



City of Tigard

Tigard Business Meeting – Agenda

TIGARD CITY COUNCIL, CITY CENTER DEVELOPMENT AGENCY AND LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME: July 23, 2013 - 6:30 p.m. Study Session; 7:30 p.m. Business Meeting

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

Agenda revised on July 17, 2013, to indicate that Item No. 6 will be reviewed by the City Center Development Agency.

PUBLIC NOTICE:

Anyone wishing to speak on an agenda item should sign on the appropriate sign-up sheet(s). If no sheet is available, ask to be recognized by the Mayor at the beginning of that agenda item. Citizen Communication items are asked to be two minutes or less. Longer matters can be set for a future Agenda by contacting either the Mayor or the City Manager.

Times noted are *estimated*; it is recommended that persons interested in testifying be present by 7:15 p.m. to sign in on the testimony sign-in sheet. *Business agenda items can be heard in any order after 7:30 p.m.*

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).

SEE ATTACHED AGENDA

VIEW LIVE VIDEO STREAMING ONLINE:

<http://live.tigard-or.gov>

CABLE VIEWERS: The regular City Council meeting is shown live on Channel 28 at 7:30 p.m. The meeting will be rebroadcast at the following times on Channel 28:

Thursday 6:00 p.m. Sunday 11:00 a.m.

Friday 10:00 p.m. Monday 6:00 a.m.



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6:30 PM

- STUDY SESSION

- EXECUTIVE SESSION: The Tigard City Council will go into Executive Session to discuss labor negotiations and for consultation with legal counsel about current/pending litigation under ORS 192.660(2)(d) and (h). 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.

7:30 PM

1. BUSINESS MEETING

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

2. CITIZEN COMMUNICATION (Two Minutes or Less, Please)
7:35 p.m. - time is estimated

- A. Follow-up to Previous Citizen Communication
- B. Citizen Communication – Sign Up Sheet

3. CONSENT AGENDA: (Tigard City Council and Local Contract Review Board) These items are considered routine and may be enacted in one motion without separate discussion. Anyone may request that an item be removed by motion for discussion and separate action. Motion to:
7:55 p.m. - time is estimated

A. Authorize the Mayor to Execute the City's Continuity of Government Plan and Authorize Certain Staff to Update the Plan

B. Adopt a Resolution of Necessity to Acquire Easements for the Main Street Sanitary Sewer Project

C. Local Contract Review Board:

1. Award the contract for the construction of the 92nd Avenue street and storm sewer to R & R General Contractors, Inc. and authorize the City Manager to take all necessary steps to execute the contract.

• *Consent Agenda - Items Removed for Separate Discussion: Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Council/City Center Development Agency has voted on those items which do not need discussion.*

4. CONSIDER A RESOLUTION FOR RAISING AWARENESS OF THE DANGERS OF "THE CHOKING GAME"
8:00 p.m. - time is estimated

5. QUASI-JUDICIAL PUBLIC HEARING - ZONE CHANGE ANNEXATION (ZCA 2013-0002 - SOUTH VIEW HEIGHTS ANNEXATION
8:05 p.m. - time is estimated

REQUEST: A request to annex 5.79 acres of property known as South View Heights (Knauss), located at 12035 SW Beef Bend Rd. into the City of Tigard.

LOCATION: 12035 SW Beef Bend Road; Washington County Tax Assessor's Map 2S110CB, Tax Lot 02000.

COUNTY ZONE: R6: Residential, 5 units/acre minimum density, 6 units/acre maximum density. The purpose of the R-6 District is to implement the policies of the Comprehensive Plan for areas designated for residential development at no more than six (6) units per acre and no less than five (5) units per acre, except as specified by Section 300-2, Section 300-5, or Section 303-6. The intent of the R-6 District is to provide the opportunity for more flexibility in development than is allowed in the R-5 District.

EQUIVALENT CITY ZONE: R-7: Medium-Density Residential District. The R-7 zoning district is designed to accommodate attached single-family homes, detached single family homes with or without accessory residential units, at a minimum lot size of 5,000 square feet, and duplexes, at a minimum lot size of 10,000 square feet. Mobile home parks and subdivisions are also permitted outright. Some civic and institutional uses are also permitted conditionally.

APPLICABLE REVIEW CRITERIA: The approval standards for annexations are described in Community Development Code Chapters 18.320 and 18.390, Comprehensive Plan Goal 1, Goal 11, Goal 12, and Goal 14; ORS Chapter 222; Metro Code Chapter 3.09.

6. **CITY CENTER DEVELOPMENT AGENCY:** RECEIVE UPDATE ON MAIN STREET GATEWAY PUBLIC ART
8:30 p.m.
7. CONSIDER A RESOLUTION TO PLACE A MEASURE ON THE NOVEMBER 5, 2013, BALLOT FOR A PROPOSED CHARTER AMENDMENT THAT WOULD AMEND SECTIONS 47 AND 48 OF THE TIGARD CHARTER RELATING TO URBAN RENEWAL
8:50 p.m. - time is estimated
8. **LOCAL CONTRACT REVIEW BOARD:** AWARD CONTRACT FOR THE CONSTRUCTION OF THE FANNO CREEK TRAIL, MAIN STREET TO GRANT AVENUE, TO GSE INC.
9:00 p.m. - time is estimated
9. COUNCIL LIAISON REPORTS
10. NON AGENDA ITEMS
11. 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.
12. ADJOURNMENT
9:30 p.m. - time is estimated

AIS-1288

Business Meeting

Meeting Date: 07/23/2013

Length (in minutes): Consent Item

Agenda Title: Authorize the Mayor to Execute the City's Continuity of Government Plan and Authorize Certain Staff to Update the Plan

Prepared For: Mike Lueck

Submitted By: Greer Gaston, Public Works

Item Type: Motion Requested

Meeting Type: Consent Agenda

Public Hearing: No

Publication Date:

Information

ISSUE

Shall council:

- Authorize the mayor to execute the city's Continuity of Government (COG) plan by signing the promulgation statement on page six of the plan?
- Authorize the city manager, executive staff and the emergency services coordinator to make routine, housekeeping-type updates to the plan?

STAFF RECOMMENDATION / ACTION REQUEST

Authorize the mayor to execute the plan and authorize certain staff to update the plan.

KEY FACTS AND INFORMATION SUMMARY

Background

A COG plan is a federal initiative to ensure that agencies—including local governments—have policies in place so that the agency is able to perform essential functions during an emergency. Continuity planning is a fundamental government responsibility.

This is the first COG plan developed by the city. If formally approved by council, it will serve as the city's official COG plan.

How the Plan was Developed

The city was awarded a \$45,000 Homeland Security federal grant to develop a COG plan. A consultant, with expertise in this area, assisted the city in writing the plan. City executive staff and other key emergency management staff helped to draft the plan. The plan was subsequently tested and refined based on experiences from two recent emergency exercises.

City's Role

Responsibility for continuity planning resides with the highest level of management of the city. The mayor or the city manager are ultimately responsible for the planning and continuation of essential services during an emergency. City staff responsibilities include the development of the strategic continuity vision and overarching policy, the appointment of key continuity personnel, and the development of a program budget that provides for adequate facilities, equipment, and training.

Effective implementation of the COG plan requires the support of senior leaders and decision makers who have the authority to make commitments on behalf of the city.

In addition to the COG plan, each city department has its own Continuity of Operations (COOP) Plan. COOP plans provide details on the possible relocation of city employees and services in order to maintain essential functions, position succession and delegation of authority, security access and alert notification.

Plan Updates

As outlined in the promulgation statement on page six of the plan, staff will bring the COG plan back to council every five years or as needed for review and approval. In the interim, staff is asking the council to give the city manager, executive staff and the emergency services coordinator the authority to make routine, housekeeping-type updates to the plan.

OTHER ALTERNATIVES

The council could choose to revise the COG plan or could decide it does not want to authorize the mayor to execute the plan. However, the COG plan, and corresponding departmental COOP plans, will assist the city in providing essential services during an emergency—a time when services may be of the utmost importance to our citizens.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Not applicable

DATES OF PREVIOUS COUNCIL CONSIDERATION

The council was briefed on the COG plan at its July 16, 2013, workshop meeting.

Attachments

COG Plan

CONTINUITY OF GOVERNMENT (COG)

CITY OF TIGARD



FOR OFFICIAL USE ONLY

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DISTRIBUTION

This document shall be distributed to the City of Tigard Human Resources Division and all leadership positions of organizations within City of Tigard as changes or updates to this plan occur.

FOR OFFICIAL USE ONLY

WARNING: This document is FOR OFFICIAL USE ONLY. It contains information that is sensitive, but unclassified, and may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with local government policies relating to For Official Use Only information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized government official.

This document is to be used to implement the Continuity of Government Plan and directs the notifications and actions of personnel in response to an emergency or continuity event affecting City of Tigard. Unauthorized use of this information may constitute an invasion of privacy.

PROMULGATION STATEMENT

Transmitted herewith is the Continuity of Government (COG) Plan for City of Tigard. It provides a framework in which City of Tigard, along with its officials, departments, agencies, and other entities, can plan and perform their respective essential functions during a disruption, disaster or national emergency.

This Continuity of Government Plan was prepared in accordance with direction from Presidential Decision Directive 67, Federal Continuity Directive 1, Federal Continuity Directive 2, and Continuity Guidance Circular 1. It is in accordance with other existing Federal, State, and local statutes and understanding of the various departments involved. There is no other previous COG Plan and it has been reviewed and approved by the city manager of Tigard.

Staff will bring the COG Plan back to council every five years or as needed for review and approval. In the interim, staff is asking the council to give the city manager, executive staff and the emergency services coordinator the authority to make routine housekeeping maintenance changes to the plan. This authority will be included as part of the consideration of executing the document. Recipients are requested to advise the City of Tigard Executive Team of any changes which might result in its improvement or increase in its usefulness.

APPROVED: _____

DATE: _____

John L. Cook, City of Tigard Mayor

EXECUTIVE SUMMARY

City of Tigard recognizes that there are natural, man-made and terrorist threats that can impact the ability to perform essential functions that serve government organizations, citizens and private business. While the majority of these incidents cannot be prevented, many can be mitigated to reduce the impact through preventive measures to protect government assets or to rapidly recover from incidents in an organized and coordinated manner.

The key purpose of Continuity of Government (COG) planning is to reduce the consequences of a disaster to acceptable levels and to ensure that City of Tigard has sufficient resources and planning alternatives to continue its essential operations. Although when and how a disaster will occur is not known, the fact that future disasters will happen is certain. How well (or poorly) the COG plan is designed and implemented will determine the response, recovery, resumption, and restoration capabilities of City of Tigard.

The City of Tigard Continuity of Government plan, also referred to as "COG" is a strategic planning effort that helps ensure that City of Tigard has sufficient resources and planning alternatives to continue its essential operations should facilities and personnel be affected by any adverse event such as fire, severe storm, power disturbance/interruption or an emergency or disaster due to terrorism, natural or technological hazard.

The Continuity of Government plan serves as the coordination point for the recovery of essential functions for City of Tigard. While each individual organization within City of Tigard develops an individual Continuity of Operations Plan (COOP) to address the functions at the organizational level, many resources required by these organizations will be organized, prioritized and coordinated by the Executive Team level of City of Tigard. This plan serves to coordinate the decision making process and those key resources for City of Tigard.

Note: The generic term "organization" is used to refer to all entities of County and City government. When a specific department, organization, office, board, or commission is tasked within the Continuity of Government plan, its official title will be used.

COOP vs. COG

Continuity of Operations Planning (COOP)

Continuity of Operations planning is a planning strategy created within individual organizations to ensure their ability to continue the performance of their essential functions during a wide range of potential disruptions. Essentially, it is the capability of maintaining the core operations and essential functions of their organization under all eventualities. This is accomplished through the development of plans, procedures, and provisions for leadership succession, essential functions, alternative facilities, personnel, resources, interoperable communications, and vital records/databases. Within City of Tigard, there are 9 distinct Continuity of Operations plans that have been developed as an overall framework for the establishment of Continuity of Government. Each of these 9 plans is unique in nature specific to the organizations structure and operations, and has been tailored to address the following key elements of their continuity planning requirements:

- Essential Functions (Ranked by Priority)
- Vital Records / Vital Resources
- Orders of Succession
- Delegations of Authority
- Alternate Facilities
- COOP Teams and Responsibilities
- Communications
- Alert Notification
- Testing, Training, and Exercises

Continuity of Government Planning (COG)

This Continuity of Government Plan for City of Tigard is the summation of the most critical and major elements of each of the 9 Continuity of Operations Plans highlighted above. As such, this Continuity of Government plan supports a higher level of planning which serves as the framework for the preservation, maintenance, or reconstitution of the institution of the overall City of Tigard government. Through the coordination of these 9 individual continuity planning strategies and elements within City of Tigard, the Executive Team has better visibility to develop a unified and cohesive Continuity of Government Plan that results in the ability to carry out essential functions and operational responsibilities of City of Tigard.

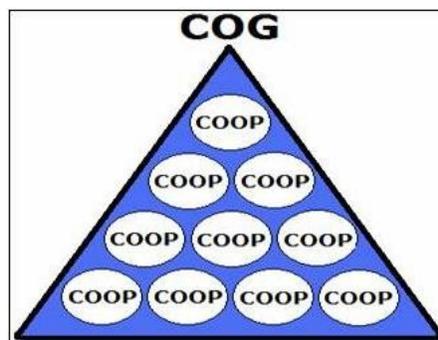


Illustration of Individual COOP's Combining to Make Overall COG

Provided below is a list of organizations within City of Tigard that have developed Continuity of Operations plans as part of this ongoing Continuity of Government initiative. Participating organizations are listed alphabetically by name:

- Administrative Services
- City Management
- City of Tigard Human Resources Division
- City of Tigard Police Department
- City of Tigard Public Works Department
- Community Development Department
- Financial and Information Services
- Risk Management
- Tigard Public Library

PLANNING ASSUMPTIONS

The Continuity of Government plan assumes that all City of Tigard organizations have Continuity plans in place for their organizations and locations necessary to maintain or recover essential functions. Organizations are expected to understand their space allocation needs and communicate that to the proper continuity team when they don't have the ability to organize their own alternate site plan.

This plan assumes that City of Tigard in coordination with the City of Tigard Human Resources Division will form specific Continuity Teams designed to address the situation and meet the needs and requirements of City of Tigard during continuity events. At a minimum, these Continuity Teams will consist of leadership, management, and key decision makers within City of Tigard who are thereby responsible for implementing the Continuity of Government plan and its actions as required.

The assumptions listed below serve as a scope of an incident that could occur and what other situations may exist that will need to be considered in the recovery of essential functions:

- An incident or operational disruption has occurred within City of Tigard which impacts the ability to perform or deliver of one or more organization's essential functions.
- Whatever the incident, the consequences can be summarized to manageable situations that City of Tigard, its organizations, and their private partners can manage.
- One or more City of Tigard organizations are becoming overwhelmed in their ability to recover from the incident independently.
- Services provided by private enterprise, local government(s) and/or the federal government may be impacted.
- Power, fuel, water, food, medical, power and telecommunications sources and supply chains may be impacted.

CONTINUITY TEAMS

The activation and implementation of the Continuity of Government plan is performed in conjunction with the details of the City of Tigard Emergency Operations Plan (EOP). Policy Support and executive leadership is a vital part of any response and the EOP guidelines for Policy Support sets forth the roles and responsibilities as part of the overall Incident Command

System (ICS). For the City of Tigard, the Continuity Teams and its members act as the primary decision-makers for Policy Support during the activation of the COG and for addressing the requirements regarding all COG issues.

In order for City of Tigard to successfully manage and execute the actions contained within this Continuity of Government Plan, it is necessary to develop specific Continuity Teams which will have the responsibility in their various areas to oversee the design, strategy, and ongoing development and coordination of the Continuity of Government Plan as a whole. In addition, Continuity Team members will serve a significant role in the response and decision making process of the Continuity of Government plan when disruptions occur. The following are Continuity Teams developed specifically for City of Tigard:

In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled, keeping the Legal Action/Declaration Team Chief apprised of continuity matters, developing notification cascades for all Legal Action/Declaration Team members, and participating in continuity trainings and exercises.

During a continuity event, members of the Legal Action/Declaration Team are responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.

Legal Action/Declaration Team Members - City of Tigard

Team Member	Team Responsibility/Role
<p>Marty Wine - City Manager City Management Administration Work: 503-718-2486 Work Email: Marty@tigard-or.gov</p>	<p>In preparation of potential continuity events, Legal Action/Declaration Team Chief is responsible for reviewing minutes and/or attending continuity meetings as scheduled, keeping the Legal Action/Declaration Team members apprised of continuity matters, developing notification cascades for all Legal Action/Declaration Team members, and participating in continuity trainings and exercises.</p> <p>During a continuity event, the Legal Action/Declaration Team Chief is responsible for contacting and coordinating with the Legal Action/Declaration Team members for reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.</p>

Team Member	Team Responsibility/Role
<p>John Cook - City Mayor City Management City Council Work Email: MayorCook@Tigard-or.gov</p>	<p>In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled. During a continuity event, responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.</p>
<p>Gretchen Buehner - Councilor City Management City Council Work Email: Gretchen@tigard-or.gov</p>	<p>In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled. During a continuity event, responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.</p>
<p>Marc Woodard - Councilor City Management City Council Work Email: marc@tigard-or.gov</p>	<p>In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled. During a continuity event, responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.</p>
<p>Marland Henderson - Council President City Management City Council Work Email: Marland@tigard-or.gov</p>	<p>In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled. During a continuity event, responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.</p>

Team Member	Team Responsibility/Role
<p>Jason Snider - Councilor City Management City Council Work Email: jason@tigard-or.gov</p>	<p>In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled. During a continuity event, responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.</p>

The infrastructure assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking county, state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county. Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).

Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds. County government is the focal point for compiling financial information and is the conduit for passing that information to the State. Select city staff will form damage assessment teams to inspect and estimate damages to city infrastructure, businesses, non-profits, and private residences. City staff will also coordinate the citywide financial damage assessment process by gathering loss estimates from all reporting sources in the city, completing the IDA form and submitting to the county.

Safety focused inspections of buildings, roads, and bridges are another critical piece of the damage assessment process. Damaged city infrastructure must be inspected following a disaster to ascertain if it is safe for use or re-occupancy.

First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by the established city IDA teams and road and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.

Tigard Infrastructure Assessment team Members - City of Tigard

Team Member	Team Responsibility/Role
<p>John Goodrich - Utility Division Manager Public Works Water Division Work: 503-718-2609 Work Email: johng@tigard-or.gov</p>	<p>Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).</p>
<p>Mark VanDomelen - City Building Official Community Development Building Work: 503-718-2448 Work Email: Markv@tigard-or.gov</p>	<p>Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).</p>

Team Member	Team Responsibility/Role
<p>Michael Stone - City Engineer Public Works Engineer Division Work: 503-718-2759 Work Email: MStone@tigard-or.gov</p>	<p>The infrastructure assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking county, state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county.</p>
<p>Dennis Koellermeier - Director Public Works Administration Work: 503-718-2596 Work Email: Dennis@tigard-or.gov</p>	<p>First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by the established city IDA teams and road and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.</p>
<p>Mike Lueck - Emergency Services Coordinator Public Works Administration Work: 503-718-2593 Work Email: mikel@tigard-or.gov</p>	<p>County government is the focal point for compiling financial information and is the conduit for passing that information to the State. Select city staff will form damage assessment teams to inspect and estimate damages to city infrastructure, businesses, non-profits, and private residences. City staff will also coordinate the citywide financial damage assessment process by gathering loss estimates from all reporting sources in the city, completing the IDA form and submitting to the county.</p>
<p>Michelle Wright - Business Manager Public Works Administration Work: 503-718-2445 Work Email: michellew@tigard-or.gov</p>	<p>Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds.</p>

Tigard Planning Team Members - City of Tigard

Team Member	Team Responsibility/Role
<p>Liz Newton - Assistant City Manager City Management Administration Work: 503-718-2412 Work Email: LIZ@tigard-or.gov</p>	<p>Responsible for identifying and managing team members, scheduling and conducting Planning Team meetings on a regular basis (recommended every 6 months).</p>
<p>Tom McGuire - Principal Planner Community Development Community Planning Work: 503-718-2490 Work Email: TomM@tigard-or.gov</p>	<p>Responsible for the on-going maintenance of the plan over time.</p>
<p>Mike Lueck - Emergency Services Coordinator Public Works Administration Work: 503-718-2593 Work Email: mikel@tigard-or.gov</p>	<p>Serves as the Planning Team Chief and is the primary point of contact for all continuity planning issues.</p> <p>Responsible for oversight for developing department/division/sections of the draft version of the plan.</p> <p>Responsible for the official review and formal approval of the finalized plan.</p>
<p>Sandy Zodrow - Human Resource Director City Management Human Resources Work: 503-718-2408 Work Email: sandy@tigard-or.gov</p>	<p>Responsible for the on-going maintenance of the plan over time.</p>
<p>Loreen Mills - Assistant to the City Manager City Management Risk Management Work: 503-718-2417 Work Email: loreen@tigard-or.gov</p>	<p>Responsible for the on-going maintenance of the plan over time.</p>
<p>Toby LaFrance - Financial and Information Services Director Financial and Information Services Administration Work: 503-718-2406 Work Email: toby@tigard-or.gov</p>	<p>Responsible for the on-going maintenance of the plan over time.</p>
<p>Nick Nissen - Facilities Services Supervisor Public Works Facilities Services and Fleet Division Work: 503-718-2605 Work Email: ngn@tigard-or.gov</p>	<p>Responsible for the on-going maintenance of the plan over time.</p>
<p>Jim de Sully - Assistant Police Chief Police Administration Work: 503-718-2568 Work Email: jdesully@tigard-or.gov</p>	<p>Responsible for the on-going maintenance of the plan over time.</p>

Tigard Relocation Team Members - City of Tigard

Team Member	Team Responsibility/Role
<p>Debbie Smith-Wagar - Assistant Finance/Information Technology Director Financial and Information Services Financial Operations Work: 503-718-2493 Work Email: debbies@tigard-or.gov</p>	<p>Responsible for coordinating and managing financial related issues during continuity events including purchases, petty cash and reimbursements.</p>
<p>Steve Martin - Parks and Facility Manager Public Works Parks and Facilities Division Work: 503-718-2583 Work Email: SteveM@tigard-or.gov</p>	<p>During a continuity event, members of the Relocation Team are responsible for relocating to the designated Alternate Facility in a timely manner and re-establishing and recovering the operations of the organization's essential functions as identified in Annex C.</p> <p>Serves as the Relocation Team Chief and is responsible for deciding if and when to relocate operations to an alternate facility.</p> <p>Serves as the primary point of contact for Facility Management; duties could include assistance in selecting alternate facilities and coordinating relocation efforts of furniture, office equipment, and IT related requirements.</p> <p>Serves as the primary point of contact for Information Technology; duties include managing IT resources and coordinating IT related requirements such as acquiring and installing: computers, telephones, internet/intranet connectivity, etc.</p>
<p>Louis Sears - Information Technical Services Manager Financial and Information Services Information Services Work: 503-718-2403 Work Email: louis@tigard-or.gov</p>	<p>Serves as the primary point of contact for Information Technology; duties include managing IT resources and coordinating IT related requirements such as acquiring and installing: computers, telephones, internet/intranet connectivity, etc.</p>

Team Member	Team Responsibility/Role
<p>Brian Rager - Assistant Director Public Works Administration Work: 503-718-2471 Work Email: BrianR@tigard-or.gov</p>	<p>In preparation of potential continuity events, Relocation Team members are responsible for attending continuity meetings as scheduled, keeping the Relocation Team Chief apprised of continuity matters, reviewing and updating organization's essential functions annually, developing notification cascades for key staff and/or division personnel, participating in continuity training and exercises, and developing a plan and methodology for off-site storage of data to include vital records and databases.</p>

Tigard Support Team Members - City of Tigard

Team Member	Team Responsibility/Role
Paul Izatt - GIS Technician Public Works Administration Work: 503-718-2589 Work Email: Paull@tigard-or.gov	Responsible for managing the communication efforts to staff regarding current status of the situation.
Steve Martin - Parks and Facility Manager Public Works Parks and Facilities Division Work: 503-718-2583 Work Email: SteveM@tigard-or.gov	Responsible for managing the staffing levels and successful completion of essential functions at the alternate facility.
Ken Richards - Senior Building Technician Public Works Facilities Services and Fleet Division Work: 503-718-2608 Work Email: KenR@tigard-or.gov	Following notification that a relocation of a facility has been ordered or is in progress, The Site Support Team Leader (SSTL) shall alert and notify the appropriate alternate site manager. Together, the Public Works (PW) Director, the SSTL, and the alternate site manager will implement the PW COOP Alternate Site-Support Procedures and prepare for the initiation of the COOP and to receive the essential personnel within six hours and be fully functional within 24 hours.

