Cornelius Pass Road, and is interested especially in educating residents about Hillsboro's agricultural history.

Hillsboro 4th of July, circa 1890
Image courtesy of the Washington County Historical Society & Museum

Shute the Banker By Judy Goldmann

John Wright Shute contributed to Hillsboro by not only building a bank, but by building several houses. He was a colorful visionary, who arrived on the west coast with very little, and by the end of his life was admired as a half-millionaire. In 1866 he married Elizabeth Constable, whose family's Donation Land Claim was north of Hillsboro. At that time he was a farmer, who later founded a bank.

Changes were marked by a divorce and a remarriage to Mary Emma Smith in 1897. A sumptuous home was built on the eastern edge of Hillsboro, at 1241 East Main. This house, beautifully restored by Michael Quebbeman, is Classic Revival style, mansard roof, with eight dormers.

Someone did once threaten to "Shoot the Banker" - he was the subject of a robbery attempt in 1894. He was accosted on his way home, threatened, and taken back to the bank. There the robbers found that the vault was on a time lock and couldn't be opened. Shute was released unharmed.

Shute had interest in several banks in Hillsboro. The first was First National that opened in 1888.

First Shute House
1241 East Main

Shute Estate
210 SE 12th Avenue

Several names were attached to his enterprises, including the Shute Savings Bank at Third and Main. His son Arthur C. Shute succeeded him as bank president. John W. had a tile factory in the south part of town, where Shute Park is now located.

His biographical sketch states that he once owned 660 acres in the Hillsboro area, plus city lots and houses. He later built a grand residence called the Shute Estate at 12th Avenue and Baseline. This house is Bungalow style, wood frame with molded concrete siding designed to resemble cut stone. It had extensive landscaping, a circular driveway and a carriage house.

John W. Shute died in this estate house in 1922, and is buried in the Hillsboro Pioneer Cemetery. The Shute Estate is now the Community Action Family Shelter.

HLAC Plans Projects by Neshia Cameron

Since its inception this spring the HLAC has been busy planning projects and establishing goals. Working with an accomplished and dedicated staff and consultant, the HLAC is moving forward with an expeditious effort to preserve the past for the future.

An extensive update of the Hillsboro Cultural Resource Inventory is being completed, including digital photos and maps. This data will be placed on the state Historic database. This project is funded by a state CLG grant.

A quarterly newsletter "The Landmark" will be produced by HLAC members, with assistance from City staff and consultants. The newsletter will be informative as well as educational, and will be distributed to Cultural Resource owners as well as interested residents.

Thanks to another CLG grant, a Reconnaissance Level Survey of the Historic Orenco Neighborhood will be completed. A determination will then be made as to this area's suitability for a National Register Historic District.

Other projects which we plan to proceed with include:

- Walking Tour Brochure and Markers
- Advocacy Program for Threatened Resources
- Addition of Pioneer Cemetery to the Cultural Resource Inventory
- Historic Hillsboro Calendar (a collaborative project with the Hillsboro Historical Society and Orenco Neighborhood Organization).

Greetings from the Chairman of the Hillsboro Landmarks Advisory Committee

2008 has seen the conception and implementing of the HLAC, comprised of a seven member panel assisted by city staff members. This year we have already taken great progressive steps with respect to our historical cultural resources here in Hillsboro!

We are here to provide, protect and assist with the preservation of Hillsboro Landmarks in an advisory capacity. We encourage you to attend our meetings or contact us with any questions or concerns in regards to the cultural resources in our community. We also welcome any input with respect to additional or future nominations to the existing resource list.

We hope to be able to meet all of your needs and improve our historic presence here in Hillsboro, a rich component of Oregon's history in the Pacific Northwest. We hope that you will enjoy this and following issues of our "Landmark" newsletter.

-Michael Quebbeman

We're on the Web!

Visit us at:

http://www.ci.hillsboro.or.us/Planning_Department/Landmarks.aspx

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City of Hillsboro

Planning Department

150 E Main, Fourth Floor

Hillsboro, OR 97123

Summer 2008

Volume 1, Issue 1

HILLSBORO LANDMARK

Newsletter of the Hillsboro Landmarks Advisory Committee

Historic Camperdown Elm Tree Saved

In 1914 Joe Rich, a French immigrant who worked at the Oregon Nursery Company, planted a small Camperdown (or Umbrella) Elm tree along Cornelius Pass Road, northeast of the nursery headquarters and the small company town of Orenco. There the tree grew undisturbed for almost 100 years. In 2002, Jean Harkin, a writer and photographer, wrote about the tree in the Hillsboro Argus.

