



City of Tigard

## Tigard Workshop Meeting – Agenda

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### TIGARD CITY COUNCIL

**MEETING DATE AND TIME:** October 16, 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.

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SEE ATTACHED AGENDA



City of Tigard

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### TIGARD CITY COUNCIL

**MEETING DATE AND TIME:** October 16, 2012 - 6:30 p.m.

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

6:30 PM

1. WORKSHOP MEETING
  - A. Call to Order- City Council
  - B. Roll Call
  - C. Pledge of Allegiance
  - D. Council Communications & Liaison Reports
  - E. Call to Council and Staff for Non-Agenda Items
2. RECEIVE BRIEFING ON AN INTERGOVERNMENTAL AGREEMENT WITH METRO REGARDING FANNO CREEK TRAIL SIGNAGE
3. FIRST QUARTER BUDGET COMMITTEE MEETING
4. ECONOMIC DEVELOPMENT DISCUSSION
5. RECEIVE POPULATION AND HOUSING REVIEW UPDATE
6. COUNCIL LIAISON REPORTS
7. NON AGENDA ITEMS
8. 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.
9. ADJOURNMENT

**Workshop Meeting****Meeting Date:** 10/16/2012**Length (in minutes):** 10 Minutes**Agenda Title:** Briefing on an Intergovernmental Agreement with Metro Regarding Fanno Creek Trail Signage**Prepared For:** Steve Martin**Submitted By:** Greer Gaston, Public Works**Item Type:** Public Hearing - Informational**Meeting Type:** Council Workshop Mtg.**Information****ISSUE**

The council will be briefed on an intergovernmental agreement (IGA) with Metro regarding Fanno Creek Trail signage.

**STAFF RECOMMENDATION / ACTION REQUEST**

No action is required; the council will consider the IGA on its October 23, 2012, consent agenda.

**KEY FACTS AND INFORMATION SUMMARY**

The Intertwine is the name given to the regional network of parks, trails and natural areas. Metro, along with many businesses, nonprofits and cities, including Tigard, participate in The Intertwine. Most of Tigard's parks, trails and open spaces are included in The Intertwine.

In order to provide a consistent and uniform look throughout The Intertwine, Metro developed designs and guidelines for directional (wayfinding) signage for regional trails such as Fanno Creek Trail. In March, Metro posted 10 directional test signs along Fanno Creek Trail near Downtown Tigard. A drawing of a sample sign that was posted is attached. Neighboring Tualatin Hills Park and Recreation District has plans to place similar Intertwine directional signage along its trails.

Other segments of Tigard's Fanno Creek Trail lack any type of directional signage; signage is one of the most highly requested trail amenities.

Metro was recently awarded a grant to install directional signage on selected regional trails including Fanno Creek Trail in Tigard. The attached IGA outlines Metro and city responsibilities as they pertain to directional signage:

1. Metro will install directional signs along Fanno Creek Trail in Tigard.
2. Tigard and Metro will agree on the type and location of the signs.
3. Tigard, at its expense, will maintain the signs.

Tigard is required to contribute \$5,000 in matching funds toward the signage project.

**OTHER ALTERNATIVES**

The council could propose changes to the agreement or could decide not to approve the agreement (currently scheduled for consideration on the October 23, 2012, consent agenda).

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

None

**DATES OF PREVIOUS COUNCIL CONSIDERATION**

This is the first time this IGA has come before the council.

## **Fiscal Impact**

### **Fiscal Information:**

If the IGA is approved at the council's October 23, 2012, meeting, the city will be required to contribute \$5,000 in matching funds. This money would come from the park maintenance budget.

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### **Attachments**

Fanno Creek Trail Signage IGA

Sample Directional Sign

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**INTERGOVERNMENTAL AGREEMENT**  
Metro Regional Trails: Intertwine Signage

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into by and between Metro ("Metro") and the City of Tigard (the "City") effective as of the last date of signature indicated below.

