



City of Tigard

## Tigard Workshop Meeting - Agenda

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**TIGARD CITY COUNCIL & CITY CENTER  
DEVELOPMENT AGENCY**

**MEETING DATE AND TIME:**

February 21, 2012 - 6:30 p.m.

**MEETING LOCATION:**

City of Tigard - Town Hall - 13125 SW Hall Blvd.,  
Tigard, OR 97223

**PUBLIC NOTICE:**

Times noted are estimated.

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

Upon request, the City will also endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting by calling: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

**VIEW LIVE VIDEO STREAMING ONLINE:**

<http://www.tvctv.org/government-programming/government-meetings/tigard>

**Workshop meetings are cablecast on Tualatin Valley Community TV as follows:  
Replay Schedule for Tigard City Council Workshop Meetings - Channel 30**

- Every Sunday at 11 a.m.
- Every Monday at 6 a.m.
- Every Tuesday\* at 2 pm (*\*Workshop meetings are not aired live. Tuesday broadcasts are a replay of the most recent workshop meeting.*)
- Every Thursday at 12 p.m.
- Every Friday at 3 a.m.

SEE ATTACHED AGENDA



City of Tigard

# Tigard Workshop Meeting - Agenda

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## TIGARD CITY COUNCIL

**MEETING DATE AND TIME:** February 21, 2012 - 6:30 p.m.

**MEETING LOCATION:** City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

6:30 PM

- **EXECUTIVE SESSION:** The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

1. WORKSHOP MEETING

- A. Call to Order- City Council & the City Center Development Agency
- B. Roll Call
- C. Pledge of Allegiance
- D. Council Communications & Liaison Reports
- E. Call to Council and Staff for Non-Agenda Items

2. RECEIVE TIGARD MUNICIPAL COURT ANNUAL REPORT **6:45 p.m. estimated time**

3. ANNUAL JOINT CITY CENTER DEVELOPMENT AGENCY/CITY CENTER ADVISORY COMMISSION MEETING **7:05 p.m. estimated time**

4. COUNCIL LIAISON REPORTS

5. NON AGENDA ITEMS

6. **EXECUTIVE SESSION:** The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

7. ADJOURNMENT **8:05 p.m. estimated time**

**Workshop Meeting****Meeting Date:** 02/21/2012**Length (in minutes):** 20 Minutes**Agenda Title:** Tigard Municipal Court Annual Report**Prepared For:** Nadine Robinson**Submitted By:** Nadine Robinson,  
Administrative Services**Item Type:** Update, Discussion, Direct Staff**Meeting Type:** Council Workshop Mtg.**Information****ISSUE**

Judge Michael O'Brien and Nadine Robinson, Administrative Services Manager, will provide an update on the status of the Municipal Court for 2011 and discuss the implementation of HB 2712.

**STAFF RECOMMENDATION / ACTION REQUEST**

No action requested.

**KEY FACTS AND INFORMATION SUMMARY**

2011 was a busy year for the Tigard Municipal Court with over 8,000 violations filed. Along with the increase in violations came the accompanying increase in calls, paperwork, data entry, and time spent in the courtroom. Staff has been very appreciative of the electronic citations as this technology has kept data entry of new citations manageable. Additionally, the on-line payment system continues to be successful with over 1,900 payments received through CitePay USA in 2011. In the courtroom the use of the Police Department's new in-car camera video system has made viewing videos at trial easier and has proven to be a good educational tool for defendants.

The major legislative change impacting the court in the 2011 legislative session was HB 2712. The house bill required a move from base fines to presumptive fines and made major changes in the fine and assessment structure. Tracking those changes, determining how they were to be implemented, updating court rules and the court's case management software took a substantial amount of time by the judge and court manager. Coordination with the Police Department, to make sure their fine schedule and electronic citation database were up-to-date, also took place so the city was ready to meet the legal requirements mandated to begin on January 1.

While the requirements of HB 2712 changed the fine and assessment structure for violations, the court's overall objectives will remain the same: deterring unlawful and unsafe conduct through a combination of sanctions and education, while recognizing and accommodating individual needs as permitted by Oregon law.

**OTHER ALTERNATIVES****COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS****DATES OF PREVIOUS COUNCIL CONSIDERATION**

The last annual report was presented June 21, 2011.

**Attachments**

[Tigard Municipal Court Annual Report](#)

[Tigard Municipal Court Annual Report PowerPoint](#)



## City of Tigard Memorandum

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**To:** Honorable Mayor and City Council

**From:** Michael J. O'Brien, Presiding Judge  
Nadine Robinson, Court Manager

**Re:** 13<sup>th</sup> Annual Report from Tigard Municipal Court

**Date:** February 3, 2012

We appreciate the opportunity to meet with council and the city manager for our 13th annual review of Tigard Municipal Court operations. Our last presentation to the council took place on June 21<sup>st</sup>, and therefore this report will focus primarily on court activities during the second half of 2011. As always, we welcome your questions and comments.

**1. New legislation — HB 2712:** In the waning days of the 2011 session, the Legislature passed, and the governor signed, House Bill 2712 (Chapter 597, Oregon Laws 2011). As we anticipated in our last report to council, this measure is having a substantial impact on courts across the state. While some of its provisions went into effect on July 1<sup>st</sup>, the most significant impacts were delayed until January 1<sup>st</sup>. During that period, the court has invested considerable time and effort into preparing for the full implementation of HB 2712.