In preparation of pandemic events, Pandemic Team members are responsible for attending team meetings and updating the Pandemic Annex on an annual basis. At a minimum, the team should review and address any pandemic related elements that might affect their organization during an event. Elements to consider might include: reviewing human resource policies and sick leave policies, establishing a method of communication with key staff and personnel, coordinating with local/state pandemic planning efforts, educating and training personnel on the effects of pandemics and their personal safety. The Pandemic Team's ultimate responsibility is to improve the organization's ability to prepare, respond, and sustain the long-term effects of a pandemic event.

Pandemic Team Members - City of Tigard

Team Member	Team Responsibility/Role
<p>Louis Sears - Information Technical Services Manager Financial and Information Services Information Services Work: 503-718-2403 Work Email: louis@tigard-or.gov</p>	<p>Identify technologies required for performing essential functions and review the associated disaster recovery plans. Identify the supporting agency for each system (in-house, city/county, third party, etc.) and contact them to discuss continuity planning efforts. Review IT staffing levels and develop clear succession lines for key technical skills. Research options for telecommuting for key staff including hardware, software and security requirements. Research options for videoconferencing and teleconferencing. Research options for the increased use of Internet and telephone communications.</p>

Team Member	Team Responsibility/Role
<p>Liz Newton - Assistant City Manager City Management Administration Work: 503-718-2412 Work Email: LIZ@tigard-or.gov</p>	<p>Ensure that the organization's leadership is aware of any existing laws, ordinances, and/or authorities of health officials.</p> <p>Review the organization's internal and external communications plans to ensure that it is prepared to successfully communicate with leadership, personnel, and the general public under pandemic circumstances. Communicate regularly with employees regarding current status and expectations. Communicate regularly with any operational partners that factor into the organization's essential operations for the distribution of event information and current status. Develop multiple channels and methods for disseminating information. Develop a Public Information Officer (PIO) capability for disseminating information to the public in an official manner. Communicate with health and emergency officials regarding any incidents or developments related to pandemics.</p> <p>Review the organization's policies and guidance regarding Injury/Illness as it might pertain to pandemics. Review Sick leave policies and train staff regarding appropriate sections and changes. Review organization's insurance policies, including health, disability, salary continuance, business travel, and life insurance. Review current travel policies and consider modifications related to pandemic issues. Develop a policy for vaccines and antivirals for staff including priorities and distribution methods. Develop crisis support or employee assistance programs. Develop plans for alternate work schedules where applicable. Develop policies for social distancing. Determine the effects of union contracts on emergency Human Resource policy development.</p>

Team Member	Team Responsibility/Role
<p>Loreen Mills - Assistant to the City Manager City Management Risk Management Work: 503-718-2417 Work Email: loreen@tigard-or.gov</p>	<p>Establish contact with local public health officials for coordination with local pandemic planning efforts. Ensure that the organization is aware of and possibly involved in current local preparedness and planning efforts. Ensure that the organization is kept informed of current local conditions and response efforts concerning a pandemic event. Develop mutual aid programs with neighboring organizations at the city, county, state, and/or private sector level.</p> <p>Ensure that the organization's leadership is aware of any existing laws, ordinances, and/or authorities of health officials.</p> <p>Review the organization's policies and guidance regarding Injury/Illness as it might pertain to pandemics. Review Sick leave policies and train staff regarding appropriate sections and changes. Review organization's insurance policies, including health, disability, salary continuance, business travel, and life insurance. Review current travel policies and consider modifications related to pandemic issues. Develop a policy for vaccines and antivirals for staff including priorities and distribution methods. Develop crisis support or employee assistance programs. Develop plans for alternate work schedules where applicable. Develop policies for social distancing. Determine the effects of union contracts on emergency Human Resource policy development.</p>
<p>Nick Nissen - Facilities Services Supervisor Public Works Facilities Services and Fleet Division Work: 503-718-2605 Work Email: ngn@tigard-or.gov</p>	<p>Oversee heightened cleaning efforts in offices and common areas, such as frequently wiping doorknobs, railings, telephones, restrooms. Place hand sanitizer in communal locations for staff and visitors to use. Develop emergency kits of equipment and supplies for preventing the transmission of the disease including cleaning supplies, respirators, masks, and disposable gloves, etc. Use damp rather than dry dusting to avoid spreading dust particles. Move restroom wastebaskets next to restroom doors so that employees can use towels to open the doors.</p>

Team Member	Team Responsibility/Role
<p>Sandy Zodrow - Human Resource Director City Management Human Resources Work: 503-718-2408 Work Email: sandy@tigard-or.gov</p>	<p>Assure staff that their health, safety, and well-being are a top priority during a pandemic. Develop an employee education and safety program and ensure that training is available to all appropriate staff. Instruct staff about Human Resource policies related to the pandemic or similar illnesses. Instruct staff about proper health and hygiene habits for minimize transmission including covering coughs, washing hands, and using hand sanitizer. Encourage staff to prepare at home with plans and emergency items including a two-week supply of food.</p>

The Executive Team consists of the highest ranking officials and key decision makers within an organization. This team is designed to create an overarching decision and policy making group which plans, assesses, and coordinates the response to events that disrupt continuity of an organization's operations. Members selected to serve on the Executive Team should have the capacity to represent their respective area of expertise and make sound recommendations which serve in the best interest of the organization and its overall operations. At a minimum, the Executive Team should be comprised of key representatives from the following types of positions and organizations: Executive Management, Safety/Security, Facilities Management, Finance, Human Resources, and Information Technology. It is highly recommended that Executive Team members review and have a clear understanding of the vital elements contained within the various continuity plans for their organization. It is also recommended that the Executive Team conduct planning meetings every six months to discuss and update the Continuity Plan.

Executive Team Members - City of Tigard

Team Member	Team Responsibility/Role
<p>Louis Sears - Information Technical Services Manager Financial and Information Services Information Services Work: 503-718-2403 Work Email: louis@tigard-or.gov</p>	<p>(IT) Serves as the primary point of contact for all IT issues including system availability, disaster recovery, telephones, and communications. Will identify all vital records and systems and provide details regarding back-ups, redundancy, and Disaster Recovery (DR) planning. Review all departmental IT requirements for essential functions. Provide on-site support for IT related issues during disruptions or relocations.</p>
<p>Marty Wine - City Manager City Management Administration Work: 503-718-2486 Work Email: Marty@tigard-or.gov</p>	<p>(Executive) Provide a letter of executive management support for the planning effort. Allocate departmental resources for training, plan development, and exercising. Approve the final Business Continuity Plan / Continuity of Business plan.</p>
<p>Sandy Zodrow - Human Resource Director City Management Human Resources Work: 503-718-2408 Work Email: sandy@tigard-or.gov</p>	<p>(HR) Serves as the primary point of contact for all HR issues including personnel contact information, HR policies and procedures, and staff training. Will provide current contact information for all key staff involved in the project. Coordinate all HR policies related to continuity planning and pandemic situations. Assist with all staffing issues caused by a pandemic or other disruption.</p>
<p>Steve Martin - Parks and Facility Manager Public Works Parks and Facilities Division Work: 503-718-2583 Work Email: SteveM@tigard-or.gov</p>	<p>(Facilities) Serves as the primary point of contact for all facility issues including security, maintenance, damages, and relocation alternatives. Will identify all building and facilities to be covered by the Business Continuity Plan. Provide information about security, access, and evacuation procedures. Assist all departments with alternate facilities options and priorities.</p>
<p>Mike Lueck - Emergency Services Coordinator Public Works Administration Work: 503-718-2593 Work Email: mikel@tigard-or.gov</p>	<p>(Project Manager) Will identify all team members and schedule all planning efforts. Manage the collection of data for the Business Continuity Plan (BCP) / Continuity of Business Plan (COB).</p>

OBJECTIVES

The City of Tigard COG is designed to address and accomplish the following objectives:

- Ensure uninterrupted command, control, and leadership of City of Tigard.
- Protect critical facilities, systems, equipment and records.
- Become operational within three (3) business days (or sooner) and maintaining capability for up to 30 days (or until primary facility is restored to full operation).
- Resume technology operations and support for time-sensitive business operations in the event existing technology processing has been rendered inoperable.
- Reduce the operational effects of a disaster on time-sensitive business operations through a set of pre-defined and flexible procedures to be used in directing recovery operations.
- Resume production processing of the most time-sensitive computer systems, network services and applications within three (3) business days (or sooner) following the disruptive event.
- Provide a proper work environment for displaced staff while their facilities and their contents are being restored.
- Resume and maintain adequate service levels to residents and businesses of City of Tigard.

SCOPE

This plan includes a comprehensive list identifying the time-sensitive and less time-sensitive essential functions, automated technology, and support areas for City of Tigard. This plan will be activated in the event any primary facility or a portion of a primary facility is involved in an emergency involving a disruption of operations for three (3) days or more or is declared unusable for normal operations.

This plan addresses resumption and recovery in any emergency or disaster situation. It does not address building emergency and evacuation procedures or on-site resumption and recovery procedures which are addressed in each organizations individual Continuity of Operations plan. Actions related to the physical restoration process, in terms of primary site restoration, recovery de-activation, migration and reestablishment of normal operations, termination/shutdown of recovery operations at alternate sites, integration of supporting activities with other departments to ensure essential functions can be performed, and post-recovery operations are also addressed in each organization's COOP.

This plan is based on the formal approval of the City Manager of those critical business functions and associated support functions identified as time-sensitive. A list of essential functions and services provided by each organization of City of Tigard has been arranged in order of priority is documented in their respective COOP's and identifies the essential functions operations, vital records and resources, and periods of time for which and after which disruptions could result in significant losses to City of Tigard.

Each summary contained within the City of Tigard COG shall include:

- The line of succession for their organization, with a minimum of three alternates.
- A minimum of two (2) points-of-contact for their organization, including the leadership of the organizations and a designated Continuity Coordinator.
- A list of all essential functions of the organization, arranged in order of priority of those critical functions essential to the mission of the organization's operations.
- A list of Vital Records and Vital resources used by each organization within City of Tigard, including documentation of the protection, duplication and movement of these items.
- A specified Alternate Facility location identified for each Primary Facility where an organization operates.

Additionally, this document serves as a starting point for the recovery of City of Tigard government operations. Included in this document is a list of all participating City of Tigard organizations, Department Heads, Continuity Planning Chiefs and their contact information. These people are responsible for developing, maintaining and implementing their own organizational level continuity plans with the assistance of the City of Tigard Human Resources Division.

While all plans can be overwhelmed by the events presented, this plan attempts to address to consequences of an unknown incident by taking into account the needs of the citizens, businesses, and City of Tigard organizations, and how those needs could be met in an impacted environment. The goal is to perform as much pre-work in the form of coordination, prioritization, alternate work methods, or any other means necessary so that during an incident, focus can be on resolving issues instead of making decisions that could have been resolved in advance.

PHASE I: ACTIVATION OF CONTINUITY OF GOVERNMENT PLAN

This plan serves as a coordination document of the resources available to City of Tigard in a time of disruption or crisis.

Analysis of the situation is important with as many verifiable facts as possible. Status of facilities and/or the functions impacted is the outcome of the analysis along with any time frames for recovery that the incident will allow.

Once a decision has been made to activate the City of Tigard Continuity of Government plan, the City Manager will execute the plan and coordinate with the appropriate Continuity Teams. Each City of Tigard organization will then be contacted to activate their COOP at the direction of the City Manager.

In the event of limited resources, allocation of resources will be made by the City Manager or their designee. Each organization in City of Tigard has designated a specific individual to serve as their organization's Continuity Coordinator to communicate directly with their internal leadership and provide information and requirements to the City Manager on continuity of operations planning.

The support of organizations that perform the most essential functions will be prioritized and become the focal point at that time. Relocation of staff, resources and functions are coordination activities that will need to be considered as well as the availability of any private sector supplies or services such power, water, telecommunications, and fuel. All participating organizations of City of Tigard have identified essential functions as part of their continuity planning efforts. With

these lists which identify each organization's essential functions, the City of Tigard has the ability to broadly view the overall framework of functions and prioritize them based on specific criteria; including life/safety, financial, public perception, and recovery time requirements. While this is an objective measure of the priority, subjective decisions can be made based on this priority as to a potentially different order of restoration should occur. It is also not expected that in any one incident that all functions are impacted to the point of requiring restoration. This prioritized list would then be used to identify the functions impacted, what the recovery time would be, and what alternative arrangements are going to be put in place so that a clear and concise communication can be made to the media and public as to the functions impacted.

PHASE II: ALTERNATE FACILITY AND CONTINUITY OF OPERATIONS

This section speaks to how City of Tigard will conduct its functions during a Continuity Plan activation scenario.

Each City of Tigard organization shall activate its COOP and understand its place in the priority of City of Tigard functions.

Activation of the plan shall consider life/safety aspects first and that response to the incident may take a higher priority than the restoration of services, particularly when organization staff members have homes and families impacted by the incident.

Any resource, facility or staff shortages shall be reported to the City Manager or their designee.

PHASE III: RECONSTITUTION / RETURN TO NORMAL OPERATIONS

During Prevention, the primary responsibilities of City of Tigard organizations include:

- Plan to protect employees.
- Plan for the protection and duplication of Vital Records and Vital Resources.
- Plan for the efficient resumption of mission essential functions.
- Plan for and identify potential alternate operating sites.
- Plan to support and communicate with the City Manager and designated Continuity Teams.
- Plan to streamline the reporting of resumption and recovery progress to the City Manager.
- Provide and maintain a current Continuity of Operations Plan.
- Review and re-approve Continuity of Operations Plan annually.

During Response, the primary responsibilities of City of Tigard organizations include:

- Establish an immediate and controlled presence for response.
- Conduct a preliminary assessment of incident impact, known injuries, extent of damage, and disruption to the organizations operations and essential functions.

- Determine if and/or when access to the affected facilities will be allowed.
- Provide the City Manager with the facts necessary to make informed decisions regarding subsequent resumption and recovery activity.

During Resumption, the primary responsibilities of City of Tigard organizations include:

- Monitor and report progress of the resumption operations.
- Notify and appraise the City Manager of the situation.
- Mobilize and activate the personnel necessary to facilitate the resumption process.
- Notify employees, vendors and other internal and external individuals and organizations.

During Recovery, the primary responsibilities of City of Tigard organizations include:

- Prepare for and/or implement procedures to facilitate and support the recovery of less time sensitive operations.
- Mobilize additional personnel and support organizations as required.
- Maintain an information flow regarding the status of recovery operations among employees, vendors and other internal and external individuals and organizations.

During Restoration, the primary responsibilities of City of Tigard organizations include:

- Manage salvage, repair and/or refurbishment efforts at the affected facility.
- Prepare procedures necessary to the relocation or migration of essential functions to the new or repaired facility.
- Implement procedures necessary to mobilize operations, support and technology agency relocation.
- Manage the relocation effort as well as perform employee, vendor, and customer notification before, during and after relocation or migration.

KEY PERSONNEL

Key personnel are those required to implement the Continuity Plan. These involve the leadership and management personnel of the organization and any other personnel as identified in the organizations plan. There are logistical staff that assist in setting up and supporting the operational staff and functions that the organization performs. There are operations personnel who perform the Mission Essential Functions of the organization. There are reconstitution personnel that are preparing the impacted site or a whole new site if the damage is severe, for operations again. Note that personnel should NOT be assigned double duty on multiple teams during a Continuity Plan implementation. Stress levels will be high, burnout will be an issue to be dealt with and availability of staff will be impacted post incident.

VITAL RECORDS AND RESOURCES

Vital Records, Vital Resources, databases, systems and other elements critical to operations are the responsibility of each individual organization to manage, mitigate and proactively protect

from potential incidents. Mitigation efforts include converting paper records to electronic forms, ensuring storage areas are not susceptible to water damage, and ensuring that a records retention policy is in place to avoid storing large amounts of records that are out-dated and beyond their useful life.

Organizations should recognize in their assessment of what records and resources are truly vital to their operations. Given the considerable expense in recovering damaged records, organizations need to properly assess what is truly vital. Efforts to mitigate destructive effects on records will be repaid many times over if an incident occurs.

If there is an incident that damages hardcopy records, the City of Tigard Information and Technology will need to assist organizations with document or artifact restoration services.

TESTING, TRAINING, AND EXERCISING

It is necessary for all levels of personnel, including those appointed or elected, to maintain their understanding of the goals and objectives of continuity planning; including how the plan affects their area, its overall design, and the strategy it employs. Awareness of Continuity Planning best practices and the basic discussion areas it addresses is crucial and how it differs from emergency response type plans.

All personnel within City of Tigard should be tested and trained on their organizations plans so they are aware of their organizations COOP and its contents. The process of testing, training, and exercising the plans should include, but not limited to the following areas: what are the mission essential functions of the organization, what vital records and resources are critical for the organization to continue its functions, who are the key leadership personnel within the organization and who are their designated alternates, what alternate facilities have been identified as potential sites for relocation, and that each employee should have a plan for their family in case of emergency.

Tests and exercises can take on a number of forms. The most basic is an orientation that resembles a meeting where aspects of the plan are discussed with employees. A test may be of a new piece of equipment or procedure. A tabletop exercise is a realistic scenario posed in a conference room environment to key people in the organization who are asked to use the plan and their own knowledge to respond and recover from the scenario proposed. A functional exercise involves the actual use of equipment, moving of people, etc., from one organization, facility or division. A full scale exercise is a larger scale event than the functional exercise involving a large number of organizations, private sector, local government and/or federal government.

Maintenance/Review of the plan shall occur on a quarterly basis. This can occur during a staff meeting where staff identifies changes in contact information and function.

CITY OF TIGARD MAIN CONTACTS BY ORGANIZATION

The following is a list of Main Contacts for continuity planning initiatives for each of the organizations within City of Tigard. This list is arranged alphabetically by organization.

Administrative Services

Leadership: Liz Newton Assistant City Manager LIZ@tigard-or.gov 503-718-2412

Planning Team Chief: Kent Wyatt Senior Management Analyst kentw@tigard-or.gov 503-718-2809

City Management

Leadership: Marty Wine City Manager Marty@tigard-or.gov 503-718-2486

Planning Team Chief: Kent Wyatt Senior Management Analyst kentw@tigard-or.gov 503-718-2809

City of Tigard Human Resources Division

Leadership: Marty Wine City Manager Marty@tigard-or.gov 503-718-2486

Planning Team Chief: Kent Wyatt Senior Management Analyst kentw@tigard-or.gov 503-718-2809

City of Tigard Police Department

Leadership: Alan Orr Police Chief chiefalanorr@tigard-or.gov 503-718-2472

Planning Team Chief: Rick Rhodes Lieutenant 22110@tigard-or.gov 503-718-2571

City of Tigard Public Works Department

Leadership: Dennis Koellermeier Director Dennis@tigard-or.gov 503-718-2596

Planning Team Chief: Brian Rager Assistant Director BrianR@tigard-or.gov 503-718-2471

Community Development Department

Leadership: Kenny Asher CD Director KennyA@tigard-or.gov 503-718-2443

Planning Team Chief: Dianna Howse Building Division Services Supervisor Dianna@tigard-or.gov 503-718-2430

Financial and Information Services

Leadership: Toby LaFrance Financial and Information Services Director toby@tigard-or.gov 503-718-2406

Planning Team Chief: Debbie Smith-Wagar Financial and Information Services Asst. Director toby@tigard-or.gov 503-718-2493

Risk Management

Leadership: Loreen Mills Assistant to the City Manager loreen@tigard-or.gov 503-718-2417

Planning Team Chief: Kent Wyatt Senior Management Analyst kentw@tigard-or.gov 503-718-2809

Tigard Public Library

Leadership: Margaret Barnes Library Director margaret@tigard-or.gov 503-718-2501

Planning Team Chief: Joyce Niewendorp Senior Librarian/Person In Charge (PIC) joyce@tigard-or.gov 503-718-2522

PRIMARY FACILITIES AND ALTERNATE FACILITIES

The following is a list of Primary Facilities and their corresponding Alternate Facilities for each of the organizations within City of Tigard. This list is arranged alphabetically by organization.

Administrative Services

City Hall - Public Works Auditorium

City Hall - Tigard Public Library

City Management

City of Tigard Human Resources Division

City of Tigard Police Department

City of Tigard Public Works Department

Public Works Operations Annex - Public Works Administration and Operations

Public Works Facilities Services Center - Public Works Administration and Operations

Public Works Administration and Operations - Public Works Operations Annex

Public Works Administration and Operations - City of Tigard Public Library

Public Works Administration and Operations - City Hall

Public Works Operations Annex - City Hall

Public Works Operations Annex - City of Tigard Public Library

Public Works Administration and Operations - Senior Center

Public Works Operations Annex - Senior Center

Public Works Facilities Services Center - Public Works Facilities Services Center

Public Works Operations Annex - Canterbury Facility

Public Works Operations Annex - Cook Park Maintenance Facility

Public Works Facilities Services Center - Cook Park Maintenance Facility

Community Development Department

Permit Center - Tigard Library

Permit Center - Public Works Auditorium

Financial and Information Services

Risk Management

Tigard Public Library

VITAL RECORDS AND RESOURCES

The following is a list of Vital Records and Resources which have been identified as critical to the operations of City of Tigard. The Vital Records and Resources are listed in order of priority.