**RECITALS**

1. Metro has received Surface Transportation Program funds for the design, fabrication and installation of wayfinding signs along three regional trails in the Portland Metropolitan area (the "Project"), and the City desires for Metro to install some of these wayfinding signs along the Fanno Creek Trail right of way located within the City (the "Trail").
2. By the authority granted in Oregon Revised Statutes (ORS) 190.010, local government agencies may enter into cooperative agreements with units of local government for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the parties hereto as follows:

**TERMS OF AGREEMENT**

1. The City hereby grants Metro and its contractors the right to enter onto and occupy Trail right of way for the installation of signage along the Trail. Before Metro installs a sign, the City and Metro will agree on the type of sign and the place where the sign will be installed on the Trail. This right of entry shall continue for so long as necessary for Metro to complete installation of the signage, and shall terminate upon completion of the installation, or by December 31<sup>st</sup>, 2014, whichever is sooner.
2. The City shall, at its own expense, maintain and operate the Project signs on the Trail right of way upon completion of the Project and throughout the useful life of the Project signs. Said maintenance shall be at a minimum level that is consistent with normal depreciation and/or service demand. Parties agree that the useful life of the Project signs is defined as twenty (20) years. The State of Oregon (the "State") may conduct periodic inspections during the life of the Project signs to verify that Project signs are properly maintained and continue to serve the purpose for which federal funds were provided. If the State determines that additional maintenance is necessary, the City agrees to perform such maintenance. Maintenance responsibilities shall survive any termination of this Agreement.
3. The City acknowledges and agrees that Metro shall have no liability for the quality or accuracy of the signage, and hereby releases Metro for any damages or loss of any kind, including without limitation, direct, indirect, special, consequential, or punitive

damages arising out of the use or installation of the signage, or related in any way to the information contained therein.

4. The City shall identify and grant Metro and its contractors all the required permits for the Project. If required, permit fees will be borne by Metro as a Project expense. Hazardous materials, archeological, and environmental investigations will also be borne by Metro as a Project expense.
5. Metro's Project Manager for this Project is Robert Spurlock, 600 NE Grand Avenue, Portland, OR 97232, 503-813-7560, robert.spurlock@oregonmetro.gov, or assigned designee upon individual's absence. Metro shall notify the other party in writing of any contact information changes during the term of this Agreement.
6. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together will constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed will constitute an original.
7. This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement will bind either party unless in writing and signed by all parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, will be effective only in the specific instance and for the specific purpose given.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**METRO**

**CITY OF TIGARD**

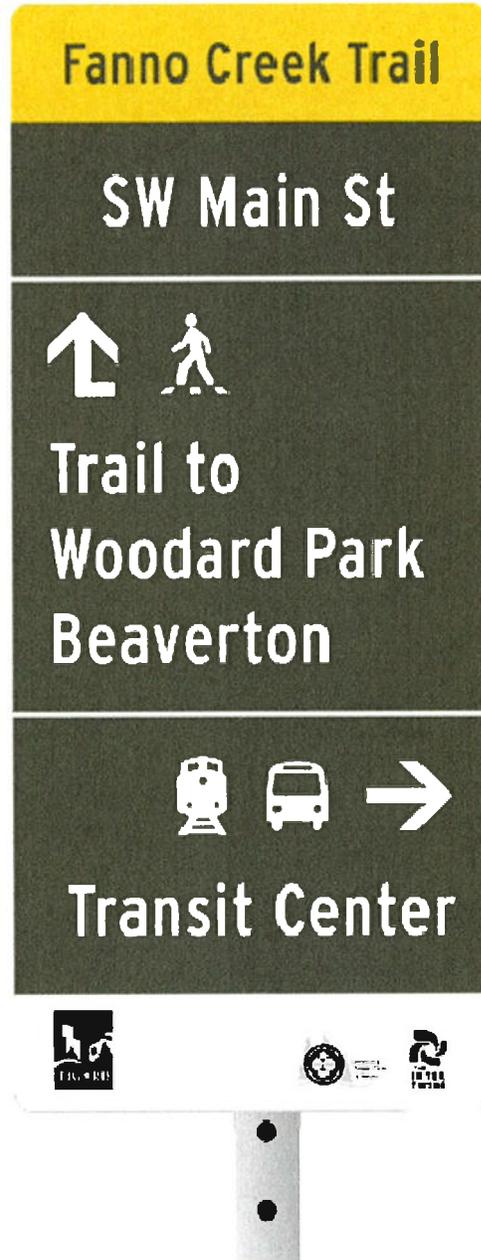
By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# Sample Directional Sign



**Workshop Meeting****Meeting Date:** 10/16/2012**Length (in minutes):** 60 Minutes**Agenda Title:** First Quarter Budget Committee Meeting**Prepared For:** Toby LaFrance**Submitted By:** Carissa Collins, Financial and Information Services**Item Type:** Joint Meeting-Board or Other Juris. **Meeting Type:** Council Workshop Mtg.**Information****ISSUE**

Opportunity for the Budget Committee to meet and discuss financial issues for Tigard.