In summary, HB 2712:

- Imposes a uniform “Presumptive Fine” schedule on municipal, justice and state circuit courts (these are the fines that appear on the front of each traffic citation);
- Replaces Oregon’s former Base Fine schedule with the Presumptive Fine schedule, resulting in fines that are substantially lower for all four classes (A to D) of traffic violations;
- Expands judicial discretion by allowing courts to reduce Presumptive Fines by up to 50 percent, compared to the previous maximum reduction of 25 percent;
- Replaces a variety of statutory costs and fees with a standard \$60 state assessment that must be included in the fine for each violation;

- Requires that the \$60 state assessment be remitted to the Oregon Department of Revenue before any proceeds from fines can be credited to local jurisdictions.

During its February session the legislature will consider HB 4025, a proposal to reduce the \$60 state assessment to \$45. If successful, this bill will become effective on the date of passage. HB 4025 will also address various technical fixes to HB 2712.

Table 1 indicates the extent to which the new Presumptive Fine schedule represent a departure from the previous Base Fine schedule:

<b>Table 1 — Changes in fine schedules under HB 2712</b>			
<b>Violation Class</b>	<b>Former Base Fine</b>	<b>New Presumptive Fine (eff. 1/1/12)</b>	<b>% Change</b>
A	495	435	-12
B	295	260	-12
C	195	160	-18
D	145	110	-24

The fiscal impacts of these reductions will largely depend on the precise mix of violation classes (see Section 3 below) in each jurisdiction.

**2. Judicial responses to HB 2712:** As noted, HB 2712 greatly expanded the ability of judges to reduce fines while also creating a mandatory Presumptive Fine schedule that lowers fines for every class of violation. Given the overall reductions represented by the Presumptive Fine schedule, the court will continue our practice of lowering fines by 25 percent for defendants with good driving records or other mitigating circumstances.

For example: the former Base Fine for a Class B violation, like failing to obey a traffic signal, was \$295. The allowed 25 percent reduction lowered the fine to \$222. The new Presumptive Fine for the same violation is \$260, and a 25 percent reduction would lower the fine to \$195. The net reduction for an eligible defendant under HB 2712 would therefore be \$27.

Greater reductions, up to the permitted 50 percent, will be reserved for cases in which there are compelling circumstances, primarily substantial financial hardship. In some cases, as when a defendant demonstrates remediation, it may be appropriate to exercise the statutory option of discharging the fine or even dismissing a violation. For example, if a minor equipment violation or expired registration has been remedied, the court’s “Fix It” program offers fine reductions, discharges or dismissals (usually upon payment of a \$40 administrative fee).

A relatively small number of defendants, primarily juveniles and older drivers, will remain eligible for diversion programs that require attendance at a traffic school and payment of fixed court fees. Citations will be dismissed upon successful completion of diversion.

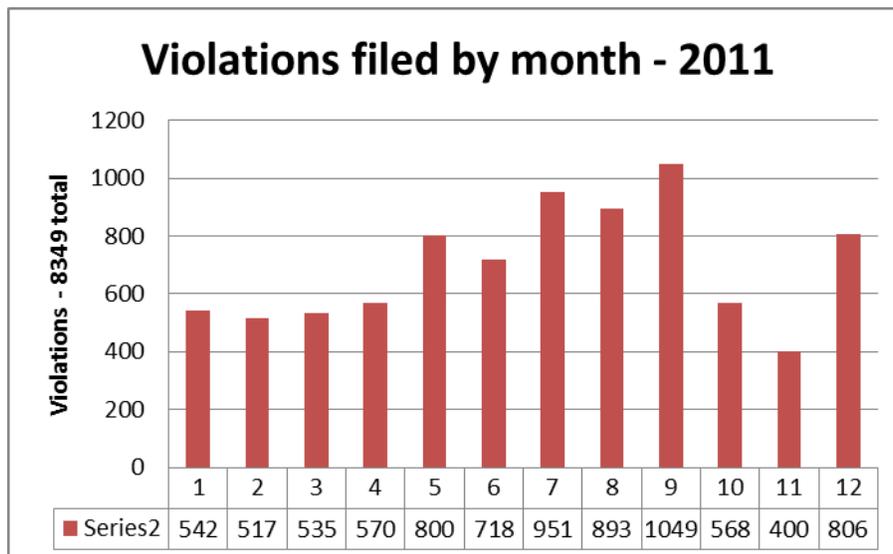
The court will continue to offer monthly payment terms for defendants who request a payment agreement, subject to the \$15 statutory fee. If timely payments are not received, the court will suspend the defendant’s right to drive in Oregon and initiate standard collection activities.

The court’s overall objectives are unaffected by HB 2712: deterring unlawful and unsafe conduct through a combination of sanctions and education, while recognizing and accommodating individual needs as permitted by Oregon law.

**3. Caseload increase during CY 2011:** As reflected in Table 2, the court’s caseload increased by nearly 20 percent last year compared to CY 2010:

2011	8,349
2010	7,028
2009	9,165
2008	6,229
2007	6,920

With an average of nearly 700 violations filed per month, CY 2011 ended with the second highest volume in the court’s history. As the following monthly data reveals, most of the increase in filings occurred during the second half of 2011:



Please note that the 2,893 violations filed in the third quarter of CY 2011 established a new quarterly record for the court, with September setting a record for a single month (1,049 violations).