Last November, Investment Development paid to move the now 94-year old, 73,000 lb. "Campy" which sat in the footprint of their proposed new office building. The tree was moved 40 feet to the northwest, out of the way of the new building, by Big Trees Today.

Jean Harkin was honored this July with the 2007 Citizen Volunteer Award from Oregon Community Trees and the Oregon Department of Forestry. The Hillsboro Historic Landmarks Advisory Committee thanks Jean Harkin, Jeff Norris of Investment Development, Big Trees Today, and the Hillsboro Planning Department for their efforts to recognize and save this piece of Hillsboro history.

Image Courtesy of the Hillsboro Argus, Photographer Michal Thompson

Did You Know About Hillsboro's History?

Hillsboro has been the county seat since 1849, when it was called "Columbia" and was located on a corner of David Hill's Donation Land Claim. Hill later provided 40 acres of land for the first plat of the new town site. Washington County at that time included most of northwestern Oregon, from the Willamette River to the coast and north to the Columbia.

The first County Courthouse was built out of wood in 1850. It was replaced in 1872 with the modern brick building in the photograph to the right, which cost $12,392 to build. An annex was added to the south side of the courthouse in 1911. The annex was demolished when the building was replaced in 1927 with the Courthouse we have today.

8B

CITY OF HILLSBORO

Memorandum

To: Mayor and City Council

From: Sharon Kennedy, Emergency Program Manager

Date: Thursday, October 9, 2008

Subject: Seismic Slam '08 Post-exercise Briefing

Requested City Council/Committee/Commission Action:

None. Presented for information only.

Background:

Exercise Seismic Slam '08 was held on June 4-5, 2008. It was a county-wide exercise with a moderate earthquake scenario (6.0 magnitude). We activated our Emergency Operations Center to handle the city-wide damage assessment, prioritize our incident response, allocate and track our resources, support our field operations, and request outside assistance. The Water Department and Joint Water Commission were also major players.

Cost: Significant staff time preparing for and conducting the exercise, plus food during the two-day exercise. These costs are included in the Emergency Program Manager's budget.

Recommendation:

Mark your calendars for the next exercise: Cascadia Peril '09 on Monday – Tuesday, April 27-28, 2009.

I encourage you to attend any or all of the exercise. Specifically, we will have a briefing and policy discussion for elected officials on Monday afternoon.

Exercise Seismic Slam '08

June 4 – 5, 2008

Sharon Kennedy
Emergency Program Manager
(503) 681-6412
sharonk@co.hillsboro.or.us

Topics

- Scope
- Objectives
- Staffing
- Outcomes
- Lessons Learned
- Next Steps

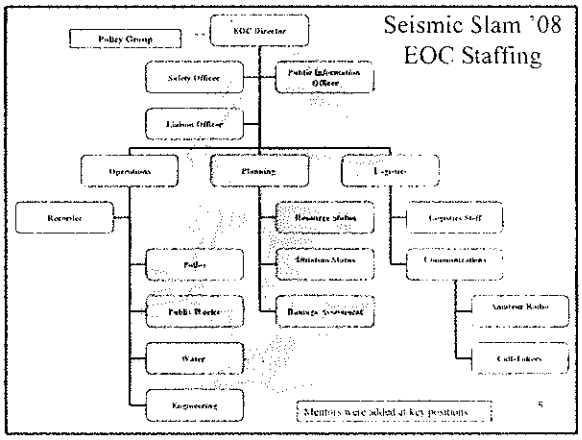
Scope

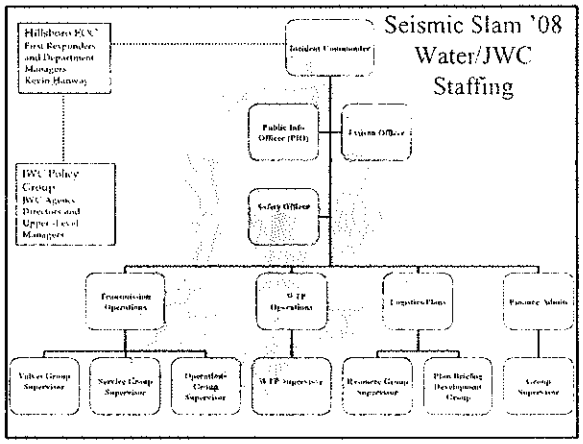
County-wide exercise (and then some!)