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Springbrook</p> <p>Type: Enterprise System / Database</p> <p>Description: Financial Software.</p> <p>Springbrook's Financial System is a General Ledger-based collection of applications designed to meet any organization's financial accounting needs.</p> <p>The Finance System includes:</p> <ul style="list-style-type: none"> • Accounts Receivable • Bank Reconciliation • Clearing House • Extended Budgeting • 	<p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: No</p>	<p>Review/Update Date: 11/14/12</p> <p>Use for Payroll, Invoicing, bill payments grant checking etc.</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: I: Drive</p> <p>Type: Hardware / infrastructure</p> <p>Description: Department and shared files.</p> <p>Server Tigdept.</p> <p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 City-Wide Application</p> <p>Location : Niche</p> <p>8720 SW Burnham St Tigard, Oregon 97223</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p>
<p>Vital Record Name: H: Drive</p> <p>Type: Hardware / infrastructure</p> <p>Description: Individual Personal Home directory</p> <p>Server Tigdept.</p> <p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p>	<p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 01/17/2012 City wide application with remote access with permission.</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Accela</p> <p>Type: Web Based</p> <p>Description: Permitting Software, Accela's Land Management application helps track and manage all of land use and community development activities. A single, centralized database gives agency staff parcel information instantly, thereby speeding up the process from application to occupancy while reducing errors and redundancy. Activities include:</p> <p>Permits</p> <p>Building safety</p> <p>Inspections</p> <p>Investigations</p> <p>Document or plan review</p> <p>Code enforcement</p> <p>Accela's Asset Management tracks and manages your assets, work orders and resources, providing an automated solution for costing, inventory, maintenance, investigations, and inspections. This application is flexible enough to manage all your agency's assets— fleet, street, water, wastewater, parks and recreation, plant and facilities, sewer, railway, roadway. and more.</p>	<p>Web Interface.</p> <p>IT staff</p> <p>Username/password</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - Wide Area Network</p> <p>Remote Accessible: No</p>	<p>Review/Update Date: 01/17/2012 Electronic access provided online http://www.accela.com/</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: MainStar</p> <p>Type: Enterprise System / Database</p> <p>Description: Department wide work order and maintenance tracking software</p> <p>http://www.maintstar.com/</p> <p>MaintStar has a specialized suite of modules specifically designed for the asset management & maintenance needs of city, county, state, and federal governments. The system allows for the tracking of distinctive information pertaining to individual infrastructure assets such as streets, sewer systems, potable water, signs, bridges, paving, facilities, projects and more. The System also records and tracks information about code enforcement and permits.</p>	<p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Remote Data Storage</p> <p>Remote Accessible: No</p>	<p>Review/Update Date: 11/14/12 Location : Niche</p> <p>8720 SW Burnham St Tigard, Oregon 97223</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/Va</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: CodeRED Emergency Notification System</p> <p>Type: Enterprise System / Database</p> <p>Description: Reverse 911 ENS software</p>	<p>To Be Determined</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - File Server/LAN</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12</p> <p>Multiple Locations: PD, City Management, PW</p>
<p>Vital Record Name: People Trak</p> <p>Type: Enterprise System / Database</p> <p>Description: Human Resource Tool.</p> <p>People-Trak HR Software has been developing innovative Human Resources software that empowers HR management to be more efficient and effective. Comprehensive HR software features, dedicated support and affordability make People-Trak HRIS the choice of HR professionals in Private, Government, and Nonprofit</p>	<p>Software. SQL database.</p> <p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: No</p>	<p>Review/Update Date: 11/14/12</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: HANSEN</p> <p>Type: Enterprise System / Database</p> <p>Description: CMMS Work Order Software.</p> <p>Managing the Business of Government.</p> <p>Hansen Information Technologies is the leading supplier of application software that helps manage the operations of government. Hansen's leading edge products aggregate citizen and business requests for services and business transactions, across the enterprise, offering multiple channels (i.e. web portal, kiosk, front counter, telephone, and email) of secured access to back-office functions.</p>	<p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Public Works Administration and Operations 8777 SW Burnham St Tigard, OR 97223 USA Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Primary Location: Public Works Administration and Operations</p> <p>8777 SW Burnham St Tigard, OR 97223 USA</p> <p>Location : Niche</p> <p>8720 SW Burnham St Tigard, Oregon 97223</p> <p>Tape backups - offsite</p>

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<p>Vital Record Name: Agenda Quick</p> <p>Type:</p> <p>Description: City Council Agenda System.</p> <p>AgendaQuick™ is a web-based agenda creation tool and meeting planner specifically designed to facilitate the creation and distribution of electronic agendas.</p> <p>With Agenda Quick™, council members, department heads and committees can easily submit agenda items and the corresponding documentation, electronically.</p>	<p>TIGAGENDA Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - Local Disk</p> <p>Backup Location: Format: Electronic - Wide Area Network</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 TIGAGENDA Server located in Niche Server room.</p> <p>Software located 2nd floor Niche, locked room, electronically available.</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p> <p>Tape backups - offsite</p>

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<p>Vital Record Name: Outlook</p> <p>Type: Enterprise System / Database</p> <p>Description: Email- Microsoft Outlook.</p> <p>Microsoft Outlook 2010 offers premium business and personal e-mail management tools to more than 500 million Microsoft Office users worldwide. With the release of Outlook 2010, you get a richer set of experiences to meet your communication needs at work, home, and school.</p> <p>From a redesigned look to advanced e-mail organization, search, communication and social networking features, Outlook 2010 provides you with a world-class experience to stay productive and in touch with your personal and business networks</p>	<p>Exchange Servers 2010 -Niche Building</p> <p>Software- Outlook 2010, MS Office</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - CD</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/114/12 Exchange Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>

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<p>Vital Record Name: Inside Tigard</p> <p>Type: Hardware / infrastructure</p> <p>Description: Employee Resource Intranet</p> <p>http://insidetigard</p> <p>2-3 Server, Sharepoint, Windows 2008.</p> <p>TIGINTRANET</p>	<p>Servers located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12</p> <p>City-Wide Application</p> <p>http://insidetigard</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p>
<p>Vital Record Name: Mobile Device Management</p> <p>Type: Hardware / infrastructure</p> <p>Description: AirWatch provides a comprehensive mobile security, mobile device management and application management solution in a single, integrated console. Watch this video for a basic overview of how AirWatch streamlines the entire mobile lifecycle management process from authentication to security, configuration and management</p>	<p>TIGMDM Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - Wide Area Network</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p>

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<p>Vital Record Name: GIS</p> <p>Type: Hardware / infrastructure</p> <p>Description: City mapping application.</p> <p>http://www.tigard-or.gov/maps/default.asp</p> <p>10-15 Servers</p>	<p>Servers located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Used city-wide for multiple applications.</p> <p>http://www.tigard-or.gov/maps/default.asp</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p> <p>Location : Niche</p>
<p>Vital Record Name: Full Court</p> <p>Type: Hardware / infrastructure</p> <p>Description: Court System Software</p> <p>Server: TIGJUSTICE2</p>	<p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Server: TIGJUSTICE2</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p>

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<p>Vital Record Name: Volgistics</p> <p>Type: Enterprise System / Database</p> <p>Description: Volunteer Hours and Action Tracking Software.</p> <p>The online tool for tracking, recruiting, and coordinating your volunteers.</p> <p>Volgistics provides a rich set of features that help people who lead volunteer programs recruit, track, and coordinate volunteers.</p> <p>Volgistics is adaptable to the needs of many different kinds of volunteer organizations. You can easily turn features on or off to fit the way you work, making the system as simple or complete as you need.</p>	<p>EOC Staff, Volunteer Coordinators</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - File Server/LAN</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Microsoft Office</p> <p>Type: Software</p> <p>Description: Word, Excel, Power point and Access.</p> <p>Microsoft Outlook 2010 offers premium business and personal e-mail management tools to more than 500 million Microsoft Office users worldwide. With the release of Outlook 2010, you get a richer set of experiences to meet your communication needs at work, home, and school.</p> <p>From a redesigned look to advanced e-mail organization, search, communication and social networking features, Outlook 2010 provides you with a world-class experience to stay productive and in touch with your personal and business networks.</p>	<p>Located in Niche software room. Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - File Server/LAN</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 City Wide Application</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p>

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<p>Vital Record Name: Adobe Creative Suite</p> <p>Type: Web Based</p> <p>Description: Software needed for the Design & Communications group. Suite includes: InDesign, Acrobat, Illustrator, Photoshop, Distiller.</p> <p>Adobe® Creative Suite® 6 software delivers a whole new experience for digital media development, enabling you to work lightning fast and reach audiences wherever they may be. Now, for the first time, Creative Suite applications are available through Adobe Creative Cloud™, giving you the flexibility to download and install them at any time, plus access additional applications, new features, and services as th</p>	<p>Located in Niche software room. Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - Wide Area Network</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Location : Niche</p> <p>8720 SW Burnham St Tigard, Oregon 97223</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Liberty Software</p> <p>Type: Software</p> <p>Description: Allows us to book mark audio with minutes.</p> <p>The Liberty Presentation Recorder captures and optionally streams the audio and video from your venue, as well as a continuous capture of the presenting computer's desktop. The Recorder is ideal for use in a broad spectrum of educational, training and business settings.</p> <p>By including a dynamic capture of the presenting computer's desktop, the Liberty Presentation Recorder provides a richer online viewing experience that better engages your clients. The Liberty Presentation Recorder extends past the typical, static slide-by-slide type solution usually associated with online training and presentation solutions. Instead, the recorder makes a complete capture of all of the presentation computer's desktop activity and plays this alongside the audio and video from the venue.</p>	<p>Located in Niche software room. Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - Wide Area Network</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Location : Niche</p> <p>8720 SW Burnham St Tigard, Oregon 97223</p>
<p>All of the dynamic aspects of your presentation applications, including even video replay, are captured for later playback. Combining desktop capture with the audio and video</p>			<p style="text-align: right;">43 Page</p>

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<p>Vital Record Name: Wonderware</p> <p>Type: Hardware / infrastructure</p> <p>Description: Operator interface for the SCADA (Supervisory Control and Data Acquisition) telemetry for the City's water system.</p> <p>Key Capabilities</p> <p>HMI visualization and geographically distributed SCADA</p> <p>Template based development and maintenance</p> <p>Remote application deployment and change management</p> <p>Data level security built into the system</p> <p>Easy and flexible alarm definition</p> <p>Data collection and analysis for new and existing systems</p> <p>Easy-to-use report generation</p>	<p>Controlled and maintained at the PW Admin Operations building and remotely through the city's VPN. system is protected by the city's Firewall</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - File Server/LAN</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12</p> <p>Primary Location: Public Works Administration and Operations</p> <p>8777 SW Burnham St</p> <p>Tigard, OR 97223</p> <p>USA</p> <p>Format:</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Visio CAD</p> <p>Type: Software</p> <p>Description: Building Footprints and Floor Plan Software.</p> <p>The advanced diagramming tools of Visio 2010 help you simplify complexity with dynamic, data-driven visuals and new ways to share on the Web in real time.</p> <p>Start by building your diagram with professional-looking templates and modern, pre-drawn shapes. Then, easily link your diagram to popular data sources (such as Excel). You'll see data automatically refresh right within your diagram, reflected in vibrant visuals such as icons, symbols, colors, and bar graphs. Finally, with just a few clicks, publish your data-linked diagram to SharePoint, and provide access to others on the Web, even if they don't have Visio.</p> <p>Together, simplicity, data-driven shapes, and Web sharing make Visio 2010 one of the most powerful ways to see and understand important information.</p>	<p>Located in Niche software room. Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - Wide Area Network</p> <p>Remote Accessible: No</p>	<p>Review/Update Date: 11/14/12 Location : Niche</p> <p>8720 SW Burnham St Tigard, Oregon 97223</p>

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<p>Vital Record Name: Quickfields</p> <p>Type: Enterprise System / Database</p> <p>Description: Scanning software that works with Laserfiche.</p> <p>With Laserfiche Quick Fields, you accelerate the flow of useful information in business operations, reducing labor costs and eliminating errors associated with manual data entry—while empowering staff to use their time more productively.</p> <p>Highlights:</p> <p>Reduce labor-intensive, error-prone manual sorting and data entry.</p> <p>Gain more control over capture processes with flexible configuration tools</p> <p>Integrate Quick Fields into existing business processes</p>	<p>Located in Niche software room. Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - CD</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p>

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<p>Vital Record Name: ESIS</p> <p>Type: Enterprise System / Database</p> <p>Description: PW and City-Wide Emergency Management Training Database.</p> <p>assists emergency management teams and first responders in the development of incident action plans. This revolutionary software enables response organizations to work together on a city, state and federal level.</p>	<p>EOC Personnel in Public Works.</p> <p>Maintained at the EMC in PW and at the Admin Support Specialist 'Renee Ferguson'</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - Wide Area Network</p> <p>Remote Accessible: No</p>	<p>Review/Update Date: 11/14/12 Public Works Administration and Operations</p> <p>8777 SW Burnham St Tigard, OR 97223</p> <p>USA</p> <p>Location : Niche</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Been Verified</p> <p>Type: Software</p> <p>Description: CERT Background Checks software. After session 6 of each class Program Manager runs a felony check on each student to verify their eligibility</p>	<p>The software is maintained on only one machine (Program Managers) and is protected by the city's firewall. The system is backed up weekly</p>	<p>Primary Location: Public Works Administration and Operations 8777 SW Burnham St Tigard, OR 97223 USA Format: Electronic - Other</p> <p>Backup Location: Public Works Administration and Operations 8777 SW Burnham St Tigard, OR 97223 USA Format: Electronic - Other</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Use for CERT Volunteer background Checks</p>

ORDERS OF SUCCESSION – CITY OF TIGARD

The following is a list of Orders of Succession identified for each of leadership positions for City of Tigard organizations. This list is arranged alphabetically by organization.

Orders of Succession for Administrative Services

Leadership Succession for Assistant City Manager, City Management, Liz Newton

- Assistant to the City Manager, City Management, Loreen Mills
- Administrative Services Manager, Administrative Services, Nadine Robinson
- City Recorder, Administrative Services, Catherine D Wheatley

Orders of Succession for City Management

Leadership Succession for City Manager, City Management, Marty Wine

- Assistant City Manager, City Management, Liz Newton
- Director, Public Works, Dennis Koellermeier
- Police Chief, Police, Al Orr
- Financial and Information Services Director, Financial and Information Services, Toby LaFrance
- Community Development Director, Community Development, Kenny Asher
- Library Director, Library, Margaret Barnes
- Human Resource Director, City Management, Sandy Zodrow
- Assistant to the City Manager, City Management, Loreen Mills

Orders of Succession for City of Tigard Human Resources Division

Leadership Succession for City Manager, City Management, Marty Wine

- Principal Human Resources Analyst, City Management, Cathy Herbert
- Senior HR Analyst, City Management, Sherrie Burbank
- Assistant to the City Manager, City Management, Loreen Mills

Orders of Succession for City of Tigard Police Department

Leadership Succession for Police Chief, Police, Alan F Orr

- Assistant Chief of Police, Police, James E de Sully
- Captain, Police, Robert L Rogers
- Lieutenant, Police, Rick S Rhodes
- Lieutenant, Police, Rick J Boothby
- Lieutenant, Police, Michael J Eskew

Orders of Succession for City of Tigard Public Works Department

Leadership Succession for Director, Public Works, Dennis Koellermeier

- Assistant Director, Public Works, Brian Rager
- City Engineer, Public Works, Michael Stone
- Engineering Manager, Public Works, Kim McMillan

Orders of Succession for Community Development Department

Leadership Succession for CD Director, Community Development, Kenny Asher

- Asst. Community Development Director, Community Development, Tom McGuire
- City Building Official, Community Development, Mark VanDomelen
- Redevelopment Project Manager, Community Development, Sean Farrelly

Orders of Succession for Financial and Information Services**Leadership Succession for Financial and Information Services Director, Financial and Information Services, Toby LaFrance**

- Assistant Finance Director, Financial and Information Services, Debbie Smith-Wagar
- Information Technical Services Manager, Financial and Information Services, Louis Sears
- Accounting Supervisor, Financial and Information Services, Amy Lawson
- Senior Accounting Assistant, Financial and Information Services, Angela McCoy
- Senior Accounting Asst., Financial and Information Services, Jamie Greenberg

Orders of Succession for Risk Management**Leadership Succession for Assistant to the City Manager, City Management, Loreen Mills**

- Senior Management Analyst, City Management, Kent Wyatt
- Senior HR Analyst, City Management, Sherri Burbank

Orders of Succession for Tigard Public Library**Leadership Succession for Library Director, Library, Margaret Barnes**

- Technical Services Manager/Person In Charge (PIC), Library, Teresa Ferguson
 - Reader Services Manager/Person In Charge (PIC), Library, Molly Carlisle
 - Circulation Manager/Person In Charge (PIC), Library, Craig Carter
-

TEST, TRAINING AND EXERCISES / PLAN MAINTENANCE

The following is a list of testing, training, exercise, and plan maintenance events that have taken place in the creation and ongoing development and of the City of Tigard Continuity of Government Plan. This list of events is arranged by date of occurrence.

Event Title: City Kick Off Training
Event Date: 8/13/2012
Event Type: Training
Event Status: Completed

Description:
Day 2 of 2 of the Cities Team Kick Off training

Event Title: City Kick Off Training
Event Date: 3/27/2012
Event Type: Training
Event Status: Completed

Description:
Initial day one Kick Off training conducted. Day 2 scheduled for tomorrow

Event Title: Annual Plan Review and Update
Event Date: 12/18/2013
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Event Title: Annual Plan Test TTX
Event Date: 11/15/2013
Event Type: Table Top Exercise
Event Status: Scheduled

Description:

Event Title: Quarterly Staff Training
Event Date: 3/13/2013
Event Type: Training
Event Status: Completed

Description:

Event Title: COOP Initial TTX After Action Review
Event Date: 12/12/2012
Event Type: Plan Maintenance
Event Status: Completed

Description:

The BOLD Solution Facilitator and the project manager coordinated comments based on observations from the Table Top Exercise conducted in November 2012. Comments were drafted into a final report which noted requirements for some revisions.

Event Title: Plan Review Graded and Complete
Event Date: 10/31/2012
Event Type: Plan Maintenance
Event Status: Completed

Description:

BOLD Solutions staff completed the review evaluation and graded each departments nine functional annexes. Once the graded the project manager highlighted the gaps in the department plans and forwarded to department leads.

Event Title: Drop Dead Department Input Complete
Event Date: 9/30/2012
Event Type: Plan Maintenance
Event Status: Completed

Description:

Department project leads completed their annex input. They completed the revisions and pushed the final review to the Department Directors

Event Title: Mid-Term Plan Development Training Day 2
Event Date: 8/27/2012
Event Type: Plan Maintenance
Event Status: Completed

Description:

Event Title: Mid-Term Plan Development Day 1
Event Date: 8/20/2012
Event Type: Training
Event Status: Completed

Description:

AIS-1380

Business Meeting

Meeting Date: 07/23/2013

Length (in minutes): Consent Item

Agenda Title: Adopt a Resolution of Necessity to Acquire Easements for the Main Street Sanitary Sewer Project

Prepared For: Kim McMillan

Submitted By: Greer Gaston, Public Works

Item Type: Resolution

Meeting Type: Consent Agenda

Public Hearing No

Newspaper Legal Ad Required?:

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Shall the council adopt a resolution of necessity to acquire temporary and permanent easements for the Main Street sanitary sewer project?

STAFF RECOMMENDATION / ACTION REQUEST

Adopt the resolution.

KEY FACTS AND INFORMATION SUMMARY

Under the Main Street sanitary sewer project the city plans to realign an existing sewer line in the downtown area. The realignment of the sewer line will allow the removal of the existing line that crosses Fanno Creek. The elimination of this crossing greatly reduces the risk of a future sewer failure and contamination of our natural resource areas, Fanno Creek and Fanno Creek Park.

In order to realign the sewer, the city needs to acquire temporary and permanent easements. The city needs to acquire a permanent sewer easement and temporary construction easement from owners of one property.

The city's standard practice is to negotiate with the property owner and purchase the property at fair price. However, as a last resort, it is sometimes necessary to acquire easements via condemnation. If there is a possibility that condemnation may be required, the federal property acquisition process dictates that a resolution of necessity be adopted before negotiations begin. The city follows the federal process to ensure it will qualify for federal funding opportunities now and in the future.

If council adopts the resolution of necessity, the city (or the city's agent) will enter into negotiations with the property owner to obtain the required easements at the appraised value. Should negotiations prove unsuccessful, the resolution authorizes the city to proceed with condemnation.

OTHER ALTERNATIVES

The council could choose not to adopt the resolution and direct staff on how to proceed in acquiring the easements. The city must obtain the easements in order to construct the project. The project also impacts the Main Street Green Street project's bid schedule. A delay in construction of this sewer could further delay the September 26, 2013 bid date.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

Not applicable.

DATES OF PREVIOUS CONSIDERATION

The council was briefed on this resolution of necessity in executive session on June 25, 2013.

Fiscal Impact

Cost: \$70,000
Budgeted (yes or no): Yes
Where Budgeted (department/program): Sanitary Sewer Fund

Additional Fiscal Notes:

The cost shown is for the permanent and temporary easements needed to construct the public sewer line. Of the \$212,000 for the project in the fiscal year 2013-2014 *Capital Improvement Plan*, \$25,000 was set aside for Right of Way/Land Acquisition. The cost for the easement exceeds this portion of the project budget. The additional \$45,000 in easement acquisition costs will be managed through appropriating funding in the first quarter supplemental budget amendment.

Attachments

Resolution

Exhibits to Resolution

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 13-

A RESOLUTION DECLARING THE NEED TO ACQUIRE EASEMENTS ON PROPERTIES FOR THE PURPOSE OF CONSTRUCTING THE MAIN STREET SANITARY SEWER IMPROVEMENTS ALONG MAIN STREET AND PROPERTY OWNED BY MAIN STREET, LLC AND MICHAEL DUDUNAKIS AND AUTHORIZING IMMEDIATE POSSESSION OF THE PROPERTY

WHEREAS, the City Charter grants the City of Tigard (“City”) the authority to acquire land for public purposes; and

WHEREAS, the City is authorized by ORS 223.005 et seq. and ORS 35.015 et seq. to purchase, acquire, take, use, enter upon and appropriate land and property within or without its corporate limits for the purpose provided in those statutes; and

WHEREAS, the construction of the Main Street sanitary sewer (the “Project”) is an approved capital improvement project identified in the City of Tigard Capital Improvement Plan; and

WHEREAS, the acquisition of the Properties (as defined below) and construction of the Project is necessary for the health, safety, benefit, and general welfare of the public by addressing a potential health and environmental risks to the Fanno Creek area due to an existing unsafe sewer line; and

WHEREAS, the City needs to acquire an interest in the Properties (as defined below) on which to construct and maintain the needed sewer improvements that are part of the Project; and

WHEREAS, immediate possession of the Properties is necessary in order to complete the Project in a timely and efficient manner; and

WHEREAS, to allow for acquisition of the Properties in a timely and efficient manner, a resolution of necessity is necessary to allow the City to take all measures necessary to acquire the Properties, including the exercise of eminent domain, if needed.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: The City hereby finds and declares that certain properties located in the City of Tigard, Washington County, Oregon are immediately needed and required for the Project, which includes construction, operation, maintenance, repair, and improvement of the Main Street Sanitary Sewer. The properties for which the City needs to acquire rights of way or easements are legally described and depicted in the attached and incorporated Exhibits C-1, C-2, D-1, D-2 and D-3 (collectively, the “Properties”).

SECTION 2: The City hereby finds that the acquisition of easements, both permanent and temporary construction, on the Properties, as depicted on the attached Exhibits C-1, C-2, D-1, D-2 and D-3, is necessary and in the public interest, and the improvements to the Properties will be planned, designed, located and constructed in a manner that will be most compatible with the greatest public benefit and the least private injury or damage.

SECTION 3: The city manager, city's agent, and the city's real estate attorney are authorized to negotiate and enter into agreements with the owners and other persons who have an interest in the Properties as to the compensation for each acquisition.