As in past years, traffic citations continued to dominate our caseload, with relatively few citations for juvenile and adult misdemeanors or civil infractions. About 46 percent of the court’s traffic caseload in 2011 consisted of citations for Speeding and Failure to Obey a Traffic Control Device (primarily stop signs and traffic signals). Citations for safety belt violations remained at a high level, due in part to the city’s continuing participation (with Washington and British Columbia) in the multijurisdictional Three Flags program.

<b>Table 3 — Changes in Selected Violations from 2010–11</b>			
<b>Violation</b>	<b>2010</b>	<b>2011</b>	<b>% Change</b>
Speeding	1,794	2,656	+48
Traffic control devices*	841	1,177	+40
No safety belt	521	648	+24

\*Primarily stop signs and traffic signals

Please note that violations of traffic control devices are Class B offenses, while speeding violations tend to be a mix of Class C and D.

In the two years since Oregon’s cell phone law (ORS 811.507) went into effect, the court has processed 1,277 violations (Class D). The law was amended during the 2011 legislative session (effective 1/1/12) to remove most exemptions for work-related uses of cell phones without a hands-free device.

About 10 percent of all violations were docketed for trial after defendants entered “not guilty” pleas. Based on data from 2008–09, we estimate that about 30 percent of those cited were Tigard residents.

Technological innovations continue to be of great value to the court in accommodating our higher caseload and the adjustment to HB 2712. For example, the growing number of electronic citations has greatly facilitated data entry and processing by staff. Nearly 2,000 fine payments were made online through a link to CitePayUSA on the court’s website. Video evidence at trials has become more common, and of higher quality, due to the installation of higher-definition cameras in patrol vehicles and a more accessible online network for displaying them in the courtroom.

Please let us know if you would like us to provide any additional information. Thank you again for your time and interest.

City  
of  
Tigard



Respect and Care | Do the Right Thing | Get it Done

# 2012 Tigard Municipal Court Annual Report to Council

Michael J. O'Brien, Presiding Judge

Nadine Robinson, Manager

*Presented to: Tigard City Council*

June 21, 2011



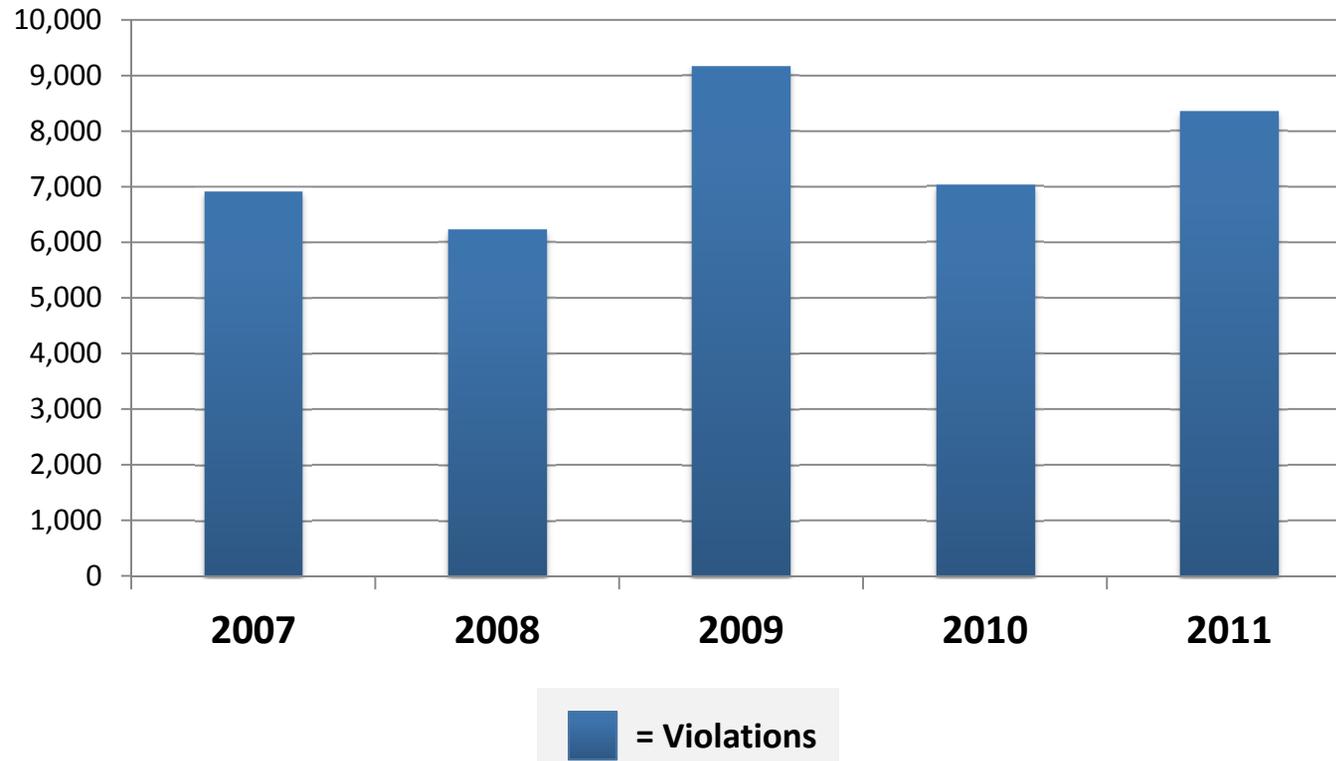
# Municipal Court Programs

1. Traffic
2. Youth Court
3. Civil infractions
4. Public information

# 2011 Highlights

- ▶ **8,349 violations filed** — second highest in court's history
- ▶ **20 percent** — about the increase over 2010
- ▶ **1,049 violations in September** — record number of violations in a single month
- ▶ **2,893 violations in third quarter** — record number of violations in a single quarter
- ▶ **Prepared for impacts of HB 2712**