- County
- Cities
- Other agencies

Key Objectives

- Do a "Cold start" activation
- Conduct shift change briefings
- Test damage assessment procedures
- Test information flow
- Test amateur radio





More Staffing - Liaisons

- Other staff at our EOC
- Our staff at other locations

Outcomes

- Activated and operated with new EOC staff
- Set up tables, phones, computers in truck bay
- Proved concept for city-wide damage assessment
- Signed the Declaration of Emergency
- Produced Incident Status Summary and Incident Action Plan each day

Communications

Used only radios for first ½ day

- Public safety radio failed to fail!
- Public Works & Water backup radios are old
- Amateur Radio overcame challenges

Lessons Learned

- Annual exercises aren't enough!
- Fire Station 1 is barely adequate as an EOC
- Training pays off!
- Backup radio systems should be upgraded
- Two-day exercises provide *more than* twice the training

10

Next Steps

- Continue to recruit and train EOC staff
- Explore EOC facility alternatives
- Test backup communications systems
- Prepare for next large-scale exercise

11

Exercise Cascadia Peril '09

- Occurs Mon-Tue, April 27-28, 2009
  - Major Cascadia Subduction Zone earthquake
  - EQ happens at 10 a.m. Fri, April 24
  - Exercise begins 70 hours into the disaster
- Impacts entire west coast
- Focuses on short-term recovery issues

12

Exercise Cascadia Peril '09

And you're invited!

- Any or all of the exercise play
- Policy Group meeting on Monday afternoon

Questions?

Exercise Seismic Slam '08
After Action Report
City of Hillsboro Emergency Operations Center

Section	Content
Introduction & Background	**Exercise Date**: June 4-5, 2008
	Exercise Type: Full Scale
	Exercise Purpose: Test EOC staff's preparedness to respond to a moderate earthquake
	Exercise Objectives: ▪ Activate (cold start) EOC and DOCs ▪ Conduct shift change at EOC and DOCs ▪ Test resource management procedures ▪ Test damage assessment procedures ▪ Test coordination of SitStat/ReStat info between EOC and DOCs ▪ Test amateur radio as backup emergency communications ▪ Test ability to identify alternate water supply after system damages ▪ Test PIO function's ability to coordinate with JIC
	Exercise Scope: ▪ County-wide, including: Washington County, Banks, Beaverton, Hillsboro, Sherwood, Tigard, Tualatin, Wilsonville. ▪ Other participating agencies included: American Red Cross, AT&T Mobility, Clean Water Services, Intel Corp, Joint Water Commission, Kaiser Permanente, Legacy Meridian Park Hospital, Metro West Ambulance, Nike, NW Health Preparedness Organization, NW Natural, ODOT, Oregon National Guard, Oregon State Defense Force, PGE, Providence St. Vincent Medical Center, Southwest Washington Medical Center, Tualatin Hills Parks and Recreation, Tualatin Valley Fire and Rescue, Tualatin Valley Water District, Tuality Community Hospital, Washington County Amateur Radio Emergency Service, WCCCA (9-1-1 Center), Willamette Falls Hospital
	Significant Pre-exercise Activities (e.g., Drills or Training): ▪ ICS 300 class (2 offerings, 2 days in length) ▪ ICS 400 class (2 offerings, 2 days in length) ▪ 800 MHz radio operations training (3 hours) ▪ Updates to emergency plans and procedures, EOC supplies ▪ Meetings between Washington County and City of Hillsboro Building Officials to determine how LUT's building inspectors can assess the County's critical facilities in Hillsboro, while working under the authority of Hillsboro's Building Official.
Observations	**Key Accomplishments and Problems Noted**:
	Field Operations: ▪ We scaled back significantly, as the exercise design focused more on putting the EOC staff through its paces. ▪ It is very difficult to design field play that overcomes the constraints of simulation and provides relevant training to the field personnel. ▪ Public Works crews read scripted damage report messages at the appointed time. ▪ Building and Fire Inspectors examined photos of damaged building and completed their assessment forms, to simulate the post-seismic rapid damage assessment process.