SECTION 4: In the event that no satisfactory agreement can be reached on one or more of the easement acquisitions for all or any portion of the Properties, the city's real estate attorney is directed and authorized to commence and prosecute to final determination such proceedings as may be necessary to acquire the Properties or any portion of the Properties for which no satisfactory agreement can be reached, including exercise of eminent domain, and upon the filing of such proceedings, possession of the affected real property therein may be taken immediately to the extent provided by law.

SECTION 5: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2013.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

EXHIBIT "C-1"

City of Tigard
Main Street Sanitary Sewer Line
February 21, 2013
Project No. 0330-012

A tract of land, situated in the NE 1/4, Section 2, T. 2 S., R. 1 W., W.M., in the City of Tigard, Washington County, Oregon; being a portion of that property conveyed to Main Street LLC, et al., by Deed recorded September 30, 2002 as document number 2002-113691, being more particularly described as follows:

Beginning at a 5/8 inch rod set with a yellow plastic cap inscribed "City of Tigard" at the southerly corner of said Main Street LLC tract;

Thence along the southwesterly line thereof, North 45°22'59" West, 385.74 feet to a 5/8 inch iron rod on the southerly right of way of SW Main Street;

Thence along said right of way, North 57°05'52" East, 15.36 feet;

Thence along a line parallel with and 15.00 feet northeasterly of said southwesterly line, South 45°22'59" East, 218.08 feet;

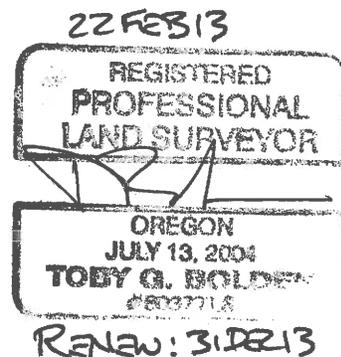
Thence South 50°07'41" East, 122.98 feet to the westerly line of that property conveyed to the City of Tigard by Deed recorded August 1, 2000 as document number 2000061534;

Thence along said westerly line, South 23°12'38" West, 5.61 feet;

Thence along said westerly line, South 18°43'33" East, 44.46 feet to the point of beginning.

Containing 6,199 square feet, more or less.

Bearings per Survey Number 28,308 of Washington County Surveys.



MAIN STREET

15.36'
N57°05'52"E

EXISTING JOINT
ACCESS EASEMENT
DOC. 2009-033174

15.00'

12564 SW MAIN ST
2S102AC01100
MAIN STREET LLC
DOC. NO. 2002-113691

SOUTHWESTERLY LINE
DOC. 2002-113691

FANNO CREEK APARTMENTS
9270 SW MAPLEWOOD DRIVE
2S102AC00201
CASA LA VETA ASSOCIATES

N45°22'59"W

385.74'

S50°07'41"E
122.98'

CITY OF TIGARD
2S102AC00204
DOC. NO. 2000061534

S23°12'38"W
5.61'

S18°43'35"E
44.46'

POINT OF
BEGINNING

54.29'



SCALE: 1"=50'



SANITARY SEWER LINE
AREA: 6,199 SQ. FT.

MAIN STREET PERMANENT SANITARY SEWER EASEMENT

WESTLAKE
CONSULTANTS INC.

ENGINEERING ♦ SURVEYING ♦ PLANNING

PACIFIC CORPORATE CENTER
15115 S.W. SEQUOIA PARKWAY, SUITE 150 (503) 684-0652
TIGARD, OREGON 97224 FAX (503) 624-0157

EXHIBIT "C-2"

NE 1/4 SECTION 2,
T. 2 S., R. 1 W., W.M.,
WASHINGTON CO., OREGON

DATE 02/21/13

DRAWN BY MDS/DPR

CHECKED BY TGB

REVISIONS

JOB NO. 0330-012

EXHIBIT "D-1"

City of Tigard
Main Street Temporary Construction Access
February 21, 2013
Project No. 0330-012

A tract of land, situated in the NE 1/4, Section 2, T. 2 S., R. 1 W., W.M., in the City of Tigard, Washington County, Oregon; being a portion of that property conveyed to Main Street LLC, et al., by Deed recorded September 30, 2002 as document number 2002-113691, being more particularly described as follows:

Commencing at a 5/8 inch rod set with a yellow plastic cap inscribed "City of Tigard" at the southerly corner of said Main Street LLC Tract;

Thence, along the southwesterly line of said document, North 45°22'59" West, 385.74 feet, to a 5/8 inch iron rod on the southerly right of way of SW Main Street;

Thence, along said southerly right of way line, North 57°05'52" East, 15.36 feet to the Point of Beginning;

Thence, continuing along said southerly right of way line, North 57°05'52" East, 19.18 feet;

Thence, South 12°21'16" West, 20.97 feet;

Thence, along a line parallel with and 16.00 feet northeasterly of said southwesterly line, South 45°22'59" East, 147.59 feet;

Thence, along a 29.00 foot radius curve to the left, through a central angle of 89°12'06", (chord bears South 89°59'04" East, 40.73 feet) an arc distance of 45.15 feet;

Thence, North 45°08'22" East, 38.11 feet, to the southwesterly line of that property conveyed to 12562 Main Street LLC by Deed recorded June 26, 2012 as document number 2012-051865 (12562 Tract);

Thence, along southwesterly line of said 12562 Tract, South 45°21'21" East, 19.98 feet;

Thence, South 44°22'20" West, 67.70 feet;

Thence, along a line parallel with and 15.00 feet northeasterly of the southwest line of said Main Street LLC Tract, North 45°22'59" West, 212.54 feet to the Point of Beginning.

Containing 1,885 square feet, more or less.

Bearings per Survey Number 28,308 of Washington County Surveys.

JA 0330012.131 Survey\ CAD\ WORK\ PD-TempConstEsmt1.docx



EXHIBIT "D-2"

City of Tigard
Main Street Temporary Construction Access and Storage
February 21, 2013
Project No. 0330-012

A tract of land, situated in the NE 1/4, Section 2, T. 2 S., R. 1 W., W.M., in the City of Tigard, Washington County, Oregon; being a portion of that property conveyed to Main Street LLC, et al., by Deed recorded September 30, 2002 as document number 2002-113691, being more particularly described as follows:

Commencing at a 5/8 inch rod set with a yellow plastic cap inscribed "City of Tigard" at the southerly corner of said Main Street LLC Tract;

Thence, along the southwesterly line of said document, North 45°22'59" West, 385.74 feet, to a 5/8 inch iron rod on the southerly right of way of SW Main Street;

Thence, along said southerly right of way line, North 57°05'52" East, 15.36;

Thence, along a line parallel with and 15.00 feet northeasterly of the southwest line of said Main Street LLC Tract, South 45°22'59" East, 212.54 to the Point of Beginning;

Thence, North 44°22'20" East, 67.70 feet, to the southwesterly line of that property conveyed to 12562 Main Street LLC by Deed recorded June 26, 2012 as document number 2012-051865 (12562 Tract);

Thence, along the southwest line of said 12562 Tract and continuing along the west line of that property conveyed to the City of Tigard by deed recorded August 1, 2000 as document number 2000-061534, South 45°21'21" East, 83.04 feet;

Thence, along the west line of said City of Tigard Tract, South 44°22'55" West, 2.00 feet;

Thence, continuing along the west line of said City of Tigard Tract, South 45°22'13" East, 10.82 feet;

Thence, continuing along the west line of said City of Tigard Tract, South 3°19'55" West, 34.98 feet;

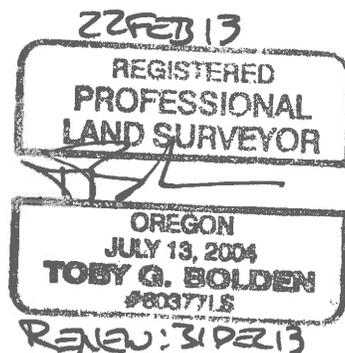
Thence, continuing along the west line of said City of Tigard Tract, South 23°12'38" West, 31.36 feet;

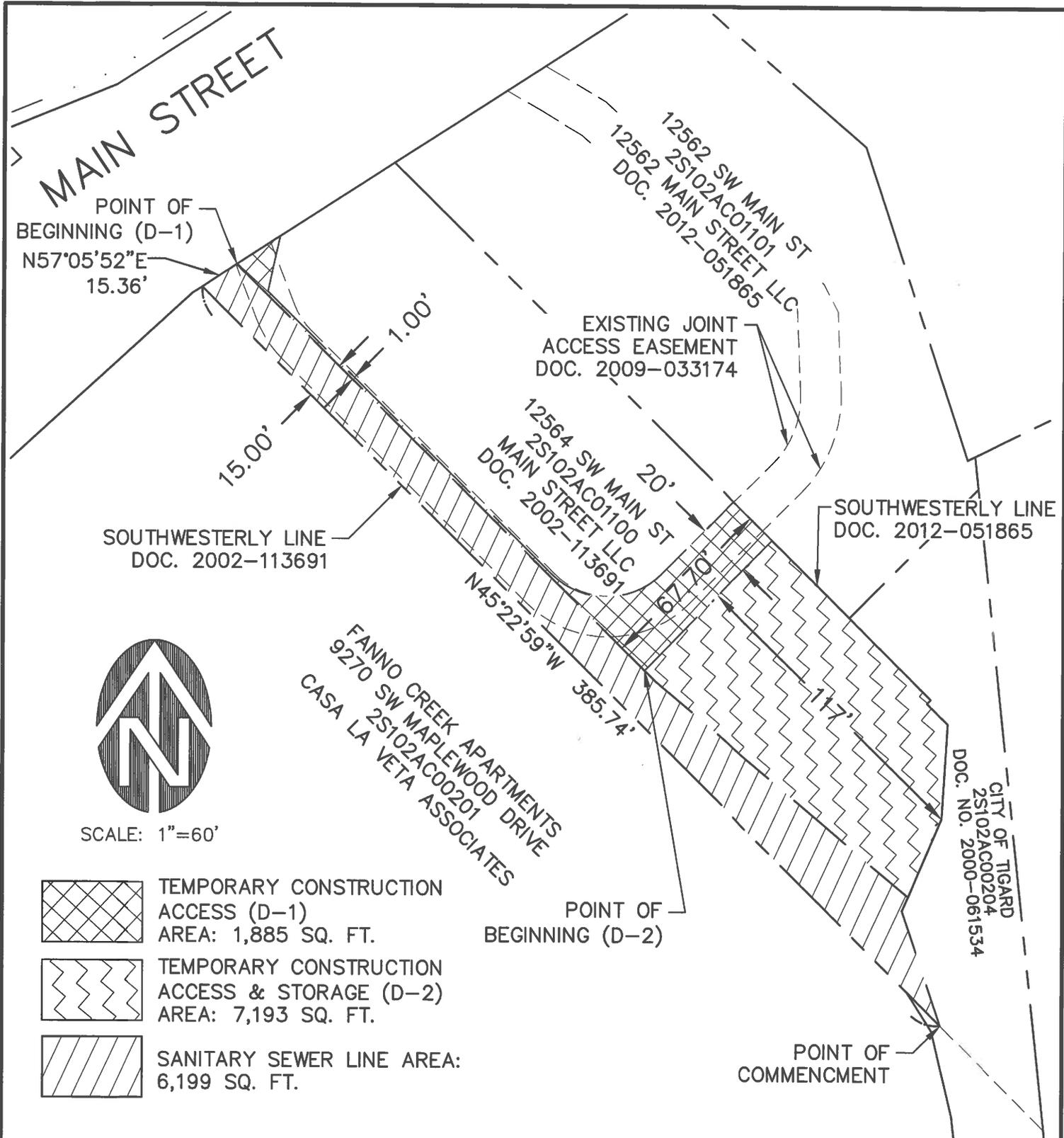
Thence, North 50°07'41" West, 122.98 feet;

Thence, North 45°22'59" west, 5.55 feet to the Point of Beginning.

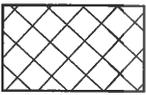
Containing 7,193 square feet, more or less.

Bearings per Survey Number 28,308 of Washington County Surveys.





SCALE: 1"=60'

-  TEMPORARY CONSTRUCTION ACCESS (D-1)
AREA: 1,885 SQ. FT.
-  TEMPORARY CONSTRUCTION ACCESS & STORAGE (D-2)
AREA: 7,193 SQ. FT.
-  SANITARY SEWER LINE AREA:
6,199 SQ. FT.

MAIN STREET TEMPORARY CONSTRUCTION EASEMENTS



ENGINEERING ♦ SURVEYING ♦ PLANNING

PACIFIC CORPORATE CENTER
15115 S.W. SEQUOIA PARKWAY, SUITE 150 (503) 684-0652
TIGARD, OREGON 97224 FAX (503) 624-0157

EXHIBIT "D-3"

NE 1/4 SECTION 2,
T. 2 S., R. 1 W., W.M.,
WASHINGTON CO., OREGON

DATE	02/21/13
DRAWN BY	MDS/DPR
CHECKED BY	TGB
REVISIONS	
JOB NO.	0330-012

Drawing Name: J:\0330-012\13\Survey\CAD\DWG\0330-012E.dwg Feb 22, 2013 - 10:00am - dpr

AIS-1390

Business Meeting

Meeting Date: 07/23/2013
Length (in minutes): Consent Item
Agenda Title: Contract Award - 92nd Avenue Street and Storm Improvements
Prepared For: Joseph Barrett
Submitted By: Joseph Barrett, Financial and Information Services
Item Type: Motion Requested **Meeting Type:** Local
Contract
Review
Board

Public Hearing No

Newspaper Legal Ad Required?:

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Shall the Local Contract Review Board award a contract for the construction of the 92nd Avenue street and storm sewer improvements to R & R General Contractors, Inc.?

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends the Local Contract Review Board award the contract for the construction of the 92nd Avenue street and storm sewer to R & R General Contractors, Inc. and authorize the City Manager to take all necessary steps to execute the contract.

KEY FACTS AND INFORMATION SUMMARY

The 92nd Avenue street and storm sewer project will construct sidewalk along the east side of 92nd Avenue from Waverley Drive (the southern end of the Tigard High School property) to Cook Park, providing pedestrians a place to walk besides the pavement. The project will consist of an 8-foot sidewalk, railing, and retaining wall in order to fit in the sidewalk while minimizing the impact to the slopes and wetlands in the area. The project also includes a stormwater system to collect and disperse the runoff from 92nd Avenue. Construction is anticipated to start in late August with the project substantially complete in October.

The city issued an Invitation to Bid for the project on June 19, 2013. When bids were due two weeks later the city received four (4) responses:

- R & R General Contractors, Inc. - \$560,024
- Braun Construction - \$596,111
- Jim Smith Excavating, Inc. - \$598,996
- Pacific Excavation - \$668,218

Engineer's Estimate - \$569,000 (Including pavement overlay).

Staff reviewed the received bids and has found R & R General Contractors, Inc. to be the lowest responsible bidder and, as such, receives staff recommendation for contract award.

OTHER ALTERNATIVES

The Local Contract Review Board may reject all bids and direct staff to reissue the Invitation to Bid.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

This is the first time this item has been presented to the Local Contract Review Board.

Fiscal Impact

Cost: \$560,024

Budgeted (yes or no): Yes

Where budgeted?: Adopted FY2014 CIP

Additional Fiscal Notes:

This contract will perform the construction work of the 92nd Street Sidewalk and a short overlay project as part of the city's Pavement Management Program (PMP). Both of these projects are part of the Adopted FY 2014 Capital Improvement Plan. The total FY 2014 budgeted project costs for the 92nd Street Sidewalk is \$605,000, of which construction cost for project is \$495,000. This contract will also perform approximately \$70,000 of PMP work, which has a total budget in FY 2014 of \$1,800,000, including \$1,380,000 in construction costs.

The combined \$565,000 of construction in adopted FY 2014 CIP budget is sufficient to pay for the \$560,024 contract award.

Attachments

No file(s) attached.

AIS-1391

Business Meeting

Meeting Date: 07/23/2013

Length (in minutes): 5 Minutes

Agenda Title: Raising Awareness of the Dangers of "The Choking Game" - Resolution

Submitted By: Cathy Wheatley, Administrative Services

Item Type: Resolution

Meeting Type: Council Business Meeting - Main

Public Hearing: No

Publication Date:

Information

ISSUE

Council consideration of a resolution to support raising awareness of the dangers of "The Choking Game."

STAFF RECOMMENDATION / ACTION REQUEST

City Council to consider adopting the proposed resolution to educate Tigard residents on the dangers of "The Choking Game" and to learn of the physical, behavioral and environmental signs that could indicate a youth has participated.

KEY FACTS AND INFORMATION SUMMARY

Mayor Cook attended the 81st Annual Conference of Mayors in June, 2013. This body is the official non-partisan organization for cities of 30,000 or more. The United States Conference of Mayors sets policy as the collective voice of municipalities and their leaders. Committees and task forces develop policies that the entire body votes on before sending their resolutions to elected leaders in Washington.

One of the resolutions adopted in June was proposed by the organization's standing committee for Children, Health and Human Services intended to raise awareness of the dangers of "The Choking Game." The resolution calls for mayors to familiarize themselves with the dangers of "The Choking Game." Mayor Cook proposes council consideration of a resolution to support raising awareness as some youth participating have suffered injury, brain damage or death.

Attached is a proposed resolution for council consideration. Also attached is a fact sheet for parents and teachers on "The Choking Game" prepared by the Oregon Health Authority. The fact sheet lists possible signs and symptoms indicating a youth might be participating in this activity and offers suggestions about what parents, teachers and other caring adults can do.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

Attachments

Proposed Resolution

Choking Game Fact Sheet

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 13-

A RESOLUTION IN SUPPORT OF RAISING AWARENESS OF THE DANGERS OF “THE CHOKING GAME.”

WHEREAS, “The Choking Game” is played by our teenagers with deadly results killing more than 800 children over the last couple of years; and

WHEREAS, it has been reported that more than 75 percent of our children know about the game and 40 percent of them think it is safe to play; and

WHEREAS, a recent study in Oregon had 20 percent reporting that they are playing this deadly game currently, and

WHEREAS, it has been reported that 90 percent of the children have learned about this game from YouTube or their peers; and

WHEREAS, it has been reported that 93 percent of parents are unaware of the activity until they have lost a child.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: All Tigard residents are encouraged to familiarize themselves with the dangers of “The Choking Game” to support the recent efforts of the U. S. Conference of Mayors to bring this dangerous activity to national attention.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2013.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard



The Choking Game: Facts for Parents and Teachers

What is the "choking game?"

The "choking game" is a strangulation activity that some youth may participate in to achieve a "high-like" sensation. It involves cutting off circulation to the carotid artery with a rope, belt, hands, or holding your breath. It may occur alone or in groups. The choking game is different from autoerotic asphyxiation (AEA), which has a sexual component and is almost always done alone.

The choking game is also known as the pass-out game, fainting game, blackout, knock out or flatline game.



Signs and symptoms

It can be hard to identify. There might not be any signs of past participation. However, there are some physical, behavioral and environmental signs that could indicate a youth has participated.

Physical signs

- Bloodshot eyes
- Unexplained marks on the neck
- Small red dots around the face, eyelids, or the lining of the eyelids and eyes
- Frequent, severe headaches
- Disorientation after spending time alone

Behavioral signs

- Discussion or mention of the activity or its aliases
- Wearing high-necked shirts, even in warm weather

Environmental signs

- Unexplained presence of dog leashes, choke collars, bungee cords, ropes, scarves or belts tied to bedroom furniture or doorknobs or found knotted on the floor

Who participates in this?

Any youth could be susceptible to participating. They may believe it is safe and fun. They may have participated before without anything bad happening.

About 6% of eighth-graders and 7.5% of 11th-graders say they have participated in the choking game. This translates to approximately 5,200 eighth and 11th grade students in Oregon. Among those who have participated, one in five, or about 450 eighth graders, have done so more than five times. These youth are exposed to an even greater risk of injury, especially if they participate alone.

Generally, males and females participate at the same rate. However, black males and Pacific Islander males and females may be participating at a higher rate than white youth.

What can parents, teachers and other caring adults do?

Talk to youth. Find out what is going on in their lives. Other behaviors, such as sexual activity, alcohol and drug use, poor nutrition and exposure to violence were found to predict participation in the choking game. You may want to involve a health or mental health professional for more assistance.

Risk-taking is a normal and important part of growing up. Encourage healthy alternatives that youth might enjoy. These activities could be physical, social, community-oriented or creative. Some examples are:

- Snowboarding, rock climbing or martial arts
- Participating in art, music, theater or dance
- Taking a class you enjoy or learning a new hobby with friends
- Volunteering in the community or working with younger kids

Parents, make sure your youth has had a checkup (well visit) in the past year, including a comprehensive risk assessment, which can help identify important health and mental health issues.

Important messages to share with youth

If you know someone who is doing this, you should tell a trusted adult. It is not safe.

This is a dangerous activity that could be harmful to you or your friends. Some youth have done this and suffered injury, brain damage or death.

Resources and more information

For help finding a health or mental health professional in Oregon, please call SAFENET at 1-800-SAFENET (1-800-723-3638) or visit 211info.org.

[Download the Choking Game Fact Sheet \(pdf\)](#)

AIS-1353

Business Meeting

Meeting Date: 07/23/2013

Length (in minutes): 25 Minutes

Agenda Title: Quasi-Judicial Public Hearing - Zone Change Annexation (ZCA) 2013-00002 – South View Heights Annexation

Submitted By: Marissa Daniels, Community Development

Item Type: Ordinance
Public Hearing - Quasi-Judicial

Meeting Type: Council Business Meeting - Main

Public Hearing Yes

Newspaper Legal Ad Required?:

Public Hearing Publication Date in Newspaper: 07/11/2013

Information

ISSUE

Consider adoption of an ordinance to annex approximately 6.13 acres at 12035 SW Beef Bend Road, including adjacent right-of-way, into the City of Tigard.

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends the City Council approve the proposed South View Heights annexation (ZCA2013-00002) by adoption of the attached ordinance.

KEY FACTS AND INFORMATION SUMMARY

Key Facts:

The annexation includes one (1) parcel totaling 5.79 acres and adjacent right-of-way (approximately .34 acre). The parcel is located north of SW Beef Bend Road and is developed as a rural homestead. The residence is now vacant, and the applicant is requesting annexation to obtain city services for future subdivision at urban densities. All property owners and registered voters in the proposed territory have consented to the annexation. The City invited two adjacent property owners to join the annexation and received no response. Washington County zoning is R6. The parcel will be zoned R-7 upon annexation. This is the closest equivalent city zoning.

Key Findings:

The proposed territory is contiguous to the Tigard City Limits. Urban services are available and of sufficient capacity to serve the subject parcel. The proposed territory is within Metro's Urban Growth Boundary. As outlined in the staff report, the proposed annexation meets the requirements of the Tigard Community Development Code and Comprehensive Plan, state statutes and the Metro Code.

OTHER ALTERNATIVES

Adopt findings to deny the application

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

No applicable council goals.

DATES OF PREVIOUS CONSIDERATION

n/a

Fiscal Impact

Cost: Minimal

Budgeted (yes or no): no

Where Budgeted (department/program): N/A

Additional Fiscal Notes:

If approved the proposed annexation territory would likely be transferred to the City's tax roll on July 1, 2014. Annexations must be final (ORS 222.010) by March 31 of the same calendar year for the tax year beginning July 1st. In accordance with Tigard Ordinance 13-08, city property taxes will be phased-in over a three year period.