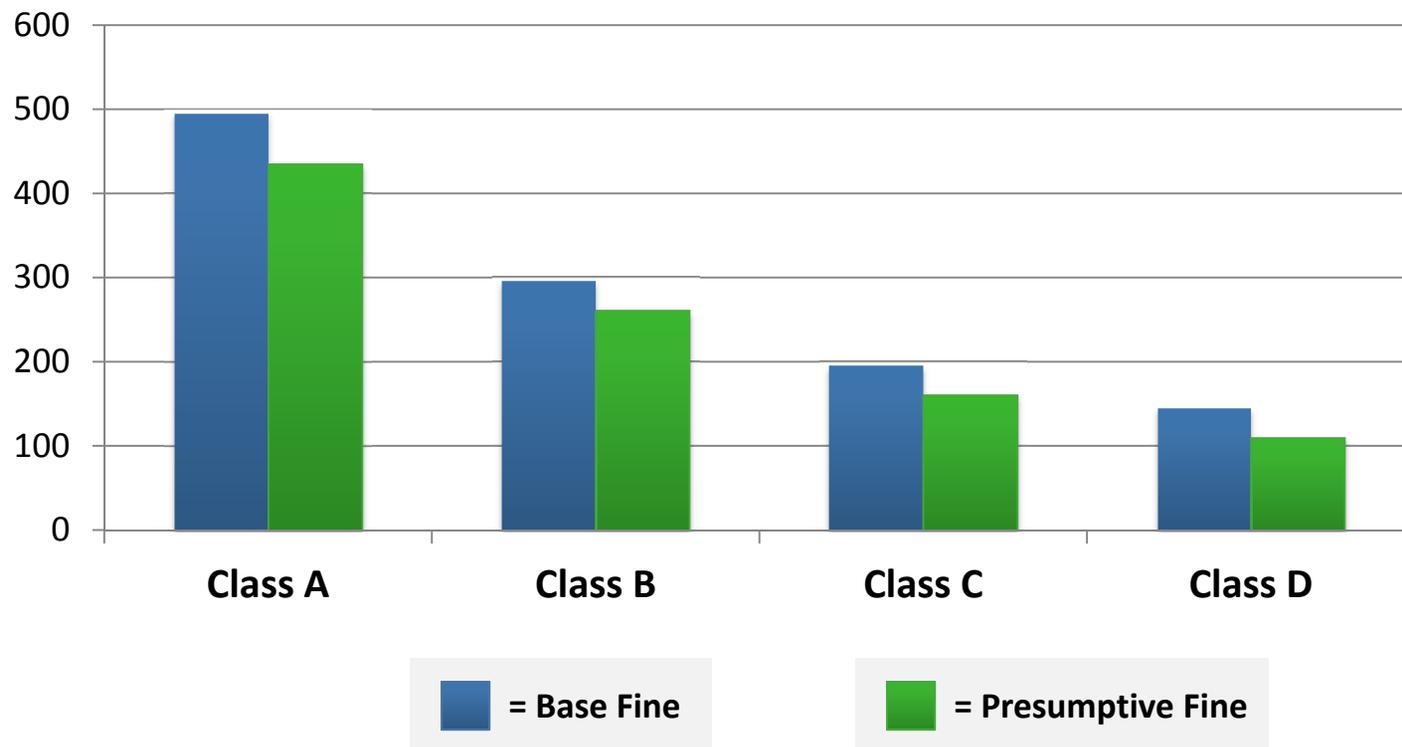
## Violations filed by year: 2007–2011



# Summary of HB 2712

- ▶ Revised fine schedules (“Presumptive Fines”) effective January 1, 2012
- ▶ “Presumptive Fines” lowered for all four classes (A to D) of traffic violations
- ▶ Expands judicial discretion to allow reductions up to 50 percent in Presumptive Fines (formerly 25 percent)
- ▶ Reductions based on driving record and mitigating circumstances
- ▶ Creates a single \$60 state assessment
- ▶ \$60 assessment may be lowered to \$45 if HB 4025 passes in February