Section	Content
Observations	▪ If we had incorporated more field play, communications would have become an issue very quickly. Public Works and Water would have been able to function on their VHF radio system, but most other users would have been hampered. Cell phones would probably not work, and 800 MHz would be extremely busy. ▪ Water Department field play notes: o Use of recently created Damage Assessment forms was very successful to track system status. o The exercise verified our list of high priority facilities. In a real event we would send an additional team to inspect the JWC transmission lines.
	EOC/DOC Operations ▪ Having the Fire Department mentors was very helpful ▪ PIO was only section staffed by experienced people; everyone else had a steep learning curve ▪ Most people were very proactive in figuring out what they needed to do, and they got it done ▪ Conducting a cold start at the Water DOC was a very successful way to discover the highest priority tasks and what communication equipment is operable. o DOC set up was done as expected in a real event. Most staff were sent into the field while only 4 remained to set up the DOC. o It quickly showed us that the top priority activities are: establishing communications between the Hillsboro EOC, Water DOC, JWC WTP, and field crews; tracking situation (sit stat). o It was difficult getting communications going, but once a system was up and running it went smoothly. ▪ Staff communicated the correct information from the Field to DOC, JWC WTP to DOC and DOC to EOC. ▪ Other: Staff utilized message forms where appropriate, completed Unit Logs, Incident Briefing, and Incident Objectives forms.
	Field to EOC/DOC Coordination ▪ Communications between the EOC and Water DOC were initially conducted via amateur radio. Kind of a rough start due to lack of training on EOC/DOC procedures and not being familiar with the radio at Water DOC, but the amateur radio operators caught on quickly.
	DOC/EOC to EOC Coordination (e.g. City to County) ▪ Many frustrations during the "fail-soft" portion of our exercise, when we were limited to just a couple of call groups on the 800 MHz radios. Need more practice using radio discipline – we were way too chatty! It was difficult to find a pause in the conversation to make your radio call. ▪ EOC to EOC communications were lacking for the Water community. The JWC WTP (via Hillsboro EOC) was in need of information on system status and water demands from some partner agencies that was never received after attempts to obtain. ▪ Boil Water notices were issued without consultation with the JWC or the partner agencies. At least give notice to drinking water providers that a Boil Water notice is going out to the public.

Observations	**Cooperating Agencies** (e.g., Red Cross, Utilities) ▪ Had problems coordinating with agencies represented at the County EOC. Was easier to physically walk over there and meet face-to-face. Partly due to simulated communications outages, partly due to confusion and lack of information about the simulated incidents, and partly due to the inherent artificialities of exercises.
	Mutual Aid Systems ▪ We successfully provided alternate water supplies to Tualatin Valley Water District. Increased communication with between JWC partner agencies would have improved the process.
	Communications and Technology Systems ▪ IS did an amazing job of adding telephones, laptops, and computer network connections in the truck bay. (Thanks, John Taylor and Bob King!) ▪ Cutting the land lines, cell phones, and trunked 800 MHz presented quite a challenge. This was realistic, and it got people to think about alternative ways of gathering information. ▪ Public Works, Water, Fire and Parks & Recreation Departments all have communications on VHF radio, which will work as long as you can keep them powered. They operate on line-of-sight only, so their range is limited. ▪ Water DOC notes: o All our means of communication were tried. Difficulty with the two-way VHF radios was due to either the communicator was out of range, the equipment was not in the best working order, or the communicator was in a service shadow. o Operation of the Satellite phone was done without using the instruction card posted nearby, leading to frustration and limiting JWC WTP communications. o The HAM operators were very resourceful and the radios were a great way to communicate. DOC and JWC staff needed reminding that messages should be short and in bulleted format.
	Staffing ▪ First exercise for many of the EOC staff, and they functioned very well! ▪ Most took the exercise seriously, played their part, and used it as a learning tool ▪ Length of exercise (1½ days) allowed staff to settle into their rolls. Day two went much better. ▪ ICS 300 and 400, without further EOC orientation, were NOT sufficient training to turn the staff loose to do their jobs. (Fire Department mentors were a huge help.) ▪ Should have had an orientation to the EOC layout, supplies and equipment before exercise day, so they knew what they had to work with and where to find resources.
	Exercise Design/Conduct Process ▪ Had many new faces on the design team, but lots of enthusiasm! ▪ Put a lot of effort into design of damage assessment procedures and scenario, which allowed us to validate the manual process.