Attachments

Attachment 1 - Proposed Ordinance

Exhibit A - Legal Description

Exhibit B - Legal Map

Exhibit C- Staff Report

Attachment 2 - Applicant's Materials

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
ORDINANCE NO. 2013- _____

AN ORDINANCE ANNEXING ONE (1) PARCEL OF LAND AND A PORTION OF ADJACENT RIGHT OF WAY TOTTALLING APPROXIMATELY 6.13 ACRES, APPROVING THE SOUTH VIEW HEIGHTS ANNEXATION (ZCA2013-00002) AND WITHDRAWING PROPERTY FROM THE WASHINGTON COUNTY ENHANCED SHERIFF'S PATROL DISTRICT AND WASHINGTON COUNTY URBAN ROADS MAINTENANCE DISTRICT.

WHEREAS, the City of Tigard is authorized by ORS 222.120(4)(b), ORS 222.125, and ORS 222.170(1) to annex contiguous territory upon receiving written consent from owners of land in the territory proposed to be annexed; and

WHEREAS, the City of Tigard is authorized by ORS 222.120(5) and 222.520 to withdraw property which currently lies within the boundary of the Washington County Enhanced Sheriff's Patrol District and Washington County Urban Roads Maintenance District upon completion of the annexation; and

WHEREAS, the Tigard City Council held a public hearing on July 23, 2013, to consider the annexation of one (1) parcel Washington County Tax Map (WCTM) 2S110CB, Tax Lot 2000) of land located on SW Beef Bend Road and adjacent right-of-way, and withdrawal of said parcel from the Washington County Enhanced Sheriff's Patrol District and Washington County Urban Roads Maintenance District; and

WHEREAS, pursuant to Metro 3.09, ORS 222.120 and 222.524, notice was given and the City held a public hearing on the issue of the annexation into the City and on July 23, 2013; and

WHEREAS, pursuant to ORS 222.524, the City must declare the withdrawal of the annexed property from the Washington County Enhanced Sheriff's Patrol District and Washington County Urban Roads Maintenance District; and

WHEREAS, the Tigard Development Code states that upon annexation, the zone is automatically changed to the City zoning which most closely implements the City's comprehensive plan map designation or to the City designations which are the most similar; and

WHEREAS, the annexation has been processed in accordance with the requirements of Metro 3.09 and has been reviewed for compliance with the Tigard Community Development Code and the Comprehensive Plan and the annexation substantially addresses the standards in Metro 3.09 regulating annexations; and

WHEREAS, the Tigard City Council passed Resolution 13-08 to extend the phasing in of increased property taxes over a three-year period at the rate of 33 percent, 67 percent, and 100 percent, for properties that voluntarily annex until February 2014 per Oregon Administrative Rule (OAR 150-222.111); and

WHEREAS, the phase-in of taxes will begin in fiscal year 2014-15 because the said parcel will be annexed after March 1, 2013;

WHEREAS, the Tigard City Council has carefully considered the testimony at the public hearing and determined that withdrawal of the annexed property from the applicable service districts is in the best interest of the City of Tigard.

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

SECTION 1: The Tigard City Council hereby annexes the subject parcel and right of way as described and shown in the attached **Exhibits "A" and "B"**, and withdraws said parcel from the Washington County Enhanced Sheriff's Patrol District and Washington County Urban Roads Maintenance District.

SECTION 2: The Tigard City Council adopts the "Staff Report to the City Council" (ZCA20013-00002) as findings in support of this decision; a copy of the staff report is attached hereto as **Exhibit "C"** and incorporated herein by this reference.

SECTION 3: This ordinance shall be effective 30 days after its passage by the Council, signature by the Mayor and posting by the City Recorder.

SECTION 4: City staff is directed to take all necessary measures to implement the annexation, including filing certified copies of the Ordinance with Metro for administrative processing, filing with state and county agencies as required by law, and providing notice to utilities.

SECTION 5: The Tigard City Council hereby authorizes the phasing in of increased property taxes over a three-year period beginning in the fiscal year 2014-15 at the rate of 33 percent, 67 percent, and 100 percent per Oregon Administrative Rule (OAR 150-222.111).

SECTION 5: Pursuant to ORS 222.120(5), the effective date of the withdrawal of the property from Washington County Enhanced Sheriff's Patrol District and Washington County Urban Roads Maintenance District shall be the effective date of this annexation.

SECTION 6: In accordance with ORS 222.180, the annexation shall be effective upon filing with the Secretary of State.

PASSED: By _____ vote of all Council members present after being read by number and title only, this _____ day of _____, 2013.

Catherine Wheatley, City Recorder

APPROVED: By Tigard City Council this _____ day of _____, 2013.

Approved as to form:

John L. Cook, Mayor

City Attorney

Date

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EXHIBIT A

Legal Description
Annexation Parcel

A tract of land located in the Southwest One-Quarter of Section 10, Township 2 South, Range 1 West, Willamette Meridian, Washington County, Oregon and being more particularly described as follows:

Beginning at the northwesterly corner of the plat "Emerald Heights"; thence along the westerly line of said plat South 01°35'31" West 624.08 feet to the centerline of SW Beef Bend Road; thence along said centerline along a non-tangent curve to the left with a Radius of 2000.33 feet, a Delta of 01°44'37", a Length of 60.87 feet, and a Chord of South 59°49'43" West 60.87 feet to a point; thence South 58°57'25" West 367.87 feet to a point; thence along the easterly line of Exhibit B of Document Number 2009-101881 and the southerly extension thereof North 01°35'31" East 854.76 feet to a point on the southerly line of Exhibit A of said Document; thence along said southerly line, and the southerly line of the plat of "Aspen Ridge", and City of Tigard city limits South 88°22'09" East 361.55 feet to the Point of Beginning.

The above described tract of land contains 6.13 acres, more or less.

4/26/2013



ANNEXATION CERTIFIED

BY VF

APR 26 2013

WASHINGTON COUNTY A & T
CARTOGRAPHY

EXHIBIT B

A TRACT OF LAND LOCATED IN THE SOUTHWEST 1/4 OF SECTION 10,
TOWNSHIP 2 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN,
WASHINGTON COUNTY, OREGON

DOC. NO.
2009-101881
EXHIBIT A

SW ASPEN RIDGE DRIVE

"ASPEN RIDGE"

S88°22'09"E 361.55'

ANNEXATION CERTIFIED

BY 

APR 26 2013

POINT OF BEGINNING

WASHINGTON COUNTY A & T
CARTOGRAPHY

DOC. NO.
2009-101881
EXHIBIT B

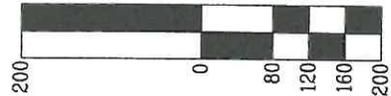
DOC. NO.
2012-009929
AREA=6.13 ACRES±

N01°35'31"E 854.76'

S01°35'31"W 624.08'
"EMERALD HEIGHTS"

SW 119TH AVENUE

SCALE 1" = 200 FEET



SW BEEF BEND ROAD

S58°57'25"W 367.87'
C1 L=60.87'

PREPARED FOR

VENTURE PROPERTIES, INC.
4230 GALEWOOD STREET, SUITE 100
LAKE OSWEGO, OR 97035

LEGEND

DOC. NO. DOCUMENT NUMBER
— CITY LIMITS

CURVE TABLE

CURVE	RADIUS	DELTA	LENGTH	CHORD
C1	2000.33'	01°44'37"	60.87'	S59°49'43"W 60.87'

4/26/2013

REGISTERED
PROFESSIONAL
LAND SURVEYOR



OREGON
JANUARY 9, 2007
NICK WHITE
70652LS

RENEWS: 6/30/14

BEEF BEND
JOB NAME: ROAD - VENTURE

JOB NUMBER: 3252

DRAWN BY: WCB

CHECKED BY: NSW

DWG NO.: 3252_042613_ANNEX

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SHERWOOD, OR 97140
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**STAFF REPORT TO THE
CITY COUNCIL
FOR THE CITY OF TIGARD, OREGON**



120 DAYS = N/A

SECTION I. APPLICATION SUMMARY

FILE NAME: SOUTH VIEW HEIGHTS ANNEXATION
CASE NO: Zone Change Annexation (ZCA) ZCA2013-00002

APPLICANT: Venture Properties, Inc.,
4230 Galewood Street, #100
Lake Oswego, OR 97035
OWNER: Hlknauss LLC,
c/o Sarah Knauss
4661 Wildwood St
Lake Oswego, OR 97035

PROPOSAL: A request to annex approximately 6.13 acres of property known as South View Heights (Knauss), located at 12035 SW Beef Bend Rd., and adjacent right-of-way into the city of Tigard.

LOCATION: 12035 SW Beef Bend Road; Washington County Tax Assessor's Map 2S110CB, Tax Lot 02000.

COUNTY ZONE: R6: Residential, 5 units/acre minimum density, 6 units/acre maximum density. The purpose of the R-6 District is to implement the policies of the Comprehensive Plan for areas designated for residential development at no more than six (6) units per acre and no less than five (5) units per acre, except as specified by Section 300-2, Section 300-5, or Section 303-6. The intent of the R-6 District is to provide the opportunity for more flexibility in development than is allowed in the R-5 District.

EQUIVALENT CITY ZONE: R-7: Medium-Density Residential District. The R-7 zoning district is designed to accommodate attached single-family homes, detached single-family homes with or without accessory residential units, at a minimum lot size of 5,000 square feet, and duplexes, at a minimum lot size of 10,000 square feet. Mobile home parks and subdivisions are also permitted outright. Some civic and institutional uses are also permitted conditionally.

APPLICABLE REVIEW CRITERIA: The approval standards for annexations are described in Community Development Code Chapters 18.320 and 18.390; Comprehensive Plan Goal 1.1, Goal 11.1 (Policy 4), Goal 11.3 (Policy 6), and Goal 14.2 (Policy 1-4); ORS Chapter 222; and Metro Code Chapter 3.09.

SECTION II. STAFF RECOMMENDATION

Staff recommends that the Council find that the proposed annexation (ZCA2013-00002) meets all the approval criteria as identified in ORS Chapter 222, Metro Code Chapter 3.09, Community Development Code Chapters 18.320 and 18.390, and the following Comprehensive Plan Goals and Policies: Goal 1.1; Goal 11.1, Policy 4; Goal 11.3, Policy 6; and Goal 14.2, Policy 1-4. Therefore, staff recommends APPROVAL of ZCA2013-00002 by adoption of the attached ordinance.

SECTION III. BACKGROUND INFORMATION

The annexation site is located north of SW Beef Bend Road and borders the City of Tigard boundary (north of the site). Development has been as a rural homestead with few trees; however the existing home is vacant. The applicant, Venture Properties, Inc. is requesting annexation of 5.79 acres for a future subdivision at urban densities and adjacent right-of-way (approximately .34 acre).

Utilities are available in the area and can be extended to serve the site. Current Washington County zoning of the property is R-6; equivalent city zoning will be R-7. Properties to the east and west are zoned R-6. Properties to the north are within the City of Tigard and are zoned R-4.5.

SECTION IV. APPLICABLE CRITERIA, FINDINGS AND CONCLUSIONS

City: Community Development Code Chapters 18.320 and 18.390; Comprehensive Plan Goal 1.1; Goal 11.1 (Policy 4), and Goal 11.3 (Policy 6), Goal 14.2 (Policies 1-4).

State: ORS Chapter 222

Regional: Metro Code Chapter 3.09

A. CITY OF TIGARD COMMUNITY DEVELOPMENT CODE (TITLE 18)

Staff has determined that the proposal is consistent with the relevant portions of the Community Development Code based on the following findings:

Chapter 18.320.020.B: Approval Process and Standards.

Approval Criteria. The decision to approve, approve with modification, or deny an application to annex property to the City shall be based on the following criteria:

1. All services and facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area;

The City of Tigard Comprehensive Plan's Public Facilities and Services Chapter states that for the purposes of the Comprehensive Plan, public facilities and services refer to stormwater management, water supply and distribution, wastewater management, community facilities, and private utilities. In addition the comprehensive Plan Glossary includes public safety, parks, and transportation. All services are available to the proposed annexation site and have adequate capacity to serve future development. Service provider letters from affected agencies were submitted by the applicant showing services and facilities are available and have sufficient capacity. Each service/facility is discussed in further detail below.

Water – City of Tigard/Tigard Water District. The property lies within the Tigard Water Service Area. There is an existing 24-inch transmission line to the north. However, direct connection is not permitted and the applicant may extend an existing 12-inch water line to the site from the intersection of SW 122nd and Beef Bend Road. Another existing 12-inch line in the Aspen Ridge subdivision could also be extended to serve the site. There is adequate capacity to serve the future homes with water.

Sewer – City of Tigard/Clean Water Services. An existing 8-inch sanitary line at SW 122nd Avenue can be extended in Beef Bend Road to serve the site. Clean Water Services is the sewer provider in the surrounding area. The lines extended to the site will be CWS lines and lines within the future subdivision will be owned and maintained by the City of Tigard. Based on information supplied to the applicant by the City of Tigard Public Works Department, there is adequate capacity to serve the future homes.

Stormwater – Clean Water Services. Clean Water Services is the current provider of stormwater services in this area. Storm drainage will be directed to the south. City staff noted in the service provider letter that a downstream analysis will be necessary as part of the subdivision application to determine what improvements must be made by the applicant.

Streets – City of Tigard Engineering Division. The subject property is located on SW Beef Bend Road. The proposed annexation will not affect this access; however, the property is within the Washington County Urban Road Maintenance District and will be removed from the district upon annexation. The applicant will extend public roads to serve the new homes created by the future subdivision.

Police – City of Tigard Police Department. Police services are currently provided by the Washington County Sheriff. If approved, the property will be withdrawn from the Enhanced Sheriff's Patrol District. The City of Tigard Police Department was contacted by the applicant regarding the annexation and future subdivision. As indicated in the service provider letter, Tigard Police are willing and able to serve the property and future development.

Fire – Tualatin Valley Fire and Rescue (TVF&R). The subject property is in Tualatin Valley Fire and Rescue's (TVF&R's) service area. The TVF&R District currently provides services to site, which will not change following annexation. The Fire District has personnel and equipment in the area that can respond to an emergency incident and implement such actions as may be necessary for fire and/or rescue operations.

Parks–City of Tigard. There is an existing City of Tigard neighborhood park on Bull Mountain Road near the proposed annexation site. Additional park properties have been purchased and are being developed to serve Bull Mountain residents. The annexation and development of this property will not adversely impact the city's ability or capacity to provide parks.

CONCLUSION: Based upon this review, staff finds that all public services and facilities (as defined by the Comprehensive Plan) are available to the proposed annexation territory and have sufficient capacity to provide service. The proposed annexation will not reduce the level of services within the City of Tigard. This criterion is met.

2. The applicable Comprehensive Plan policies and implementing ordinance provisions have been satisfied.

FINDINGS: The following Comprehensive Plan goals and policies apply to the proposed annexation: Goal 1.1; Goal 11.1, Policy 4; Goal 11.3, Policy 6; and Goal 14, Policy 1- 4. Staff has determined that the proposal has satisfied the applicable Comprehensive Plan policies based on the following findings:

Goal 1.1: Citizen Involvement. The City shall provide citizens, affected agencies and other jurisdictions the opportunity to participate in all phases of the planning process.

The City maintains an ongoing citizen involvement program. To assure citizens will be provided an opportunity to be involved in all phases of the planning process, the City provides notice for Type IV land-use applications. The City posted, mailed and published notice of the public hearing as follows. The City posted the hearing notice at four public places on July 1, 2013: Tigard Library, Tigard City Hall, Tigard Permit Center, and at the subject property on 12035 SW Beef Bend Road. The City published notice of the hearing in *The Tigard Times* for two successive weeks (June 27 and July 4, 2013) prior to the July 23, 2013, public hearing. The City also mailed notice to all interested parties and surrounding property owners within 500 feet on June 5, 2013.

Goal 11.1: Public Facilities and Services.

Policy 4. The City shall require the property to be located within the city limits prior to receiving City stormwater services.

Stormwater service will be provided by Clean Water Services and drainage will be to the south. City staff noted in the service provider letter that a downstream analysis will be necessary as part of the subdivision application to determine what improvements must be provided by the applicant to accommodate the increased stormwater.

Goal 11.3: Public Facilities and Services.

Policy 6. The City shall require the property to be located within the city limits prior to receiving City wastewater services.

Clean Water Services sanitary service is available to the east and west of the site and can be extended to serve the site. Future sanitary lines within the proposed subdivision will be owned and maintained by the City of Tigard. The applicant will not receive City services prior to annexation.

Goal: 14.2. Implement the Tigard Urban Services Agreement through all reasonable and necessary steps, including the appropriate annexation of unincorporated properties.

Policy 1. The City shall assign a Tigard zoning district designation to annexed property that most closely conforms to the existing Washington County zoning designation for that property.

The applicable Tigard zoning district designations are addressed below in the findings for Section 18.320.020.C.

Policy 2. The City shall ensure that capacity exists, or can be developed, to provide needed urban level services to an area when approving annexation.

Capacity has been addressed above, consistent with this policy.

Policy 3. The City shall approve proposed annexations based on findings that the request:

A. can be accommodated by the City's public facilities and services; and

The availability of the City's public facilities and services has been addressed above, consistent with this policy.

B. is consistent with applicable state statute.

As reviewed in this report, staff finds that the provisions of ORS 222 have been met, consistent with this policy.

Policy 4. The City shall evaluate and may require that parcels adjacent to proposed annexations be included to: A) avoid creating unincorporated islands within the City; B) enable public services to be efficiently and effectively extended to the entire area; or C) implement a concept plan or sub-area master plan that has been approved by the Planning Commission or City Council.

The subject site lies within an unincorporated island of Washington County. Annexation of the site will divide an existing island into two smaller ones. The requested annexation is for the extension of services needed to subdivide and develop the site with single-family homes. The applicant states that additional parcels do not need to be added to approve this annexation.

The City typically sends invitations to adjacent parcels as a courtesy and to prevent the creation of unincorporated islands. The development pattern and size of the existing island make it difficult to eliminate. Elimination of the smaller island to the east is also not possible at this time since the area contains thirteen parcels, several of which are not adjacent to the city limits. Annexation of surrounding parcels is not required for extension of services to the site nor is the area within a special plan area. For these reasons, invitations were not sent with this annexation.

CONCLUSION: Annexation of additional parcels is not necessary at this time. The city has coordinated with all jurisdictions and agencies within/near the annexation site. The City of Tigard has the services/facilities available and at adequate capacity to serve the site. The proposed annexation is consistent with applicable Comprehensive Plan policies. This criterion is met.

Chapter 18.320.020.C

Assignment of comprehensive plan and zoning designations.

The comprehensive plan designation and the zoning designation placed on the property shall be the City's zoning district which most closely implements the City's or County's comprehensive plan map designation. The assignment of these designations shall occur automatically and concurrently with the annexation. In the case of land which carries County designations, the City

shall convert the County's comprehensive plan map and zoning designations to the City designations which are the most similar.

FINDINGS: All of the subject property is currently zoned R-6 (Washington County). This zone is intended for residential development at no more than 6 units per acre and no less than 5 units per acre. Table 18.320.1 in the TDC summarizes the conversion of the County's plan and zoning designations to City designations which are most similar. According to this table, the City designation most similar to R-6 is R-7 zoning.

CONCLUSION: Upon annexation the property will be zoned R-7, which most closely implements Washington County's comprehensive plan and zoning designations (R-6). This criterion is met.

Chapter 18.390.060: Type IV Procedure

Annexations are processed by means of a Type IV procedure, as governed by Chapter 18.390 of the Community Development Code (Title 18) using standards of approval contained in 18.390.020.B, which were addressed in the previous section. Chapter 18.390 requires City Council to hold a hearing on an annexation. It also requires the City to provide notice at least 20 days prior to the hearing by mail and to publish notice at least 10 business days prior to the hearing; the City mailed notice on June 5, 2013, and published public notice in *The Tigard Times* for two successive weeks (June 27 & July 4, 2013) prior to the July 23, 2013 public hearing.

Additionally, Chapter 18.390.060 sets forth five factors for consideration when making a Type IV decision:

1. The Statewide Planning Goals and Guidelines adopted under Oregon Revised Statutes Chapter 197;

FINDINGS: The city's Comprehensive Plan has been acknowledged by the Land Conservation and Development Commission to be in compliance with state planning goals and as reviewed above, the annexation proposal is consistent with Tigard Comprehensive Plan goals and policies.

CONCLUSION: The proposal is consistent with the city's acknowledged Comprehensive Plan. Therefore, the proposal complies with statewide planning goals, including citizen involvement, public facilities, transportation, and urbanization.

2. Any federal or state statutes or regulations found applicable;

FINDINGS:

ORS 222:

State law (ORS 222.120(4)(b), ORS 222.125 and ORS 222.170(1)) allows for a city to annex contiguous territory when owners of land in the proposed annexation territory submit a petition to the legislative body of the city. In addition, ORS 222.111(2) allows for a city to act on its own motion to annex contiguous territory. A city is not required to hold an election for such an annexation if it follows the noticing procedures for a public hearing per ORS 222.120.

ORS 222.120 requires the city to hold a public hearing before its legislative body (City Council) and provide public notice to be published once each week for two successive weeks prior to the day of the hearing, in a newspaper of general circulation in the city, and shall cause notices of the hearing to be posted in four public places in the city for the same two week period.

The owners of the subject parcel have signed a petition for annexation to the City. The subject parcel is contiguous to the City's boundary. The City mailed notice on June 5, 2013, and published public notice in *The Tigard Times* for two successive weeks (June 27 & July 4, 2013) prior to the July 23, 2013 public hearing and posted the hearing notice for public view on July 1, 2013 in the Tigard Library, Tigard City Hall, Tigard Permit Center, and at the site on SW Beef Bend Road.

CONCLUSION: Staff finds that the provisions of ORS 222 have been met.

3. Any applicable METRO regulations;

Chapter 3.09 of the Metro Code (Local Government Boundary Changes) includes standards to be addressed in annexation decisions, in addition to local and state review standards. Staff has reviewed the Metro regulations for Local Government Boundary Changes and addressed the applicable regulations (Metro Code 3.09.045(d) & (e) and 3.09.050) below:

FINDINGS:

Metro 3.09.045 (d) and (e)

The proposed annexation is not being reviewed through an expedited process, but subsections (d) of Metro Code 3.09.050 requires that the standards of 3.09.045 (d) & (e) be addressed.

(d) To approve a boundary change through an expedited process, the city shall:

(1) Find that the change is consistent with expressly applicable provisions in:

(A) Any applicable urban service agreement adopted pursuant to ORS 195.065;

The Tigard Urban Service Agreement (TUSA) is between the City, County, Metro, and the service Districts for water, sewer, transportation, parks and public safety. The agreement outlines the role, provision, area, and planning/coordination responsibilities for service providers operating in the Tigard Urban Services Area. These services are addressed above at the beginning of this report.

The Urban Planning Area Agreement (UPAA) between the City and the County provides coordination of comprehensive planning and development, defines the area of interest, and includes policies with respect to the active planning area and annexation. The applicable annexation policies include the assignment of comprehensive plan and zoning designations addressed earlier in this report and acknowledgements that the City is the ultimate service provider of urban services within the Tigard Urban Service Area.

The City has followed all processing and notice requirements in the *UPAA*, providing Washington County with 45-day notice prior to the public hearing. The agreement states that “so that all properties within the Tigard Urban Service Area will be served by the City, the County and City will be supportive of annexations to the City.”