## Changes in fines by violation Class under HB 2712



## Pre-HB 2712 and Post-HB 2712 fines for Class C



**Pre-HB 2712:  
Allocation of \$195 fine**

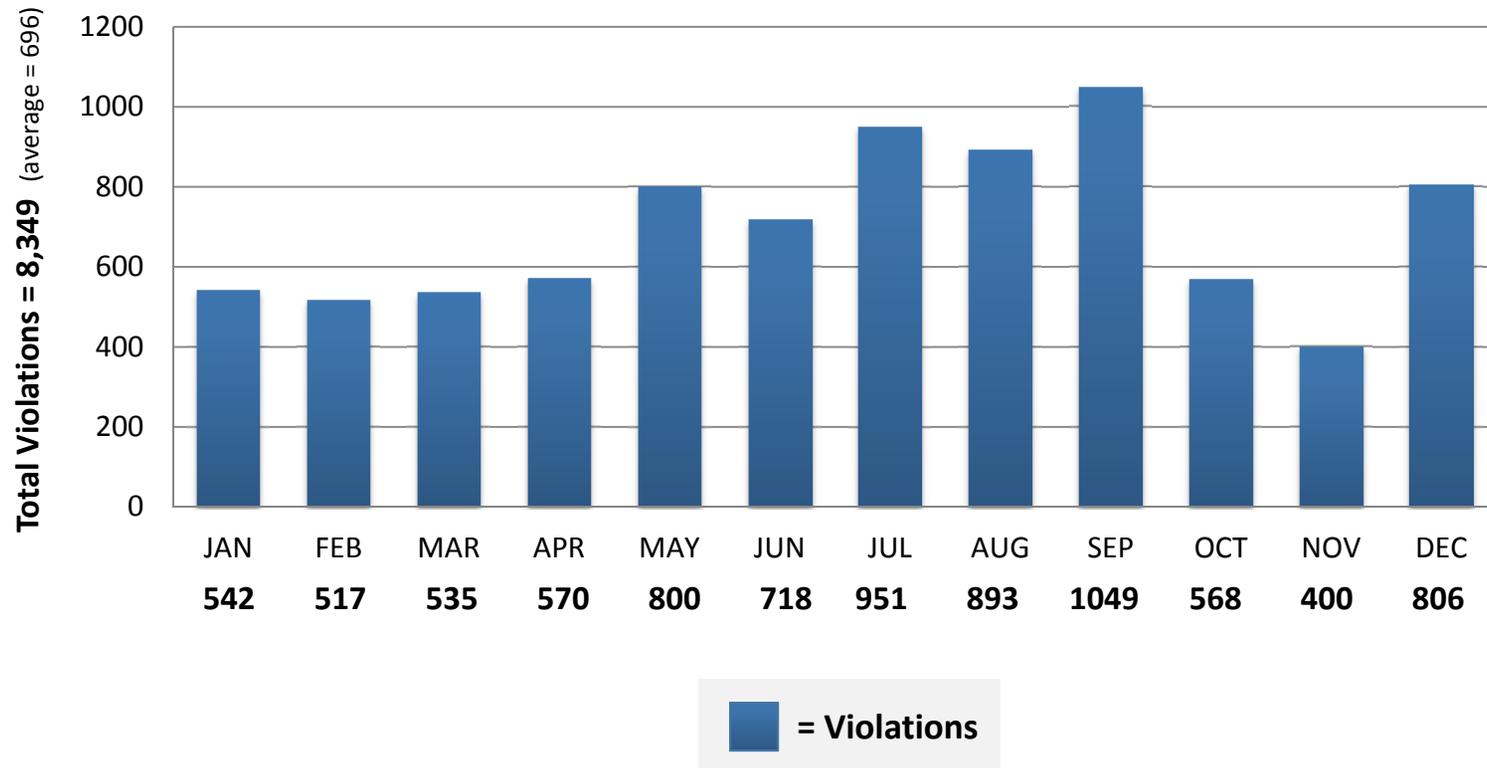


**Post-HB 2712:  
Allocation of \$160 fine**

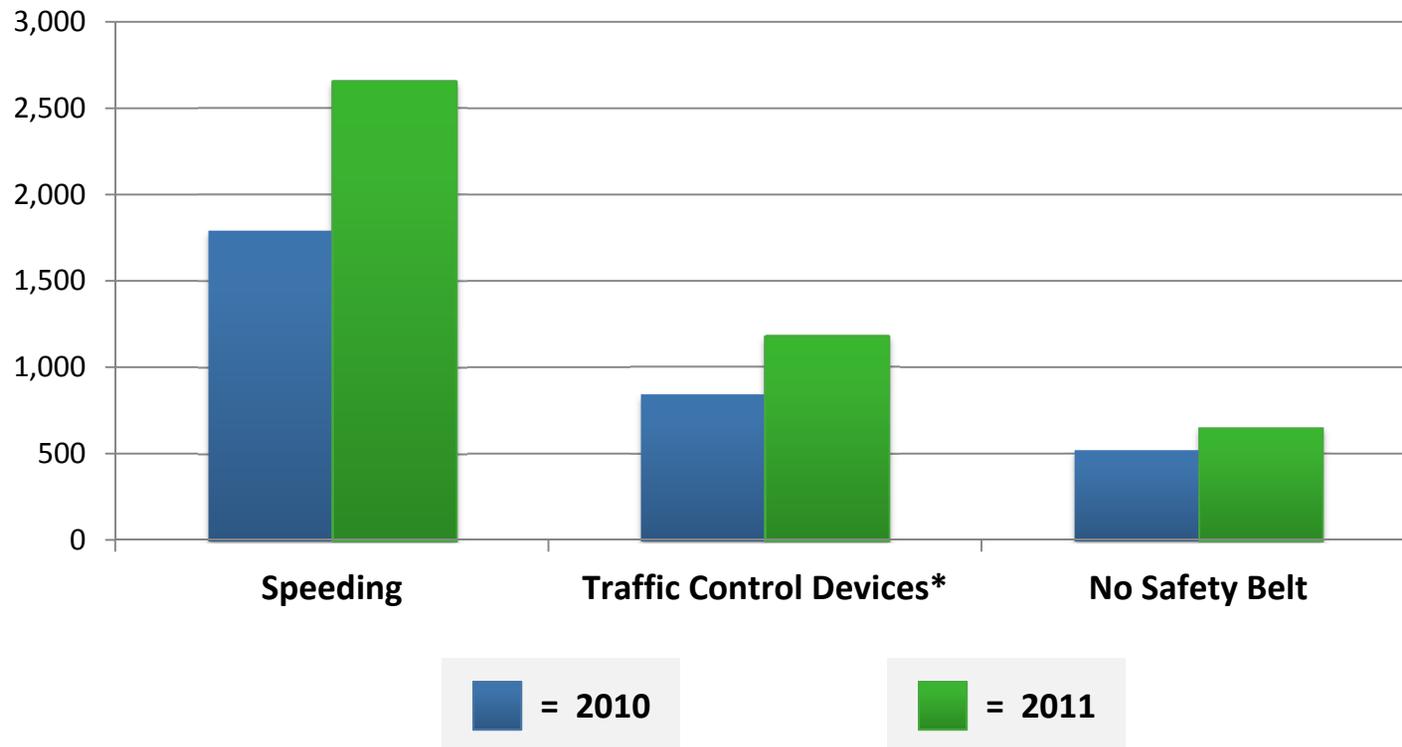
# Judicial responses to HB 2712

- ▶ Substantial effect on fine schedules, but minimal effect on court practices and policies
- ▶ Continue 25 percent reductions below Presumptive Fine for defendants with good records and mitigation
- ▶ Reduce fines by up to 50 percent in special circumstances
- ▶ “Fix It” program: reward compliance with fine reductions, discharges or dismissals (with \$40 fee)
- ▶ Financial hardship: payment agreements
- ▶ Noncompliance: usual collections process

## Violations filed by month: 2011



## Increase in selected violations: 2010–2011



# Tigard Municipal Court

13125 SW Hall Blvd.  
Tigard, Oregon 97223

*[www.tigard-or.gov/city\\_hall/departments/municipal\\_court](http://www.tigard-or.gov/city_hall/departments/municipal_court)*

AIS-681

3.

**Workshop Meeting**

**Meeting Date:** 02/21/2012

**Length (in minutes):** 60 Minutes

**Agenda Title:** Annual Joint City Center Development Agency/City Center Advisory Commission Meeting

**Submitted By:** Sean Farrelly, Community Development

**Item Type:** Joint Meeting-Board or Other Juris. **Meeting Type:** City Center Development Agency

**Information**

**ISSUE**

This is the annual joint meeting between the City Center Development Agency Board (CCDA) and the City Center Advisory Commission (CCAC).

**STAFF RECOMMENDATION / ACTION REQUEST**

Review and discuss with the City Center Advisory Commission their 2011 Annual Report and 2012 Goals.

**KEY FACTS AND INFORMATION SUMMARY**

The City Center Advisory Commission (CCAC) makes recommendations to the City Center Development Agency (CCDA) on urban renewal policy, budget, and implementation measures to improve Tigard's Downtown area.

Two documents (Attachments 1 and 2 ) will inform the joint meeting discussion. Attachment 1 is the CCAC's 2011 Annual Report, describing the key activities of the commission. It was previously provided in the December 2, 2011 Council Newsletter (CCAC by-laws require submitting it to the CCDA by December 1).

The CCAC's goals for 2012 (Attachment 2) are also included for discussion and feedback. These goals were developed at their annual retreat in January.