Recommendations	**Plans, Procedures, Protocols, Agreement**
	Staffing and Staff Training ▪ ICS training was helpful, but not sufficient to conduct the exercise. We need regular meetings of the ICS sections, in order for them to become familiar with their positions and resources available in the EOC/DOC. ▪ Most took their positions seriously and did their best. ▪ Little was done on Resource Status (ReStat). Also, neither the WTP nor Operations performed chemical or equipment inventory. ▪ Since the JWC WTP is continuously staffed, they conducted two shift changes. No problems occurred during shift change and reporting SitStat information.
	Equipment and Supplies ▪ EOC staff was not well oriented to the EOC, so they were not familiar with available resources. It took longer than needed to get things going.
	Facilities ▪ Fire Station 1 is barely adequate as an EOC. The convenient location to the Civic Center is its best selling point. (And that's a big one!) ▪ The conference room has shrunk after being divided to incorporate an office. We set up tables and chairs in the truck bay, which is a very large space. It improved the face-to-face communications over using the various offices to house the staff. However, there is not adequate wall space to post our maps, status reports, media releases, message boards, etc. Adding phones, network connection, and computers needs to be done during set-up. It can be pre-wired, but the equipment cannot remain set up and ready.
Summary and Conclusion	**Design/Conduct of Future Exercises** ▪ Would like to somehow involve the community, volunteer groups, and additional business representatives in our next exercise. Not sure what that will look like, but we're open to suggestions. ▪ Would like more departments to set exercise objectives, and also to include activities that staff can do at their desks that somehow feeds into the exercise.
	Exercise Recap ▪ Very good learning experience! ▪ Slow pace allowed staff to do problem solving, learn procedures and processes, become familiar with forms, etc. ▪ Most staff that participated would like to commit to (and train for) EOC staff positions
	Benefits Derived ▪ Learned how our communications network functions, based upon building locations and what type of connection they have to the network. ▪ Set up network connections and telephones in a space that wasn't wired for it. ▪ Provided ample time for staff to settle into their ICS positions. ▪ Conducted a cold start, which was a worthwhile exercise. ▪ Conducted two full planning cycles and produced an Incident Action Plan each day.

Summary and Conclusion	**Next Steps – EOC** ▪ Recruit more EOC staff from the various departments ▪ Institute regular meetings of ICS sections to become more familiar with roles and responsibilities, procedures, communications, available resources, ICS forms. ▪ Have each Command and General Staff position/section decide what resources they need and put together kits for EOC activations. ▪ Conduct tabletop exercises in between annual large-scale exercises. ▪ Conduct ICS section-specific training (when it becomes available). ▪ Define roles and responsibilities for business and other agency representatives that participate in EOC. ▪ Formalize procedures and assign staff for damage assessment, message center, call takers, situation and resource tracking, and use of e-mail accounts. Validate the manual procedures before trying to automate them. ▪ Formalize resource request process through the county EOC. ▪ Work with OCEM staff to create a county-wide policy group to coordinate during disasters. If possible, exercise this group during Exercise Cascadia Peril (April 27 - 28 2009). ▪ Continue to support the Joint Information Center/Joint Information System. **Next Steps – Water DOC** ▪ Create DOC set-up kits that include prioritized activities based on the number of staff available, ICS positions, communications plan, maps and forms. ▪ Expand awareness of emergency protocols to staff that did not participate in the exercise. ▪ Devise a method for distribution operators to mark valves in the field that are damaged or shut off. Options include replace with a pre-painted valve can, lock the valve, or place a traffic cone on valve with valve can kicked to curb. ▪ Implement changes to Damage Assessment forms suggested by field staff, such as specific section to describe areas without water service, combine Upper System and In-town System on one DA sheet. ▪ Train all meter readers on correct shut-off of older style meters. ▪ Inspect and test communication equipment on regular basis. ▪ Create basic 'how to use' sheets for 800 MHz radios. Purchase back up batteries and/or charger timers. ▪ Post notice on satellite phone that if not working correctly to use the directions that are posted next to the satellite phone. ▪ Test VHF radios at TVWD, JWC WTP and Water Ops. If communications are successful, one will be stationed at either of the locations. ▪ Establish procedures for dispatching field staff. When a team is working, the DOC should not call them again until they are finished at that site. ▪ Create a roll call procedure for field staff for immediately after an earthquake. ▪ Continue relationships with HAM radio operators and maintain HAM radios at Water Operations and JWC WTP. ▪ Retain exercise planning and execution materials to provide future exercise planners with a nearly complete exercise.