(B) Any applicable annexation plan adopted pursuant to ORS 195.205;

These statutes outline the process for annexations initiated by a city or district, including public hearings and voting procedures. This statute is not applicable since the annexation was initiated by the property owner. The applicant has submitted a petition to annex signed by both property owners. There are no registered voters at the site.

(C) Any applicable cooperative planning agreement adopted pursuant to ORS 195.020(2) between the affected entity and a necessary party;

ORS195.020(2) speaks to cooperative agreements between counties or Metro with each special district that provides an urban service within the boundaries of the county or the metropolitan district. Special districts would include fire, water, school, and sewer districts. These districts are the same within the county and city with the exception of the sewer district, which will be the City of Tigard following development of the subdivision. Planning for these areas will still be considered by the same special districts upon annexation due to existing agreements with the City.

(D) Any applicable public facility plan adopted pursuant to a statewide planning goal on public facilities and services; and

The City of Tigard Public Facility Plan was adopted in 1991 in compliance with statewide planning goals and Oregon Administrative Rule 660-11. A revised plan is currently being developed as part of periodic review. New Comprehensive Plan goals and policies for public facilities were adopted in 2008 (Goal 11),

and the applicable goals and policies were addressed previously in this report. The proposed annexation is consistent with the Tigard Public Facility Plan.

(E) Any applicable comprehensive plan; and

The Tigard Comprehensive Plan applies in this case. Applicable policies are satisfied as addressed previously in this report.

(2) Consider whether the boundary change would: (A) Promote the timely, orderly and economic provision of public facilities and services; (B) Affect the quality and quantity of urban services; and (C) Eliminate or avoid unnecessary duplication of facilities or services.

The proposed annexation will allow urban services to be provided for future urban development. The site is currently developed with an abandoned home without sewer or public water and served by Washington County and Tualatin Valley Fire and Rescue (TVF&R). Upon annexation sanitary sewer, storm sewer, and water can be extended to serve future development. In addition, Tigard Police will serve the site instead of Washington County Sheriff. TVF&R will continue to provide service as it is a county-wide provider.

(e) A city may not annex territory that lies outside the UGB, except it may annex a lot or parcel that lies partially within and outside the UGB. Neither a city nor a district may extend water or sewer services from inside a UGB to territory that lies outside the UGB.

The property to be annexed is not outside the UGB. This criterion is not applicable.

Metro 3.09.050 (b)

(b) Not later than 15 days prior to the date set for a change decision, the approving entity shall make available to the public a report that addresses the criteria in subsection (d) below, and that includes at a minimum the following:

The staff report was available July 8, 2013, thirteen days prior to the public hearing.

(1) The extent to which urban services presently are available to serve the affected territory including any extra territorial extensions of service;

As addressed previously in this report, urban services are available and can be extended to the affected territory.

(2) Whether the proposed boundary change will result in the withdrawal of the affected territory from the legal boundary of any necessary party; and

The proposed territory will remain within Washington County but will be required to be withdrawn from the Washington County Enhanced Sheriff's Patrol District and Urban Road Service District upon completion of the annexation. This withdrawal is incorporated into the proposed ordinance.

(3) The proposed effective date of the boundary change.

The public hearing will take place July 23, 2013. If the Council adopts findings to approve ZCA2013-00002, the effective date of the annexation will be upon filing with the Secretary of State office per Oregon Revised Statutes (ORS 222.180) or 30 days following City Council adoption, whichever is later.

(c) The person or entity proposing the boundary change has the burden to demonstrate that the proposed boundary change meets the applicable criteria.

The proposed boundary change meets the applicable criteria as demonstrated in this staff report.

(d) To approve a boundary change, the reviewing entity shall apply the criteria and consider the factors set forth in subsections (d) and (e) of Section 3.09.045.

The criteria and factors outlined in subsections (d) and (e) of Section 3.09.045 have been previously addressed in this report.

CONCLUSION: As shown in the above findings the proposed annexation satisfies the Metro Code regulations related to Local Government Boundary Changes. This criterion is met.

(Tigard CDC 18.390.060 continued)

4. Any applicable comprehensive plan policies; and

FINDINGS: Findings addressing the applicable Comprehensive Plan policies were provided previously in this report.

CONCLUSION: As previously demonstrated, the proposed annexation is consistent with all applicable comprehensive plan policies.

5. Any applicable provisions of the City's implementing ordinances.

FINDINGS: Resolution 13-08 extended previously approved incentives for property owners that voluntary annex into the city limits through February 2014. These incentives include waiver of the annexation application fee, assistance with paperwork and, phasing in of increased property taxes. These incentives have been extended to the applicant. As demonstrated in previous sections of this report, the proposed annexation is consistent with all other applicable provisions of the Tigard Development Code.

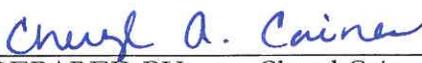
CONCLUSION: Based upon the findings above, all applicable provisions of the city's implementing ordinances are satisfied

SECTION VII. AGENCY COMMENTS

Century-Link/Qwest responded that the site was outside of the Century-Link service area.

SECTION VIII. PUBLIC COMMENTS

The City mailed notice to surrounding property owners within 500 feet. No written public comments were received. One phone call was received to obtain the contact information of the applicant.



PREPARED BY: Cheryl Caines
Associate Planner

July 3, 2013
DATE



REVIEWED BY: Tom McGuire
Asst. Community Development Director

July 3, 2013
DATE



VentureProperties
I N C O R P O R A T E D

Creating
Tomorrow's
Communities
Today

RECEIVED

MAY 02 2013

CITY OF TIGARD
PLANNING/ENGINEERING

*Application for a
Annexation and Zone Change*

*for
South View Heights*

Washington County, Oregon

*By Venture Properties, Inc.
May 2, 2013*

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Chapter 18.220 ZONING ADMINISTRATION.....	6
Chapter 18.510 RESIDENTIAL ZONING DISTRICTS.....	7

Exhibits:

- Exhibit A: and Proposed Zoning Map
 - Exhibit B: Property Title Information
 - Exhibit C: Application
 - Exhibit D: Certified Legal Description/Boundary Map
 - Exhibit E: Certification of Service Availability
- Error! Reference source not found.**

I. Introduction

General Information

Applicant/Contact:	Venture Properties, Inc. 4230 Galewood Street Lake Oswego, Oregon 97035 (503) 387-7577 Contact: Mimi Doukas, AICP, RLA
Engineer:	AKS Engineering & Forestry 13910 SW Galbreath Drive, Suite 100 Sherwood, OR 97140 503.925.8799 Contact: Alex Hurley, PE, PLS
Owner Information:	Hlknauss LLC 4661 Wildwood Street Lake Oswego, Oregon 97035 Contact: Sarah Knauss
Property Address:	12035 SW Beef Bend Rd Portland, Oregon 97224 (Washington County)
Tax Lot::	TL 2S110CB 02000
Acreage	9.13 acres
Existing Comprehensive Plan Designation:	Low Density Residential
Existing Zoning Designation:	R-6 (Washington County)
Proposed Zoning Designation:	R-7 (Tigard)

Request

The Applicant, Venture Properties, Inc. requests annexation and a zone change to a Tigard R-7 zone. The property is located on the north side of Beef Bend Road and carries an R-6 zoning designation in Washington County. The properties to the east and west are also in Washington County with an R-6 designation. The land to the north is located within the City of Tigard and zoned R-4.5. The land south of Bull Mountain Road is located within King City.

Site Description

South View Heights (TL 2S110CB 02000) is located north of SW Beef Bend Road. Aside from SW Beef Bend Road, no streets currently stub or abut the property. The property generally slopes down from north to south toward Beef Bend Road with slopes of 10-15%. The South View Heights property has been used as a rural homestead with only a few existing trees primarily located along the perimeter of the property. Sanitary sewer exists in SW Beef Bend Road at both the intersection of SW 122nd Street and SW 119th Court. Both locations require an extension along SW Beef Bend Road. Water abuts the site with a 24 inch transmission line, but a direct connection is not permitted. A 12 inch water line exists at the intersection of

II. Tigard Comprehensive Plan

Goal 14: Urbanization.

Policies:

1. The City shall assign a Tigard zoning district designation to annexed property that most closely conforms to the existing Washington County zoning designation for that property.

Response: The South View Heights property currently carries a Washington County zoning designation of R-6. Per Conversion Table 320.1 in Section 18.320.020, a Washington County R-6 shall be annexed to a Tigard Zone of R-7.

2. The City shall ensure that capacity exists, or can be developed, to provide needed urban level services to an area when approving annexation.

Response: Exhibit E of this application documents that all public facilities and services have capacity to allow for urban level development of South View Heights. Analyzed services include: sanitary sewer, water, stormwater, and fire/emergency services.

3. The City shall approve proposed annexations based on findings that the request:

A. can be accommodated by the City's public facilities and services; and

Response: Exhibit E of this application documents that all public facilities and services have capacity to allow for urban level development of South View Heights. Analyzed services include: sanitary sewer, water, stormwater, and fire/emergency services.

B. is consistent with applicable state statute.

Response: ORS 222 governs annexations within the State of Oregon. Most of the procedures and requirements have been implemented by the City of Tigard, so this application shows compliance. This annexation request is made by 100% of the property owners and 100% of the registered voters, which complies with ORS 222.125 Annexation by consent of all owners of land and majority of electors; proclamation of annexation: *"The legislative body of a city need not call or hold an election in the city or in any contiguous territory proposed to be annexed or hold the hearing otherwise required under ORS 222.120 when all of the owners of land in that territory and not less than 50 percent of the electors, if any, residing in the territory consent in writing to the annexation of the land in the territory and file a statement of their consent with the legislative body. Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation."* This criterion is met.

4. The City shall evaluate and may require that parcels adjacent to proposed annexations be included to:

A. avoid creating unincorporated islands within the City;

Response: The South View Heights property abuts the City of Tigard boundary on the north propertyline. Annexation of this property would not create any islands within the City. No additional parcels need to be added to the annexation application. The annexation boundary has been certified by Washington County as shown in Exhibit D. This criterion

is met.

B. enable public services to be efficiently and effectively extended to the entire area;
or

Response: Exhibit E of this application documents that all public facilities and services have capacity to allow for urban level development of South View Heights. Analyzed services include: sanitary sewer, water, stormwater, and fire/emergency services. Public services can be logically extended to the property as part of a subdivision development process. No additional parcels need to be added to the annexation application. This criterion is met.

C. implement a concept plan or sub-area master plan that has been approved by the Planning Commission or City Council.

Response: No concept plans or sub-area master plans have been adopted for this region; this criterion does not apply.

III. Tigard Development Code

Chapter 18.320 ANNEXATIONS

18.320.020 Approval Process and Standards

A. Approval Process. Annexations shall be processed by means of a Type IV procedure, as governed by Chapter 18.390 using standards of approval contained in Subsection B2 below.

Response: The South View Heights annexation will be reviewed as a Type IV application, with public notice and a public hearing.

B. Approval Criteria. The decision to approve, approve with modification, or deny an application to annex property to the City shall be based on the following criteria:

1. All services and facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and

Response: Exhibit E of this application documents that all public facilities and services have capacity to allow for urban level development of South View Heights. Analyzed services include: sanitary sewer, water, stormwater, and fire/emergency services. Public services can be logically extended to the property as part of a subdivision development process. No additional parcels need to be added to the annexation application. This criterion is met.

2. The applicable comprehensive plan policies and implementing ordinance provisions have been satisfied.

Response: The Tigard Comprehensive Plan policies in regard to annexation have been addressed previously in this application narrative. The application is in compliance with the goals and policies of the Tigard Comprehensive Plan; this criterion is met.

C. Assignment of comprehensive plan and zoning designations. The comprehensive plan designation and the zoning designation placed on the property shall be the City's zoning district which most closely implements the City's or County's comprehensive plan map designation. The assignment of these designations shall occur automatically and concurrently with the annexation. In the case of land which carries County designations, the City shall convert the County's comprehensive plan map and zoning designations to the City

designations which are the most similar. A zone change is required if the applicant requests a comprehensive plan map and/or zoning map designation other than the existing designations. (See Chapter 18.380). A request for a zone change can be processed concurrently with an annexation application or after the annexation has been approved.

Response: The South View Heights property currently carries a Washington County zoning designation of R-6. Per Conversion Table 320.1 in Section 18.320.020, a Washington County R-6 shall be annexed to a Tigard Zone of R-7. The Comprehensive Plan designation for Tigard will be Medium Density Residential. This criterion is met.

D. Conversion table. Table 320.1 summarizes the conversion of the County's plan and zoning designations to City designations which are most similar.

TABLE 320.1 CONVERSION TABLE FOR COUNTY AND CITY PLAN AND ZONING DESIGNATIONS

Washington County Land Use Districts/Plan Designation	City of Tigard Zoning	City of Tigard Plan Designation
R-5 Res. 5 units/acre	R-4.5 SFR 7,500 sq. ft.	Low density 1-5 units/acre
R-6 Res. 6 units/acre	R-7 SFR 5,000 sq. ft.	Med. density 6-12 units/acre
R-9 Res. 9 units/acre	R-12 Multi-family 12 units/acre	Med. density 6-12 units/acre
R-12 Res. 12 units/acre	R-12 Multi-family 12 units/acre	Med. density 6-12 units/acre
R-15 Res. 15 units/acre	R-25 Multi-family 25 units/acre	Medium-High density 13-25 units/acre
R-24 Res. 24 units/acres	R-25 Multi-family 25 units/acre	Medium-High density 13-25 units/acre
Office Commercial	C-P Commercial Professional	CP Commercial Professional
NC Neighborhood Commercial	CN Neighborhood Commercial	CN Neighborhood Commercial
CBD Commercial Business District	CBD Commercial Business District	CBD Commercial Business District
GC General Commercial	CG General Commercial	CG General Commercial
IND Industrial	I-L Light Industrial	Light Industrial

Response: The South View Heights property currently carries a Washington County zoning designation of R-6. As shown above in Conversion Table 320.1 in Section 18.320.020, a Washington County R-6 shall be annexed to a Tigard Zone of R-7. This criterion is met.

Chapter 18.220 ZONING ADMINISTRATION

18.220.010 Classification of Zones

A. Classification of zones. All areas within the corporate limits of the City of Tigard are divided into zoning districts. The use of each tract and ownership of land within the corporate limits is limited to those uses permitted by the zoning classification applicable for each such tract.

18.220.020 Zoning District Map

A. Consistency with zoning map. The boundaries of each of the foregoing districts as listed in Chapter 18.500 and the zoning classification and use of each tract in each of said zoning district is perceived to coincide with the identifying zone classification shown on the map entitled "Tigard Zoning District Map", dated with the effective date of this title retained by the City Recorder and referred to as the "zoning district map." Said map by this reference is made a part of this title. A certified print of the adopted zoning district map or map amendments shall be maintained in the office of the Planning Division as long as the code remains in effect.

B. Applicability of zoning requirements. Each lot, tract and parcel of land or portion thereof within the zone boundaries as designated and marked on the zoning map, is classified, zoned and limited to the uses as hereinafter specified and defined for the applicable zone classification.

C. Zoning map amendments. Amendments to the City zoning district map may be made in accordance with the provisions of Chapters 18.380 and 18.390.

1. Copies of all map amendments shall be dated with the effective date of the document adopting the map amendment and shall be maintained without change, together with the adopting documents, on file in the Planning Division; and

2. The Director shall maintain in the office and available for public inspection an up-to-date copy of the city zoning district map to be revised so that it accurately portrays changes of zone boundaries. (Ord. 09-13)

18.220.030 Determination of Zoning Boundaries

A. Boundary determination. Where due to the scale lack of scale, lack of detail or illegibility of the City zoning district map or due to any other reason, there is uncertainty, contradiction or conflict as to the intended location of district boundary lines, the boundary lines shall be determined by the Director in accordance with the following standards:

1. Boundaries indicated as approximately following the center lines of streets, highways, railroad tracks or alleys shall be constructed to follow such center lines;

2. Boundaries indicated as approximately following platted lot lines shall be constructed as following such lot lines;

3. Boundaries indicated as approximately following City limits shall be constructed as following City limits;

4. Boundaries indicated as approximately following river, stream and/or drainage channels shall be constructed as following river, stream and/or drainage channels; and

5. Whenever any street is lawfully vacated, and when the lands within the boundaries thereof attach to and become a part of lands adjoining such street, the lands formerly within the vacated street shall automatically be subject to the same zoning district designation that is applicable to lands to which the street attaches.

Response: The annexation and zone change application includes a certified legal description in Exhibit E. This legal description shall serve as the boundary for the new City limit line as well as the zoning boundary. It has been written to the centerline of Beef Bend Road, which is the boundary of the King City boundary.

Chapter 18.510 RESIDENTIAL ZONING DISTRICTS

18.510.020 List of Zoning Districts

E. R-7: Medium-Density Residential District. The R-7 zoning district is designed to accommodate attached single-family homes, detached single-family homes with or without accessory residential units, at a minimum lot size of 5,000 square feet, and duplexes, at a minimum lot size of 10,000 square feet. Mobile home parks and subdivisions are also permitted outright. Some civic and institutional uses are also permitted conditionally.

Response: The South View Heights property currently carries a Washington County zoning designation of R-6. Per Conversion Table 320.1 in Section 18.320.020, a Washington County R-6 shall be annexed to a Tigard Zone of R-7. Per the zone description, future urbanization will occur with single family homes and an average density of 5,000 square foot lots. A future subdivision application will be reviewed according to these standards.

Exhibit B: Property Title Information



First American Title Insurance Company of Oregon

Washington (OR)

Prepared For:

Prepared By:

Customer Service Department
 222 SW Columbia St, Suite 400 - Portland, Oregon 97201
 Phone: (503) 219-TRIO Fax: (503) 790-7872

OWNERSHIP INFORMATION

<i>Owner</i>	: Hlknauss LLC	<i>Ref Parcel Number</i>	: 2S110CB 02000
<i>CoOwner</i>	:	<i>T: 02S R: 01W S: 10 Q: 252</i>	
<i>Site Address</i>	: 12035 SW Beef Bend Rd Portland 97224	<i>Parcel Number</i>	: R0493718
<i>Mail Address</i>	: 4661 Wildwood St Lake Oswego Or 97035		
<i>Telephone</i>	: <i>Owner:</i>	<i>Tenant:</i>	<i>County</i> : Washington (OR)

SALES AND LOAN INFORMATION

<i>Transferred</i>	: 02/10/2012	<i>Loan Amount</i>	:
<i>Document #</i>	: 9929 Multi-Parcel	<i>Lender</i>	:
<i>Sale Price</i>	:	<i>Loan Type</i>	:
<i>Deed Type</i>	: Warranty	<i>Interest Rate</i>	:
<i>% Owned</i>	: 100	<i>Vesting Type</i>	: Corporation

PROPERTY DESCRIPTION

Page & Grid : 655 B7
Census : *Tract:* 319.08 *Block:* 2
Improvement Type :
Subdivision/Plat :
Neighborhood Cd : 4TL9
Land Use : 1910 Res,Potential Development,Improved
Legal : ACRES 5.79
 :
 :

ASSESSMENT AND TAX INFORMATION

MktLand : \$1,158,000
MktStructure : \$1,000
MktTotal : \$1,159,000
M50 Assd Total : \$462,060
% Improved :
11-12 Taxes : \$6,987.98
Exempt Amount :
Exempt Type :
Levy Code : 02378
Millage Rate : 15.1235

PROPERTY CHARACTERISTICS

<i>Bedrooms</i> : 3	<i>Building SF</i> : 2,620	<i>Stories</i> :
<i>Bathrooms</i> : 1.00	<i>1st Floor SF</i> : 988	<i>Garage SF</i> : 400
<i>Fireplace</i> :	<i>Above Ground SF</i> :	<i>Lot Acres</i> : 5.79
<i>Heat Type</i> :	<i>Upper Finished SF</i> :	<i>Lot SF</i> : 252,212
<i>Interior Material:</i> Plaster	<i>Unfin Upper Story</i> :	<i>Year Built</i> : 1940
<i>Exterior Finish</i> :	<i>Upper Total SF</i> : 644	<i>Year Appraised</i> :
<i>Floor Cover</i> : Wood	<i>Finished SF</i> :	<i>Appraisal Area</i> :
<i>Roof Type</i> : Comp Shingle	<i>Basement Fin SF</i> :	<i>School District</i> : Tigard
<i>Roof Shape</i> : Gable	<i>Basement Unfin SF</i> : 988	<i>Utility District</i> :
<i>Foundation</i> : Concrete Ftg	<i>Basement Total SF</i> : 988	

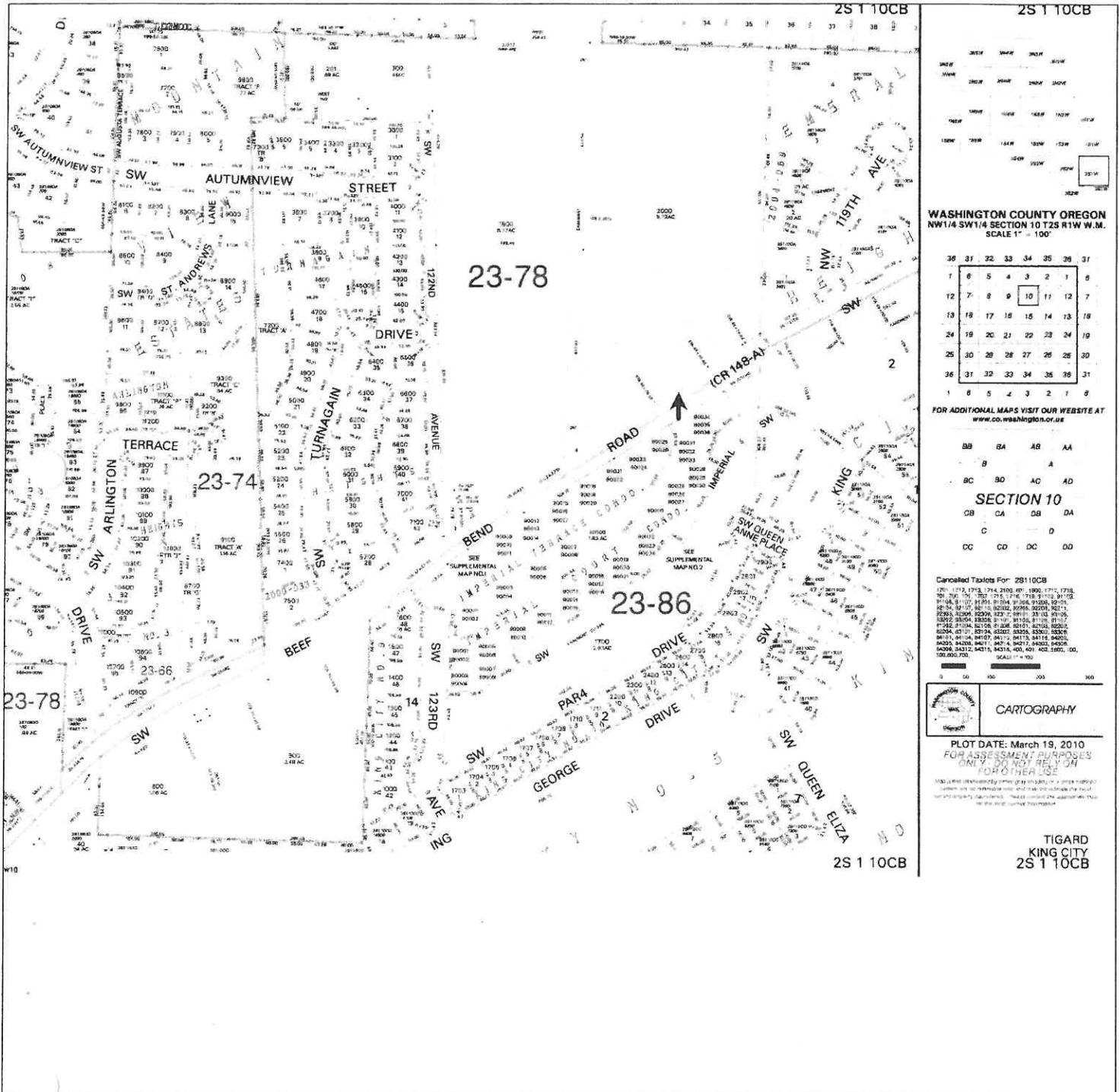


First American Title Insurance Company of Oregon

An assumed business name of TITLE INSURANCE COMPANY OF OREGON

This map is provided as a convenience in locating property
 First American Title Insurance Company assumes no liability for any variations as may be disclosed by an actual survey

Reference Parcel Number 2S110CB 02000



WASHINGTON COUNTY OREGON
 NW1/4 SW1/4 SECTION 10 T23S R1W W.M.
 SCALE 1" = 100'

36	31	22	33	34	25	36	31
7	6	5	4	3	2	1	6
12	7	8	9	10	11	12	7
13	18	17	16	15	14	13	18
24	19	20	21	22	23	24	19
25	30	29	28	27	26	25	30
36	31	32	33	34	35	36	31
1	6	5	4	3	2	1	6

FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.co.washington.or.us

BB	BA	AB	AA
B		A	
9C	9D	AC	AD
SECTION 10			
CB	CA	DB	DA
C		D	
CC	CD	DC	DD

Cancelled Taxlots For 2S110CB
 171, 172, 173, 174, 2100, 2101, 1800, 1712, 1716,
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 3398, 3

AFTER RECORDING RETURN TO:

Christine P. Brown
Garvey Schubert Barer
121 S.W. Morrison Street, 11th Floor
Portland, OR 97204-3141

**UNTIL A CHANGE IS REQUESTED, SEND
TAX STATEMENTS TO:**

HLKNAUSS LLC
c/o Sarah J. Knauss
4661 Wildwood St.
Lake Oswego, OR 97035

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, that SARAH J. KNAUSS, Grantor, does hereby convey and warrant unto HLKNAUSS LLC, an Oregon limited liability company, "Grantee" and Grantee's successors and assigns, any and all of Grantor's interest in that certain real property with the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining, situated in the County of Washington, State of Oregon, described as follows:

See attached Exhibit A

The true and actual consideration paid for this transfer consists of or includes other property or value given or promised which is the whole consideration.