The CCAC and CCDA board have been meeting together more frequently, including four joint meetings in 2011. The CCDA will launch regular monthly board meetings starting in March 2012. As more urban renewal projects are implemented, a close working relationship between the two bodies will need to be continued.

**OTHER ALTERNATIVES**

N/A

**COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS**

Goal 3. Downtown

- a. Identify a geographic-opportunity area in the downtown with the greatest potential to create a catalyst for further development. Concentrate most resources there.
- b. Contact owners of key, structurally sound Main Street buildings with vacancies. Begin cooperative effort to secure tenants that will contribute to the vitality of downtown.

**DATES OF PREVIOUS COUNCIL CONSIDERATION**

February 16, 2011: CCDA/CCAC joint meeting

## **Attachments**

CCAC 2011 Annual Report

2012 Goals

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Thomas J. Murphy  
8152 SW Ashford Street  
Tigard, OR 97224

(503) 968-2466

December 1, 2011

Craig Dirksen, Chair  
Gretchen Buehner  
Marland Henderson  
Nick Wilson  
Marc Woodard

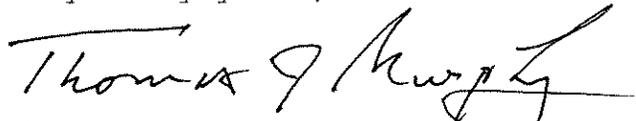
Re: Tigard City Center Advisory Commission Annual Report

Chair Dirksen and Members of the City Center Development Agency Board:

Accompanying this correspondence is the 2011 Annual Report of the Tigard City Center Advisory Commission to the Tigard City Center Development Agency Board. It is submitted in accordance with Section 11 of the CCAC Bylaws.

We look forward to meeting with you at the annual joint meeting of the CCDA and the CCAC on February 21, 2012. In the interim, if I can provide further information about the CCAC's activities, please contact me.

Very truly yours,

A handwritten signature in black ink that reads "Thomas J. Murphy". The signature is written in a cursive style with a long horizontal line extending to the right.

Thomas J. Murphy, CCAC Chair

**2011 Annual Report of the City Center Advisory Commission  
to the  
City Center Development Agency**

*December 1, 2011*

In February 2011, the City Center Advisory Commission (CCAC) presented to the City Center Development Agency (CCDA) its goals for the year 2011. A copy of those goals is attached to this report as Attachment A. The agenda for the CCAC for the balance of 2011 was largely devoted to developing and implementing those goals. This report is organized around that framework. Unless otherwise noted, all dates occurred within calendar year 2011.