**STAFF RECOMMENDATION / ACTION REQUEST**

No action is required. This an opportunity to share information.

**KEY FACTS AND INFORMATION SUMMARY**

This will be the first meeting of the Budget Committee since the budget meetings in April. Items on the agenda include:

- Discuss the status of Fiscal Year 2012 audit.
- Present the 1st Quarter FY 2013 Financial Report.
- Discuss the progress on forming the Audit Committee.
- Debrief on the Fiscal Year 2013 budget cycle process, and determine if any changes will be necessary for the Fiscal Year 2014 budget process.
- Discuss the status of the Financial Plan document for Tigard and the Mayor's Blue Ribbon Task Force.

**OTHER ALTERNATIVES**

N/A

**COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS**

2. Financial Stability

**DATES OF PREVIOUS CONSIDERATION**

N/A

**Workshop Meeting****Meeting Date:** 10/16/2012**Length (in minutes):** 30 Minutes**Agenda Title:** Economic Development Discussion**Prepared For:** Marty Wine, City Manager**Submitted By:** Cathy Wheatley, Administrative Services**Item Type:** Update, Discussion, Direct Staff      **Meeting Type:** Council Workshop Mtg.**Information****ISSUE**

Council discussion on setting the course for an economic development strategy for Tigard. Should Tigard pursue city-wide economic development strategies, and what should they be?

**STAFF RECOMMENDATION / ACTION REQUEST**

Council discussion about desired outcomes, city strategy, and actions Tigard could take in furthering economic development, and guidance about preferred next steps.

**KEY FACTS AND INFORMATION SUMMARY**

The City of Tigard has created a foundation of adopted plans and policies that set a course for economic development strategies, many focusing on downtown Tigard, including:

- Tigard Downtown Improvement Plan (2005)
- City Center Urban Renewal Plan (2005)
- Tigard Downtown Streetscape Plan (2006)
- Development Strategy for Downtown Tigard (2007)
- Fanno Creek Park and Plaza Master Plan (2008)
- Tigard Downtown Future Vision (2009)
- Downtown Code Update (2010)
- Downtown Tigard Parking Analysis (2010)
- Downtown Development Strategy Update (2011)
- Capital Improvement Plans (2011-2016)
- Economic Opportunity Analysis (2011)
- Tigard Triangle Master Plan (various)
- Southwest Corridor planning (2010-present)

These plans contain elements of future steps and strategies that Tigard could take to brand the community, recruit and retain businesses, redevelop housing, and use data to focus city efforts and investments for development and redevelopment.

Mayor Dirksen and several councilors have attended trainings and conferences, and have participated locally and regionally, to better understand and focus on economic development approaches that cities can use to develop the local economy.

Councilor Woodard presented a proposal in July for a possible path for the City to focus on economic development in the future, including deciding on a strategy, choosing which action steps to take, and a vision of what economic development looks like for Tigard. The prior presentation is attached for reference.

Recommendations included setting economic development organization goals; increase staffing in the organization; set up a website and links to inventories of developable land and answer the question "Why Tigard?"

## **OTHER ALTERNATIVES**

Council could choose to maintain current efforts and choose not to create a more comprehensive strategy or devote the city's financial resources to furthering economic development efforts. Such a strategy would include partnerships with organizations such as the Tigard Area Chamber of Commerce, neighboring cities, and regional partners.

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

Goal 1.b.ii.1 Take the Next Step on Major Projects: Implement the Comprehensive Plan through code revisions, including Contribute to the SW Corridor Plan by adopting Tigard's land use policies and designations and identifying priorities for high capacity transit (HCT) station location alternatives by mid-2012. Determine the economic development opportunities, development plan, city policies and regulations needed to position the Tigard Triangle as an HCT station location.

Goal 3. Identify a geographic-opportunity area in the downtown with the greatest potential to create a catalyst for further development. Concentrate most resources there.

Five year Council goals include: Explore Pacific Highway Urban Renewal District as part of a citywide economic development strategy.

## **DATES OF PREVIOUS COUNCIL CONSIDERATION**

Discussed several times by the City Council. This discussion is a continuation of the July 10, 2012 presentation by Councilor Woodard.