Grantor hereby covenants to and with Grantee and Grantee's successors and assigns that Grantor is lawfully seized in fee simple of the above granted premises, free from all encumbrances, EXCEPT those which may appear of record.

Grantor will warrant and forever defend the premises and every part and parcel thereof against the lawful claims and demands of all persons whomsoever.

The liability and obligations of the Grantor to Grantee and Grantee's successors and assigns under the warranties and covenants contained herein or provided by law shall be limited to the extent of coverage that would be available to Grantor under a standard policy of title insurance. The limitations contained herein expressly do not relieve Grantor of any liability or obligation under this instrument, but merely define the scope, nature, and amount of such liability or obligation.

In construing this deed, where the context so requires, the singular includes the plural and all grammatical changes shall be made so that this deed shall apply equally to trusts and to individuals.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE

EXHIBIT A

A portion of that tract conveyed to E.R. Stromquist by deed recorded in Book 142, page 48, in Section 10, Township 2 South, Range 1 West, Willamette Meridian, Washington County, Oregon, described as follows: Beginning at the Northeast corner of said Stromquist tract; thence South 9.33 chains to the Southeast corner thereof in the center of Southwest Beef Bend Road; thence South 54°58'45" West along said center line 440.2 feet to the Southeast corner of tract described in contract of sale to Joseph F. Grimstad, et ux, recorded December 7, 1965, in Book 580, page 272; thence North 0°24'15" West a distance of 871.32 feet to the North line of tract described in deed book 124, page 48; thence North 89°39' East a distance of 362.27 feet to the true point of beginning.

Parcel No. R0493718
Commonly known as: 12035 SW Beef Bend Rd
Portland, OR 97224

Condominium Unit 2-2-2, Building 2, Imperial Court Condominiums, together with the limited common elements appurtenant thereto, and together with an undivided interest in and to the general common elements, all as set forth in a Declaration of Unit Ownership recorded September 16, 1977, in Book 1200, Page 706, Records of Washington County, Oregon.

Parcel No. R0493941
Commonly known as: 12120 SW King Arthur St
Portland, OR 97224

PDX_DOCS:475469.1



City of Tigard Annexation/Zone Change Type IV Application

PRE-APP. HELD WITH:
DATE OF PRE-APP.:

Pagenstecher
7/12/12

GENERAL INFORMATION

Property Address/Location(s): 12035 SW Beef Bend Road

Tax Map & Tax Lot #(s): 2S110CB02000

Site Size: 5.79 acres

Property Owner/Deed Holder(s)* (NOTE: If more than one (1) property owner, please complete the attached petition form):

Hlknauss LLC, c/o Sarah Knauss

Address: 4661 Wildwood St Phone: _____

City: Lake Oswego Zip: 97035

Applicant*: Venture Properties, Inc

Address: 4230 Galewood Street, #100 Phone: 503-387-7600

City: Lake Oswego Zip: 97035

* When the owner and the applicant are different people, the applicant must be the purchaser of record or a lessee in possession with written authorization from the owner or an agent of the owner with written authorization. The owner(s) must sign this application in the space provided on the back of this form or submit a written authorization with this application.

PROPOSAL SUMMARY

The owner(s) of record of the subject property(ies) request to Annex

5.79 acres into the City of Tigard and a **Zone Change Annexation** from Washington County's Zone: R-6 to City of Tigard Zone: R-7

(if applicable). The current use of the area requesting to be Annexed is: _____

one single family home.

FOR STAFF USE ONLY

Case No.(s): _____

Other Case No.(s): _____

Receipt No.: _____

Application Accepted By: _____

Date: _____

Date Determined To Be Complete: _____

Current Comp Plan/Zone Designation: _____

CIT Area: _____

Rev. 7/1/10 i:\curpln\masters\revised\annex-zc.doc

REQUIRED SUBMITTAL ELEMENTS

- Application Elements Submitted:
- Application Form
- Completed Annexation Petition for "Double Majority" Annexation (attached)
- Legal Description of Area to be Included in the Annexation
- Map Identifying Areas to be Included in the Annexation
- Applicant's Statement/Narrative (# of copies based on pre-app check list)
- 2 Sets of Pre-Addressed/Pre-Stamped Legal Size Envelopes
- Filing Fee \$2,750.00

APPLICANTS:

To consider an application complete, you will need to submit ALL of the **REQUIRED SUBMITTAL ELEMENTS** as described on the front of this application in the "Required Submittal Elements" box.

THE APPLICANT(S) SHALL CERTIFY THAT:

- ◆ **The above request does not violate any deed restrictions that may be attached to or imposed upon the subject property.**
- ◆ If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- ◆ All of the above statements and the statements in the plot plan, attachments, and exhibits transmitted herewith, are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.
- ◆ The applicant has read the entire contents of the application, including the policies and criteria, and understands the requirements for approving or denying the application.

SIGNATURE(S) of Applicant(s) representing property owners listed on the attached petition:

DATED this 20th day of April, 2013

Sam J. Knorr
Signature

Signature

Signature

Signature

Exhibit D: Certified Legal Description/Boundary Map, Registered Voters, and Property Owners



**CERTIFICATION OF REGISTERED VOTERS
FOR ANNEXATION PURPOSES***

I hereby certify that the attached petition for the annexation of the territory listed herein to the City of Tigard contains, as of the date listed, the following information:

- 1 Number of signatures of individuals on petition.
- 0- Number of active **registered voters** within the territory to be annexed.
- 0- Number of **VALID signatures of active registered voters** within the territory to be annexed, on the petition.

Tax lot number(s): 2S110CB-02000 _____

DIVISION: ELECTIONS
COUNTY: WASHINGTON
DATE: April 29, 2013
NAME: Barbara Harness
TITLE: Senior Administrative Specialist



Barbara Harness
(Signature of Election Official)

*This 'Certification of Registered Voters for Annexation Purposes' DOES NOT, in any way, make the determination if this petition meets the annexation requirements of the city/district listed.

Annexation certification sht rev4-043009

** Needs to withdraw from ESPD & URMID.*

THIS SECTION IS TO BE COMPLETED BY WASHINGTON COUNTY ASSESSOR'S OFFICE

CERTIFICATION OF PROPERTY OWNERSHIP
(Double Majority Method)

I hereby certify that the attached petition for annexation of the territory described therein to the City of Tigard contains the names of the owners¹ of a majority of the land area of the territory to be annexed, as shown on the last available complete assessment role.

NAME: TED FOSTER ANNEXATION CERTIFIED
TITLE: GIS TECH BY TF
DEPARTMENT: CARTOGRAPHY APR 26 2013
COUNTY OF: WASHINGTON WASHINGTON COUNTY A & T
DATE: 4/26/13 CARTOGRAPHY

* indicates that "Owner" means the owner of the title to real property or the contract purchaser of real property.

THIS SECTION IS TO BE COMPLETED BY WASHINGTON COUNTY ELECTIONS OFFICE

CERTIFICATION OF REGISTERED VOTERS

I hereby certify that the attached petition for annexation of territory described herein to the City of Tigard contains the names of at least a majority of the electors registered in the territory to be annexed.

NAME: _____
TITLE: _____
DEPARTMENT: _____
COUNTY OF: _____
DATE: _____



City of Tigard Annexation/Zone Change Type IV Application

PRE-APP. HELD WITH: Pagenstecher
DATE OF PRE-APP.: 7/12/12

GENERAL INFORMATION

Property Address/Location(s): 12035 SW Beef Bend Road

Tax Map & Tax Lot #(s): 2S110CB02000

Site Size: 5.79 acres

Property Owner/Deed Holder(s)* (NOTE: If more than one (1) property owner, please complete the attached petition form):

Hlknauss LLC, c/o Sarah Knauss

Address: 4661 Wildwood St Phone: _____

City: Lake Oswego Zip: 97035

Applicant*: Venture Properties, Inc

Address: 4230 Galewood Street, #100 Phone: 503-387-7600

City: Lake Oswego Zip: 97035

* When the owner and the applicant are different people, the applicant must be the purchaser of record or a lessee in possession with written authorization from the owner or an agent of the owner with written authorization. The owner(s) must sign this application in the space provided on the back of this form or submit a written authorization with this application.

PROPOSAL SUMMARY

The owner(s) of record of the subject property(ies) request to Annex 5.79 acres into the City of Tigard and a **Zone Change Annexation** from Washington County's Zone: R-6 to City of Tigard Zone: R-7 (if applicable). The current use of the area requesting to be Annexed is: one single family home.

FOR STAFF USE ONLY

Case No.(s): _____

Other Case No.(s): _____

Receipt No.: _____

Application Accepted By: _____

Date: _____

Date Determined To Be Complete: _____

Current Comp Plan/Zone Designation: _____

CIT Area: _____

Rev. 7/1/10 i:\curpln\masters\revised\annex-zc.doc

REQUIRED SUBMITTAL ELEMENTS

- Application Elements Submitted:
- Application Form
- Completed Annexation Petition for "Double Majority" Annexation (attached)
- Legal Description of Area to be Included in the Annexation
- Map Identifying Areas to be Included in the Annexation
- Applicant's Statement/Narrative (# of copies based on pre-app check list)
- 2 Sets of Pre-Addressed/Pre-Stamped Legal Size Envelopes
- Filing Fee \$2,750.00

APPLICANTS:

To consider an application complete, you will need to submit ALL of the **REQUIRED SUBMITTAL ELEMENTS** as described on the front of this application in the "Required Submittal Elements" box.

THE APPLICANT(S) SHALL CERTIFY THAT:

- ◆ **The above request does not violate any deed restrictions that may be attached to or imposed upon the subject property.**
- ◆ If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- ◆ All of the above statements and the statements in the plot plan, attachments, and exhibits transmitted herewith, are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.
- ◆ The applicant has read the entire contents of the application, including the policies and criteria, and understands the requirements for approving or denying the application.

SIGNATURE(S) of Applicant(s) representing property owners listed on the attached petition:

DATED this 20th day of April, 2013


Signature

Signature

Signature

Signature

CITY OF TIGARD
CERTIFICATION OF LEGAL DESCRIPTION AND MAP

I hereby certify that the description of the property included within the attached petition (located on Assessor's Map 25110 CB) has been checked by me and it is a true and exact description of the property under consideration, and the description corresponds to the attached map indicating the property under consideration.

NAME TED FOSTER
TITLE GIS TECH
DEPARTMENT CARTOGRAPHY
COUNTY OF WASHINGTON
DATE 4/26/13

ANNEXATION CERTIFIED

BY VF

APR 26 2013

**WASHINGTON COUNTY A & T
CARTOGRAPHY**

**ENGINEERING PLANNING
FORESTRY**

13910 S.W. Galbreath Dr., Suite 100
Sherwood, Oregon 97140
Phone: (503) 925-8799
Fax: (503) 925-8969



**LANDSCAPE ARCHITECTURE
SURVEYING**

AKS Group of Companies:
SHERWOOD, OREGON
SALEM, OREGON
VANCOUVER, WASHINGTON
www.aks-eng.com

Job No. 3252

EXHIBIT A

Legal Description
Annexation Parcel

A tract of land located in the Southwest One-Quarter of Section 10, Township 2 South, Range 1 West, Willamette Meridian, Washington County, Oregon and being more particularly described as follows:

Beginning at the northwesterly corner of the plat "Emerald Heights"; thence along the westerly line of said plat South 01°35'31" West 624.08 feet to the centerline of SW Beef Bend Road; thence along said centerline along a non-tangent curve to the left with a Radius of 2000.33 feet, a Delta of 01°44'37", a Length of 60.87 feet, and a Chord of South 59°49'43" West 60.87 feet to a point; thence South 58°57'25" West 367.87 feet to a point; thence along the easterly line of Exhibit B of Document Number 2009-101881 and the southerly extension thereof North 01°35'31" East 854.76 feet to a point on the southerly line of Exhibit A of said Document; thence along said southerly line, and the southerly line of the plat of "Aspen Ridge", and City of Tigard city limits South 88°22'09" East 361.55 feet to the Point of Beginning.

The above described tract of land contains 6.13 acres, more or less.

4/26/2013



A handwritten signature in black ink, appearing to read "Nick White".



RENEWS: 6/30/14

ANNEXATION CERTIFIED

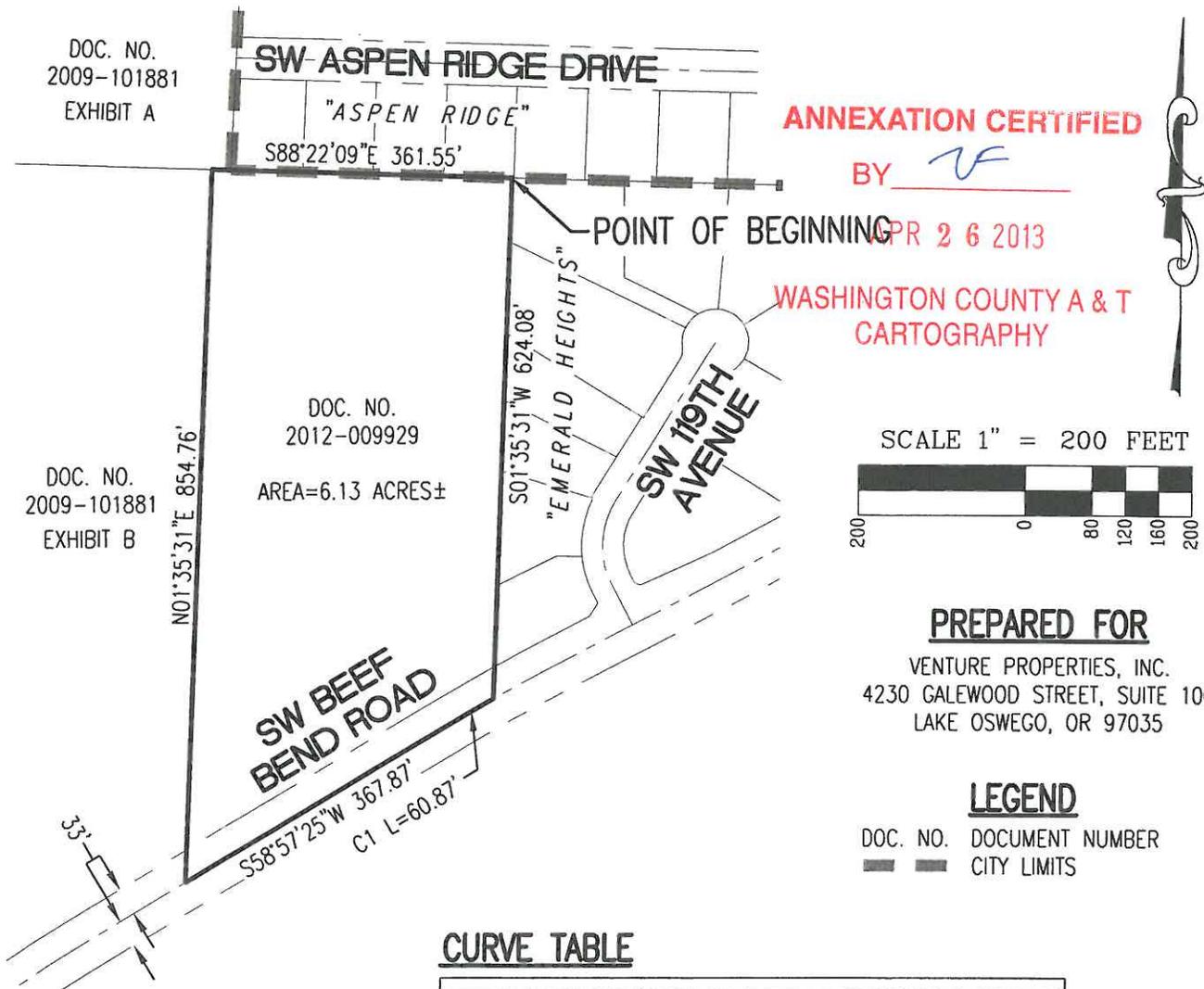
BY VF

APR 26 2013

**WASHINGTON COUNTY A & T
CARTOGRAPHY**

EXHIBIT B

A TRACT OF LAND LOCATED IN THE SOUTHWEST 1/4 OF SECTION 10,
TOWNSHIP 2 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN,
WASHINGTON COUNTY, OREGON



CURVE TABLE

CURVE	RADIUS	DELTA	LENGTH	CHORD
C1	2000.33'	01°44'37"	60.87'	S59°49'43"W 60.87'

4/26/2013

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Nick White

OREGON
JANUARY 9, 2007
NICK WHITE
70652LS

RENEWS: 6/30/14

BEEF BEND
JOB NAME: ROAD - VENTURE

JOB NUMBER: 3252

DRAWN BY: WCB

CHECKED BY: NSW

DWG NO.: 3252_042613_ANNEX

ENGINEERING • PLANNING • LANDSCAPE ARCHITECTURE
FORESTRY • SURVEYING



LICENSED IN OR & WA

13910 SW GALBREATH
DRIVE, SUITE 100
SHERWOOD, OR 97140
PHONE: (503) 925-8799
FAX: (503) 925-8969

OFFICES LOCATED IN SALEM, OR & VANCOUVER, WA

Exhibit E: Certification of Service Availability

Mimi Doukas

From: Mike McCarthy <MikeM@tigard-or.gov>
Sent: Wednesday, May 01, 2013 4:01 PM
To: Mimi Doukas
Cc: Kim McMillan; Greg Berry
Subject: FW: Service Provider Letter - Tigard annexation of 12035 SW Beef Bend Road
Attachments: Sewer 119th, 122nd.pdf; Mike McCarthy P E .vcf

Hi Mimi,

Kim forwarded your message to me. Please consider this your service provider letter.

Thanks,
Mike



From: Greg Berry
Sent: Tuesday, April 30, 2013 10:29 AM
To: Mike McCarthy
Cc: Kim McMillan
Subject: FW: Service Provider Letter - Tigard annexation of 12035 SW Beef Bend Road

CWS sewers are available from 119th and 122nd Avenues as shown on the attached. Both are 8" so their adequacy has not been evaluated by the master plan but there is no reason to believe they are inadequate.

Drainage is to King City so CWS might be expected to require a downstream analysis.

The existing water line in 122nd is probably inadequate. Applicant intends to discuss extending a line through the undeveloped lot to the north with the owner. Rob M. has proposed a required line extension as well.

From: Kim McMillan
Sent: Tuesday, April 30, 2013 8:45 AM
To: Mike McCarthy
Cc: Greg Berry; Rob Murchison; Gary Pagenstecher
Subject: FW: Service Provider Letter - Tigard annexation of 12035 SW Beef Bend Road

Mike,

We are working on a form that can be used by an applicant to track down information on service providers. In the meantime, please let Mimi know if we can provide water and sanitary service to the site on Beef Bend Road. If you can let her know today or tomorrow it would be appreciated. I typically check with Rob Murchison on water and Greg Berry on sewer, as they are the keepers of the master plans. They can let you know if an extension or upsizing is required.

Kim



Kim S. McMillan, P.E.

Engineering Manager
DIRECT 503-718-2642
CELL 503-866-5784
EMAIL kim@tigard-or.gov
WEB www.tigard-or.gov

City of Tigard | PUBLIC WORKS DEPARTMENT
13125 SW Hall Boulevard, Tigard, OR 97223

From: Mimi Doukas [<mailto:mimi@stonebridgehomesnw.com>]
Sent: Friday, April 26, 2013 10:27 AM
To: Kim McMillan
Subject: RE: Service Provider Letter - Tigard annexation of 12035 SW Beef Bend Road

Hi Kim – just wanted to check in on the Knauss annexation. Did any major concerns come up at yesterday's meeting? Will the SPL's be sent out soon? We are anxious to submit to keep things moving along.

Thanks – Mimi

Mimi Doukas, AICP, RLA

Venture Properties, Inc | www.ventureprop.com

office. 503.387.7600 | fax. 503.387.7615
4230 Galewood St., Suite 100 | Lake Oswego, Oregon 97035

From: Kim McMillan [<mailto:KIM@tigard-or.gov>]
Sent: Monday, April 22, 2013 4:28 PM
To: Mimi Doukas
Subject: FW: Service Provider Letter - Tigard annexation of 12035 SW Beef Bend Road

Hi Mimi,
We will be discussing this at our Thursday team meeting. Also, Gus is no longer with the city. Mike Stone is the City Engineer, 503-718-2759, MStone@tigard-or.gov. I thought I would give you his contact info. He will be at the meeting Thursday, along with Tom McGuire, Asst. CD Director.

Kim



Kim S. McMillan, P.E.