**Goal No. 1 – Project Infrastructure**

*Oversee, review and provide input including the following key projects:*

**i. *Main Street/Green Street Phase 1***

- CCAC reviewed and provided feedback for on the project at 30% and 60% design plans. CCAC advocated for additional measures to manage parking and provide additional off-street parking to mitigate loss of spaces.
- CCAC formed a Downtown public art subcommittee (including representation from downtown businesses) to plan for art in conjunction with the Main Street project.

**ii. *Open Space/Downtown Park/Plaza Site***

- CCAC strongly advocated that the portion of the parks bond funding allocated as “up to 10%” for downtown open space be committed to acquisition of a site for a public plaza.
- CCAC recommended to CCDA that selection of the plaza site no longer be limited to the previously designated site, and developed criteria for potential new open space sites.

**iii. *Burnham Street Completion***

The project was completed in July 2011.

**iv. *Pacific Hwy/Hall Gateway***

CCAC recommended a design for the gateway. The CCDA preferred that a major gateway project be deferred until the surrounding properties redevelop. CCAC’s public art subcommittee will look at the property as a site for interim public art.

**v. *Lower Fanno Creek***

No action taken.

**vi. *Transit Center Revitalization***

No action taken.

**vii. *Tigard Street Trail Pedestrian/Bike Boulevard***

CCAC sent a letter supporting the project in the MTIP grant process. Although the project was not selected in this round, CCAC will continue advocating for the project. The project is highly ranked by PRAB for park bond consideration.

**viii. *Full Utilization of WES Park & Ride***

No action taken.

**Goal No. 2 – Economic Development**

**a. *Work with Metro consultant to develop marketing plan for downtown***

Engage neighborhoods, business owners, property owners, potential tenants and developers within the consultant process

Michele Reeves' final report was presented to the joint meeting of CCDA and CCAC on July 19, 2011.

**b. *Advocate for implementation of approved plan***

Funds to implement consultant's recommendations are included in the adopted Fiscal Year 2011-12 CCDA budget. CCAC recommends the hiring of a consultant to facilitate formation of a downtown organization.

**Goal No. 3 – Development**

**a. *Promote downtown Tigard***

**i. *Outreach to developers/Solicit businesses***

- CCAC members have engaged in outreach to at least one business that would be a positive addition to the District.
- Staff briefed CCAC on development opportunity studies for sites within the District.

**ii. *Land assembly and direct development options***

No action taken.

**b. *Advise CCDA on possible incentives.***

CCAC recommended a matrix of potential incentives, which was accepted by CCDA.

**c. *Improve our knowledge of the downtown businesses and customer base using census information, cultural demographics, trends, and other statistics***

No action taken.

**Goal No. 4 – Façade Improvement Program**

***Continue to promote and expand program***

One matching grant was awarded in 2011. Design assistance was provided to four properties. Two projects awarded in previous fiscal years were completed.

**i. *Consider expanding program onto streets in addition to Main***

Joint committee recommended that the program remain Main Street-focused for Fiscal Year 2011-12.

**ii. *Pursue endorsements from participants***

No action taken.

**iii. *Develop evaluation metrics that are qualitative and quantitative***

No action taken.

**Goal No. 5 – Circulation Plan**

**a. *Review recommendation before final adoption***

No action taken; plan not yet returned to CCAC for further consideration.

**b. *Engage in regular communication with HCTCAC to ensure HCT transportation plan meets needs and values of downtown and the greater community***

CCAC members have regularly attended the HCT Land Use Plan Citizen Advisory Committee. CCAC members also attended the two public open houses.

- c. ***Continue discussion about the “Heart” of downtown***  
No specific action taken.
- d. ***Keep focus on RR crossing at Ash Avenue and opening to WES park & ride***  
Ash Avenue connection to park and ride lot opened in June. Public Works Dept. feasibility study of at-grade rail crossing consolidation is in progress.

**Goal No. 6 – Communication**

- a. ***Liaise with PRAB, HCTCAC and other boards***  
CCAC members have regularly attended the Citizen Advisory Committee for the HCT Land Use Plan.  
CCAC is working closely with PRAB on utilization of parks bond funds for the downtown plaza, and will be forming a joint committee to coordinate that process.
- b. ***Engage in on-going communication with Council and Staff***
  - i. ***Attendance as warranted at council and CCDA meetings***  
CCAC and CCDA held four joint meetings in 2011. Also, it should be noted that Councilor Henderson regularly attended CCAC meetings in 2011.
  - ii. ***Representation at downtown project meetings***  
No action taken; no project meetings.
- c. ***Engage in on-going communication with hired consultants***  
CCAC met with consultants for the Main Street Green Street Project, Downtown Revitalization, and 5-year Urban Renewal Review projects.
- d. ***Engage in on-going communication with citizens of Tigard***  
Citizens frequently attended CCAC meetings, and were invited to speak on any topics of interest to them.
- e. ***Publish a Five-Year Report of accomplishments***  
CCAC deferred work on its five-year “look-back” until updated “Leland Report” was received. That report was delivered and presented at CCAC’s September meeting.
- f. ***Begin a long-range plan to cover the 5, 10 and 15 years left in the URD***  
No action taken. With the updated Leland Report now in hand, it is anticipated that long-range planning will be undertaken concurrently with work on the CCAC’s five-year status report, to begin at the CCAC’s annual planning retreat in January 2012.