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**Workshop Meeting**

**Meeting Date:** 10/16/2012

**Length (in minutes):** 20 Minutes

**Agenda Title:** Population and Housing Review Update

**Submitted By:** Marissa Daniels, Community Development

**Item Type:** Update, Discussion, Direct Staff

**Meeting Type:** Council Workshop Mtg.

**Information**

**ISSUE**

Staff will brief council on the status of the Goal 10 Population and Housing Review.

**STAFF RECOMMENDATION / ACTION REQUEST**

No council action is requested.

**KEY FACTS AND INFORMATION SUMMARY**

The overall purpose of the Population and Housing Review is to assist the city in meeting community aspirations for growth, as outlined in the comprehensive plan, while complying with state housing goals and requirements. The project looks at population projections and demographic trends along with the amount and location of available land. The end result is a list of potential strategies to meet the city's future demand for housing that implements the city's aspirations and state requirements. The project will also provide a qualitative analysis of trends and market preferences in regards to an aging population and potential recovery from the recent housing downturn. Strategies that respond to the opportunities presented by potential high capacity transit, redevelopment of downtown Tigard, and the future development of the recently annexed River Terrace will be included.

Staff will brief council on the results of initial work tasks, including results of the data review, compliance with the Metropolitan Housing Rule, and the policy and Development Code evaluation. For detailed information about each work task, consultant reports are available online at [www.tigard-or.gov/housing](http://www.tigard-or.gov/housing).

Tigard has been awarded a Periodic Review grant by the Department of Land Conservation and Development (DLCD) to complete this Review. Every five to seven years, cities and counties are required to evaluate their comprehensive plans and land use regulations through a process called "Periodic Review" (ORS 197.628-644 and OAR 660, Division 25). This process ensures Tigard's Comprehensive Plan and land use regulations are consistent with Oregon law and continue to provide for the growth management and development needs of the community. Tigard has been engaged in a periodic review process for two years, and the Population and Housing Review is part of this process.

**OTHER ALTERNATIVES**

N/A

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

**DATES OF PREVIOUS COUNCIL CONSIDERATION**

N/A

**Attachments**

PowerPoint Slides



City of Tigard

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

# Population and Housing Review

October 16, 2012





*Multifamily housing*



*Single family housing*

Task	Due
1. Data Review and Report	<input checked="" type="checkbox"/>
2. Metropolitan Housing Rule Review and compliance with OAR 660-07-0000	<input checked="" type="checkbox"/>
3. Policy Evaluation and Report	Draft
4. Development Code Evaluation and Report	Draft
5. Housing Strategy Report	December
6. Draft Goal 10 Population and Housing Review Report	January
7. Final Report	March

# Tasks 1 and 2

- Collect population and housing data
- Identify recent and future housing trends
- Determine types of housing likely to be affordable to projected households
- Population and housing projections
- Refine buildable lands inventory
- Ensure compliance with state statutes related to housing

## Recent and Future Housing Trends

- Migration to urban environments
- Diminishing household sizes
- Baby Boom generation transitions
- Millennial generation preferences
- Immigration
- Workforce housing



*Townhomes will likely represent a larger share of for-sale starter homes.*

## Population and Housing Projections

- Results show a need for over 6,547 new housing units by 2030
- Of the new units needed, 78% are projected to be ownership units
- The largest share is projected to be single family detached homes