**Goal No. 7 – Ongoing Processes**

- a. ***Continually improve CCAC procedures including, but not limited to:***
  - i. ***Annual Calendar Development***  
A draft annual calendar was distributed at the March meeting.
  - ii. ***Continue to evolve meeting efficiency and agendas***  
Staff meets monthly with CCAC Chair and Vice-Chair to set agendas.
- b. ***Increase awareness of the impact our work has on the community***
  - i. ***Continually work to increase transparency with citizens***
  - ii. ***Establish a quarterly financial report of Urban Renewal Funds***

*c. Perform other duties as assigned by CCDA*

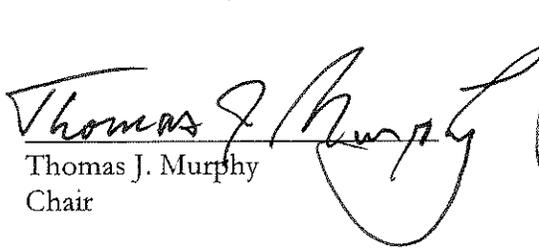
**The Future**

The CCAC will continue its goal-setting process in early 2012. Projects certain to carry over include the Main Street Green Street project (with its expansion to include the north half of Main Street), the Façade Improvement Program, selection of the plaza site, and implementation of Michele Reeves' recommendations for downtown revitalization.

In addition, since the urban renewal district is now five years old, it is appropriate to reflect upon the program's successes and remaining challenges, and consider the future direction of downtown policies and projects. It is anticipated that these reflections will be compiled in a five-year report, to complement Leland's, with work to begin in earnest in January 2012.

The CCAC looks forward to further progress in the year to come.

On behalf of the CCAC,

  
Thomas J. Murphy  
Chair

  
Phil Thornburg  
Vice-Chair

## **CCAC 2012 Goals**

### **I. Infrastructure Projects**

- a. Oversee, review and provide input including the following key projects:
  - i. Main Street/Green Street Phases 1 and 2
  - ii. Ensure mitigation for impacts of construction of Main Street/Green Street phases 1 and 2.
  - iii. Public Parking Lot on Burnham Street near Main Street
  - iv. Open Space/Downtown Park/Plaza Site
  - v. Consider public restroom accommodations near plaza or transit center
- b. Monitor ongoing projects:
  - i. 99W/Hall Gateway
  - ii. Lower Fanno Creek
  - iii. Tigard Street Trail Pedestrian/Bike Boulevard

### **II. Economic Development**

- a. Support the efforts of downtown businesses and property owners to better market the area.
  - i. Receive reports from and monitor the work of the contracted facilitator in downtown.
  - ii. Engage neighborhoods, business owners, property owners, potential tenants and developers within the process.
- b. Ensure that Main Street/Green Street phases 1 and 2 are constructed with as little economic impact as possible on downtown businesses.
  - i. Examine completed Burnham Street process for lessons to be applied to Main Street/Green Street phases 1 and 2.
  - ii. Include businesses on and adjacent to Main Street within this process.

### **III. Development**

- a. Promote downtown Tigard
  - i. Outreach to developers/Solicit businesses.
  - ii. Land assembly and direct development options.
  - iii. Hold a developer's forum before end of year.
- b. Review incentives matrix and advocate as necessary for implementation with CCDA.
- c. Improve our knowledge of the downtown businesses and customer base using census information, cultural demographics, trends, and other statistics

### **IV. Façade Improvement Program**

- a. Review program outcomes
  - i. Review progress and outcomes of existing program.
  - ii. Define program success.
  - iii. Develop and implement evaluation metrics that are qualitative and quantitative.

- b. Continue to promote, expand, and adjust the program.
  - i. Consider expanding program onto streets in addition to Main.
  - ii. Pursue endorsements from participants.
  - iii. Consider expansion to include non-facade elements such as internal improvements or landscaping.

## **V. Land Use & Transportation Planning**

- a. Review Circulation Plan for recommendation before final adoption.
- b. Advocate to TTAC, CCDA on behalf of top three priority Connectivity Plan elements: Ash Avenue rail crossing, Scoffins/Hunziker intersection realignment and Commercial/Main intersection realignment.
- c. Engage in regular communication with TTAC to ensure High Capacity Transit planning, other transportation plans meet the needs and values of downtown and the greater community.
- d. Continue to locate and define the "Heart" of downtown.
- e. Monitor and encourage a solution for the RR crossing at Ash Avenue.
- f. Begin a long-range plan to cover the 5, 10 and 15 years left in the URD.

## **VI. External Communication**

- a. Liaise with PRAB, TTAC, Budget Committee, and other boards.
  - i. Establish joint committee with PRAB for downtown open space matters.
- b. Engage in on-going communication with CCDA, Council, and Staff.
  - i. Establish rotating liaison role with CCDA.
- d. Engage in on-going communication with citizens of Tigard through Cityscape and other means.
- e. Publish a Five-Year Report of accomplishments

## **VII. Internal Communication and Ongoing Processes**

- a. Improve CCAC processes and procedures including, but not limited to:
  - i. Annual calendar development.
  - ii. Continue to evolve meeting efficiency and agendas.
  - iii. Set aside regular time for liaison reports on each agenda.
- b. Increase awareness of the impact our work has on the community
  - i. Continually work to include in city processes increased transparency with citizens
  - ii. Continue quarterly financial reports of Urban Renewal Funds
- c. Increase training of CCAC to be better prepared for duties.
  - i. Increase financial literacy of CCAC regarding budgets, urban renewal funds, and other matters.
  - ii. Receive training for advocacy roles, e.g. talking points.
  - iii. Receive training refresher on ethical and legal matters pertaining to being a public official.