### Total Housing Units

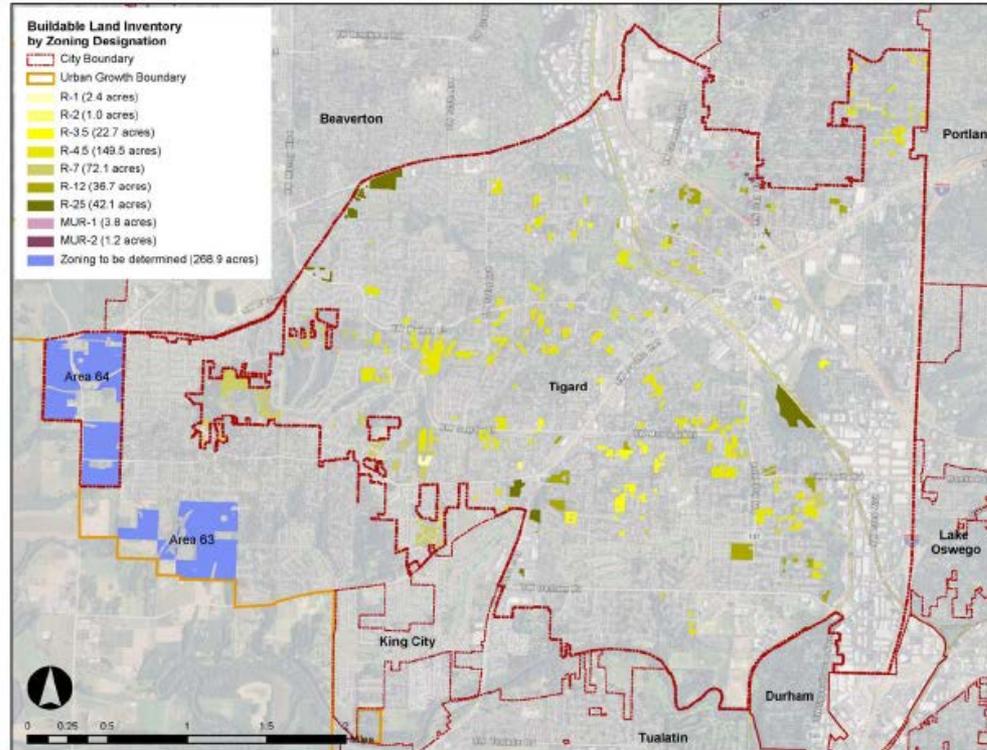
	Single Family	Single Family Attached	Duplex	3- or 4-plex	5+ Units MFR	Mobile Home	Total Units	% of Units
Total	3,577	1,279	145	393	1,154	0	<b>6,547</b>	100%
%age	54.6%	19.5%	2.2%	6.0%	17.6%	0%	100%	

Sources: PSU population Research Center, Claritas, Census, Johnson Reid

*Projected future demand for NEW housing units (2032)*

## Buildable Land Inventory

- The city's BLI was used to determine the location of developable land within Tigard.
- This information was analyzed to determine the city's capacity for new housing units.



*Buildable land inventory by zoning designation*

## Need for Future Residential Land

- Very good news: Each comparison is right on target for meeting the need with the land available.

Designation	TOTAL NEW UNITS NEEDED (2032)			Capacity of Vacant Lands (In Units)	Units Per Net Acre
	Single Family	Multifamily	Total Units		
	4,856	1,692	6,547		
R-1	3	0	3	3	1.3
R-2	2	0	2	2	2.2
R-3.5	100	0	100	197	8.7
R-4.5	867	0	867	1,302	8.7
R-7	628	0	628	628	8.7
R-12	525	0	525	525	14.3
R-25	146	1,094	1,240	1,240	29.4
MUR-1	0	191	191	191	50.0
MUR-2	0	60	60	60	50.0
Area 63	700	0	700	700	6.7
Area 64	1,785	347	2,132	2,132	13.0
<b>Totals/ Averages:</b>	<b>4,756</b>	<b>1,691</b>	<b>6,447</b>	<b>6,979</b>	<b>11.6</b>

## Tasks 3 and 4

- Review Comprehensive Plan to ensure consistency with Tasks 1 and 2 and relevant state or federal housing regulations
- Review the Community Development Code to ensure consistency with Tasks 1 and 2, the Comprehensive Plan, and relevant state or federal housing regulations

## Current and Forecasted Housing Needs

- The City's Comprehensive Plan does a good job of addressing the identified need for:
  - Affordable housing, and
  - A variety of housing types
- Results show there is sufficient capacity for new housing



*There is a need for future housing in a variety of price ranges and housing types.*

## Policy and Code Compliance with federal and state housing regulations

- Fair Housing Act
- Economic Opportunities Analysis
- Urban Growth Boundaries and Needed housing within Boundaries
- Metropolitan Housing Rule

### Metropolitan Housing Rule (OAR 660-007)

Key Section	Requirement	Result
-0030	To provide the opportunity for at least 50% of new residential units to be attached single family housing or multifamily housing	Under current zoning and planning there is an opportunity for greater than 50% to be attached or multifamily units (76%).
-0035	Target densities for jurisdictions, in Tigard it is 10 or more dwelling units per net buildable acre	Under current planning and zoning Tigard provides for an overall residential density of new construction of 11.6 units per acre

*The city is meeting key requirements for housing.*

## Review of Development Code

Types of Questions to be addressed:

- Do districts allow for a variety of housing types, including new housing types such as cottage housing or live/work units?
- Should standards be revised to help meet density and affordability goals?
- Should the city update location, size and setback standards for Accessory Dwelling Units?



# Future Work

- Housing Strategy Report
- Goal 10 Population and Housing Report
- Planning Commission and City Council Review

Questions?