Engineering Manager

DIRECT 503-718-2642

CELL 503-866-5784

EMAIL kim@tigard-or.gov

WEB www.tigard-or.gov

City of Tigard | PUBLIC WORKS DEPARTMENT

13125 SW Hall Boulevard, Tigard, OR 97223

From: Vance Walker
Sent: Monday, April 22, 2013 2:25 PM
To: 'mimi@stonebridgehomesnw.com'
Cc: Brian Rager; Kim McMillan; Mike Stone
Subject: FW: Service Provider Letter - Tigard annexation of 12035 SW Beef Bend Road

Hi Mimi.

Sorry for the delay in responding. I believe people are looking into this but I do not have any info for you at this point. I'll make sure to follow up with City staff so we can get you the information you require.

Thanks,
Vance

From: Mimi Doukas [<mailto:mimi@stonebridgehomesnw.com>]
Sent: Monday, April 22, 2013 2:02 PM
To: Rob Murchison; Greg Berry; Vance Walker; gus@tigard-or.gov; brian.sherrard@tvfr.com
Cc: mimi@ventureprop.com
Subject: RE: Service Provider Letter - Tigard annexation of 12035 SW Beef Bend Road

I wanted to check in with everyone on Service Capacity and Willingness to Serve for our proposed annexation of 12035 SW Beef Bend Road. Please let me know if you need additional information or would like the request in a different format. We are hoping to submit an application in about a week, so your timely response is appreciated.

Mimi

Mimi Doukas, AICP, RLA
Venture Properties, Inc | www.ventureprop.com
office. 503.387.7600 | fax. 503.387.7615
4230 Galewood St., Suite 100 | Lake Oswego, Oregon 97035

From: Mimi Doukas
Sent: Tuesday, April 09, 2013 3:23 PM
To: robm@tigard-or.gov; greg@tigard-or.gov; vance@tigard-or.gov; gus@tigard-or.gov; jim@tigard-or.gov; brian.sherrard@tvfr.com
Cc: Mimi Doukas
Subject: Service Provider Letter - Tigard annexation of 12035 SW Beef Bend Road

Venture Properties, Inc is requesting annexation of 12035 SW Beef Bend Road (TL 2S110CB 02000) from Washington County to Tigard. It currently carries a Washington County zone of R-6, and a Tigard zone of R-7 is being requested. The property is 5.79

acres in size and currently has one single family house on it. After annexation, Venture Properties plans to submit an application for a 36 lot subdivision for detached homes.

As part of our annexation application, we need to address the availability and willingness for infrastructure providers to accommodate the proposed urbanization of the property. Please reply back to me with your agency's willingness and capacity to serve this project. Please let me know if you need additional information or have any questions.

Thank you – Mimi

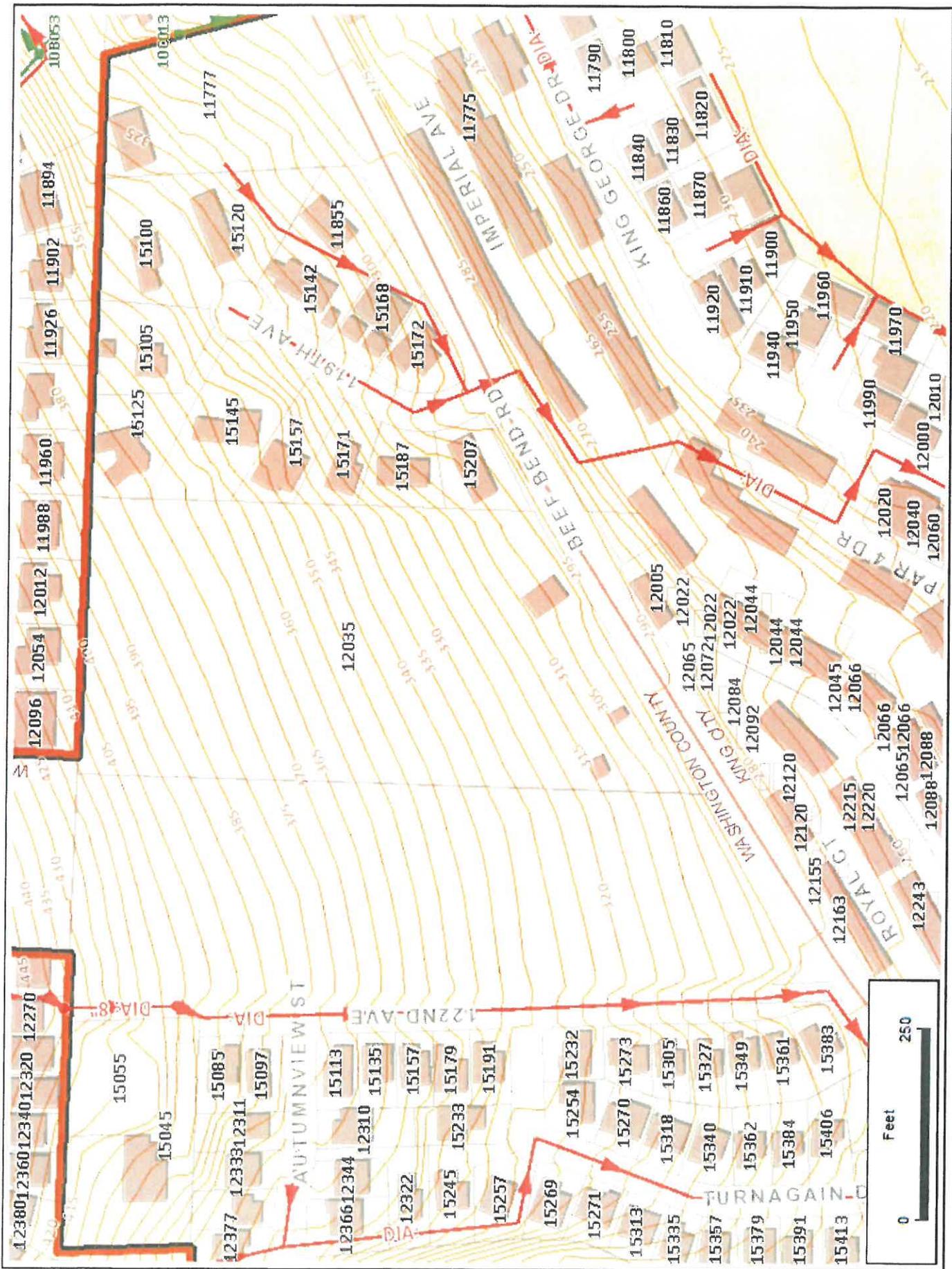
Mimi Doukas, AICP, RLA

Venture Properties, Inc | www.ventureprop.com

office. 503.387.7600 | fax. 503.387.7615

4230 Galewood St., Suite 100 | Lake Oswego, Oregon 97035

DISCLAIMER: E-mails sent or received by City of Tigard employees are subject to public record laws. If requested, e-mail may be disclosed to another party unless exempt from disclosure under Oregon Public Records Law. E-mails are retained by the City of Tigard in compliance with the Oregon Administrative Rules "City General Records Retention Schedule."



Mimi Doukas

From: Jim Wolf <jim.wolf@tigard-or.gov>
Sent: Wednesday, April 10, 2013 1:46 PM
To: Mimi Doukas
Cc: Gary Pagenstecher
Subject: RE: Service Provider Letter - Tigard annexation of 12035 SW Beef Bend Road

Hello Mimi:

In consideration of the annexation and proposed new development of the property located 12035 SW Beef Bend Road (TL 2S110CB 02000), the Tigard Police Department is prepared and able to provide police services to the affected area. If you require any further information, please feel free to contact this office.

Regards,

Jim Wolf
Public Information Officer
Tigard Police Department



From: Mimi Doukas [<mailto:mimi@stonebridgehomesnw.com>]
Sent: Wednesday, April 10, 2013 11:30 AM
To: Jim Wolf
Cc: Mimi Doukas; Gary Pagenstecher
Subject: Re: Service Provider Letter - Tigard annexation of 12035 SW Beef Bend Road

Hi Mimi, I have been working with Gary Pachenstecher.

Sent from my iPad

On Apr 10, 2013, at 11:21 AM, "Jim Wolf" <jim.wolf@tigard-or.gov> wrote:

Hello Mimi:

Typically an internal request for comments is generated from the planner who is managing the project. I would prefer to continue with this protocol. If you would provide me your contact within the City of Tigard Planning Department, I can provide your requested information.

Thanks for your cooperation.

Regards,

Jim Wolf
Public Information Officer
Tigard Police

<image001.png>

<image002.png><image003.png>

<image004.jpg>

From: Mimi Doukas [<mailto:mimi@stonebridgehomesnw.com>]

Sent: Tuesday, April 09, 2013 3:23 PM

To: Rob Murchison; Greg Berry; Vance Walker; gus@tigard-or.gov; Jim Wolf; brian.sherrard@tvfr.com

Cc: Mimi Doukas

Subject: Service Provider Letter - Tigard annexation of 12035 SW Beef Bend Road

Venture Properties, Inc is requesting annexation of 12035 SW Beef Bend Road (TL 2S110CB 02000) from Washington County to Tigard. It currently carries a Washington County zone of R-6, and a Tigard zone of R-7 is being requested. The property is 5.79 acres in size and currently has one single family house on it. After annexation, Venture Properties plans to submit an application for a 36 lot subdivision for detached homes.

As part of our annexation application, we need to address the availability and willingness for infrastructure providers to accommodate the proposed urbanization of the property. Please reply back to me with your agency's willingness and capacity to serve this project. Please let me know if you need additional information or have any questions.

Thank you – Mimi

Mimi Doukas, AICP, RLA

Venture Properties, Inc | www.ventureprop.com

office. 503.387.7600 | fax. 503.387.7615

4230 Galewood St., Suite 100 | Lake Oswego, Oregon 97035

DISCLAIMER: E-mails sent or received by City of Tigard employees are subject to public record laws. If requested, e-mail may be disclosed to another party unless exempt from disclosure under Oregon Public Records

Law. E-mails are retained by the City of Tigard in compliance with the Oregon Administrative Rules "City General Records Retention Schedule."



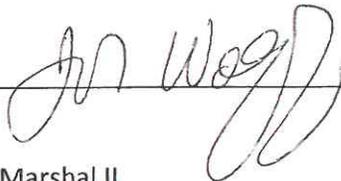
EMERGENCY SERVICE PROVIDER LETTER

THIS IS NOT AN APPROVAL

The Fire District has personnel and equipment in the area that can respond to an emergency incident and implement such actions as may be necessary for fire and/or rescue operations at the address cited below:

For planning purposes, access and fire fighting water supply complying with fire code requirements shall be included on plans submitted to the City of Tigard.

See approved (stamped) plan for additional information.

Signed:  Date: 4-16-2013

John Wolff
Deputy Fire Marshal II
Tualatin Valley Fire & Rescue
503-259-1504

Subject Property:
12035 SW Beef Bend Rd
TL2S110CB 02000

AIS-1300

Business Meeting

Meeting Date: 07/23/2013
Length (in minutes): 20 Minutes
Agenda Title: Main Street Gateway Public Art Update
Submitted By: Sean Farrelly, Community Development
Item Type:

Meeting Type: City Center
Development
Agency

Public Hearing
Newspaper Legal Ad Required?:
Public Hearing Publication
Date in Newspaper:

Information

ISSUE

Receive update on Main Street gateway public art

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends that the Board of the CCDA provide feedback on the public art concept. A refined plan will be brought to the board for approval at a future meeting.

KEY FACTS AND INFORMATION SUMMARY

Public art was identified in the Tigard Downtown Streetscape Design Plan as an important element “to bring more vitality to the downtown experience by creating a set of interconnected places and emphasizing the flow of people, history, and nature.” Public art sited at the intersections of Main Street at Pacific Highway would mark the gateways to Downtown and invite travelers on to Main Street.

In December 2012, the CCAC Public Art Committee, including CCAC liaison Director Henderson selected artist Brian Borrello, one of 80 artists who responded to an RFP. Borrello has completed public art projects in several cities, including Oregon City and Portland.

On March 27, 2012 a Downtown Art visioning session was held with artist Brian Borrello and over 25 participants. Participants expressed a preference for art that was inspired by natural forms and had a connection to Tigard history.

On July 8, 2012 presented a gateway art concept to the CCAC Public Art Subcommittee. The art is inspired by the natural forms of the filbert (hazelnut) tree, specifically the stage where the nut emerges from the flower (see attachment). Tigard was once home to many filbert orchards, and many residents have filbert trees in their yards. The art pieces would be constructed of durable metal and be internally lit. The subcommittee responded favorably to the proposal, and gave it high marks for artistic quality, scale, audience engagement, connection to natural forms, and contributing the vitality of Downtown. One suggestion was to investigate ways to make the artwork more visible from Pacific Highway.

On July 10 the City Center Advisory Commission will review the concept. Borrello will continue to refine the concept, working with a landscape architect and incorporating the gateway wall feature.

OTHER ALTERNATIVES

The Board of the CCDA could recommend starting the public art selection process over.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

Tigard Downtown Streetscape Design Plan

DATES OF PREVIOUS CONSIDERATION

May 7, 2013 update

Fiscal Impact

Cost: 60,000
Budgeted (yes or no): yes
Where Budgeted (department/program): CCDA

Additional Fiscal Notes:

Included in FY 213-14 CCDA Budget

Attachments

Gateway Public Art Concept

Gateway site - south





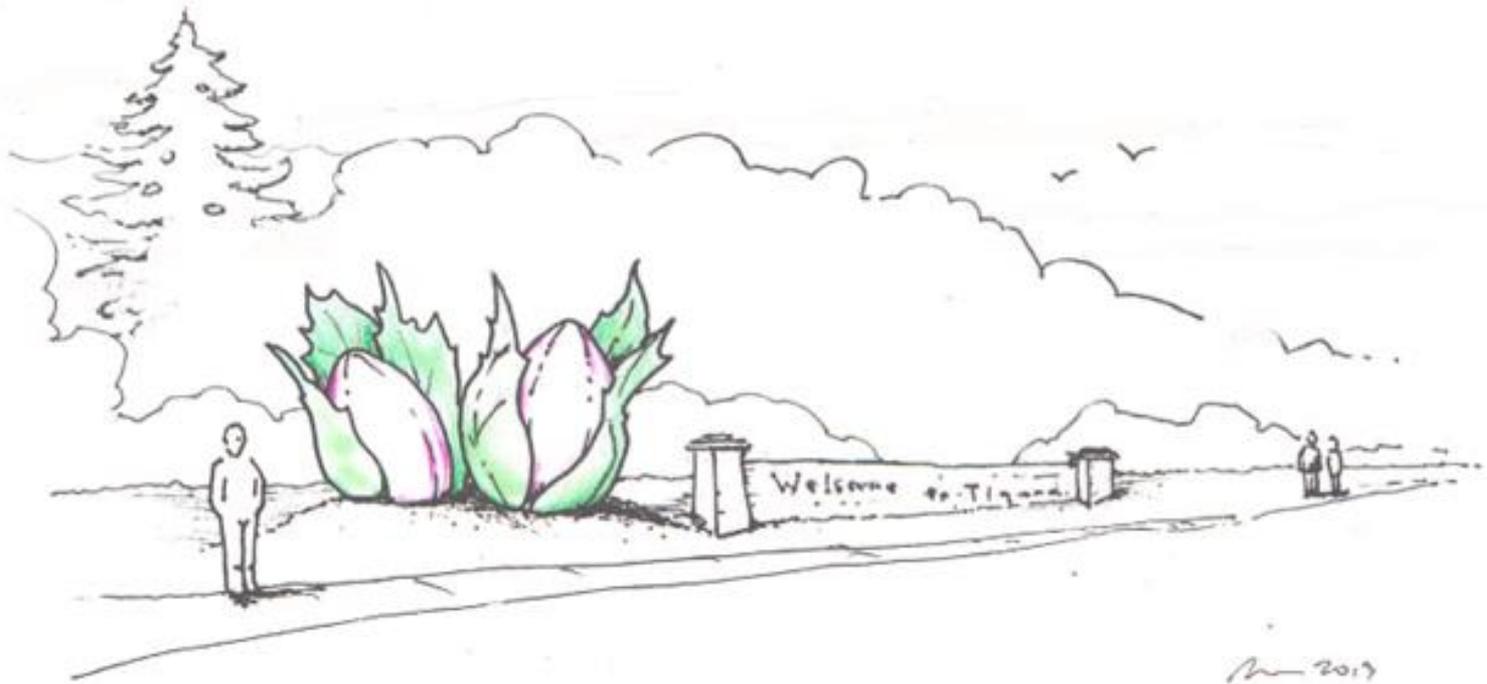
Gateway site - north







163. *Corylus Avellana* L. Haselstrauch.

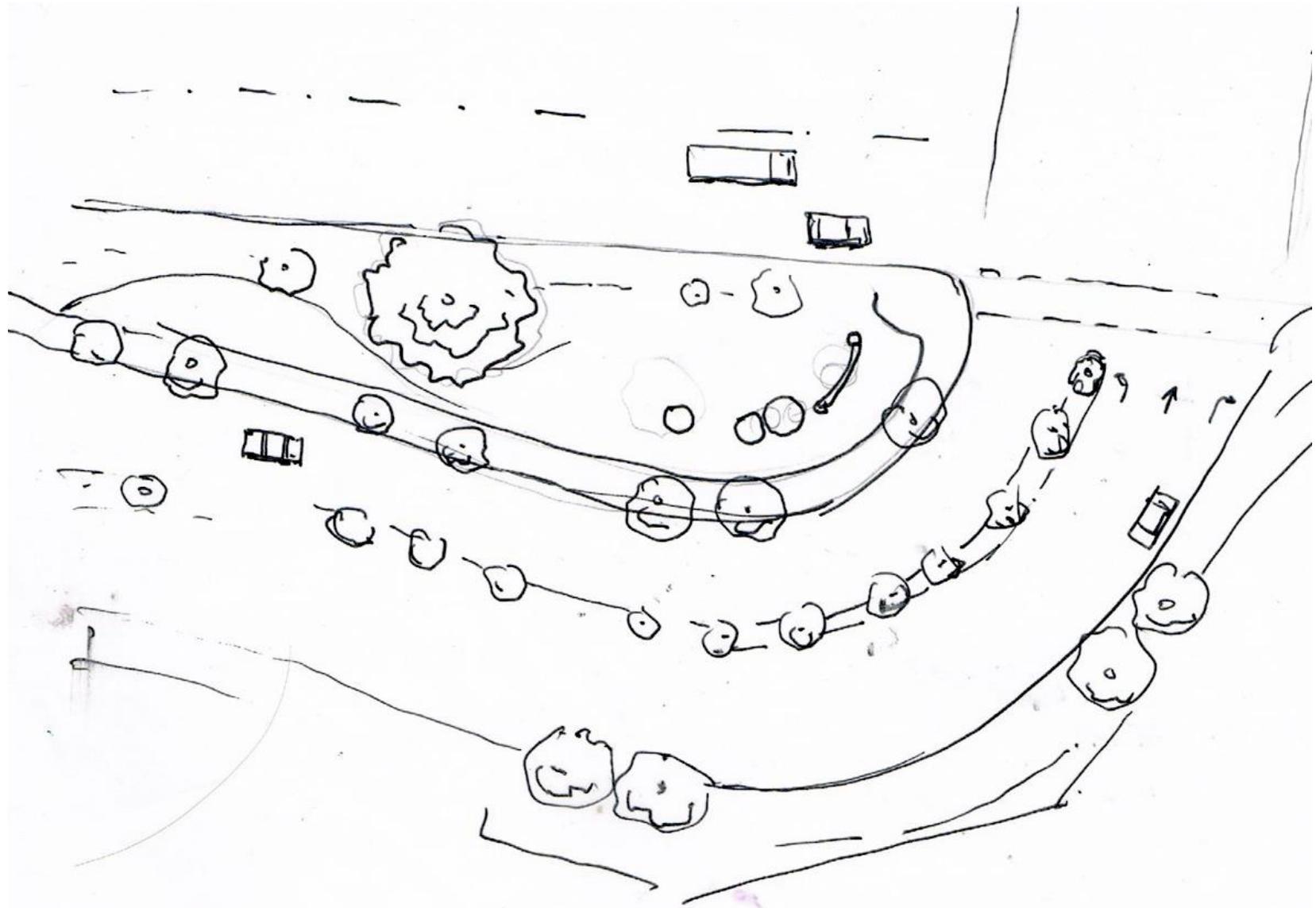


Am 2017









AIS-1376

Business Meeting

Meeting Date: 07/23/2013

Length (in minutes): 10 Minutes

Agenda Title: Resolution to place a measure on the November 2013 ballot

Submitted By: Toby LaFrance, Financial and Information Services

Item Type: Resolution

Meeting Type: Council Business Meeting - Main

Public Hearing: No

Publication Date:

Information

ISSUE

Shall Council approve a resolution placing a measure on the November 2013 Ballot?

STAFF RECOMMENDATION / ACTION REQUEST

Approve the resolution.

KEY FACTS AND INFORMATION SUMMARY

The portions of the city's charter that pertain to urban renewal were written and passed prior to the statewide passage of Measures 5 & 50. Under prior property tax law, Sections 47 & 48 of the charter prevent increases in property taxes outside of the urban renewal area without a citizen vote, but the substantial changes of Measures 5 & 50 made the existing charter provisions hard to interpret. Additionally, the urban renewal plan that was approved by the voters in May 2006 includes provisions for public/private partnership projects, but the language of the ballot measure did not mention these provisions. The result of these two issues is that the city's urban renewal agency, the City Center Development Agency (CCDA), is unable to secure bonds, or other private financing, for public/private partnership projects to redevelop and improve Tigard's downtown.

Approval of the resolution will place a measure on the November 2013 ballot. The ballot measure and accompanying ballot language will accomplish:

- Amending City Charter Sections 47 & 48 to comply with current state property tax rules.
- Maintain the requirement for voter approval of any new urban renewal plan and for voter approval of any plan or amendment that permits the city or the agency to impose additional property taxes outside an urban renewal area.
- Affirming the current urban renewal plan, in its entirety, including:
 - the ability of the CCDA to enter into public/private partnership projects using tax increment financing
 - the ability of the CCDA Board to amend the plan via a board vote, within the rules set forth in the plan

The ballot measure will not allow the urban renewal agency to take actions that significantly change the agency without undertaking a public process that could result in a citizen vote, such as: increasing the maximum allowable indebtedness, significantly increasing the size of the district, or the duration of the district.

Until these issues are addressed, the CCDA is effectively limited to funding public infrastructure projects.

OTHER ALTERNATIVES

- Not approve the resolution and place the measure on a future ballot, resulting in a significant delay in funding public/private partnership projects in Tigard's downtown.
- Not approve the resolution and limit the CCDA to funding public infrastructure projects.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

Executive Session on June 18, 2013.

Council Business Meeting on July 9, 2013.

Fiscal Impact

Fiscal Information:

The greatest potential cost will be \$1.50-\$2.00 for Tigard's 27,478 voters, or approximately \$55,000 if Tigard's issue is the only matter on the ballot in November. If there are additional measures from other jurisdictions, then the cost will decrease. Budget will need to be transferred from the General Fund Contingency to pay for the election.

Attachments

Resolution and Exhibits A and B

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 13- _____

A RESOLUTION OF THE TIGARD CITY COUNCIL SUBMITTING TO THE VOTERS A PROPOSED CHARTER AMENDMENT TO BE CONSIDERED AT THE NOVEMBER 5, 2013, GENERAL ELECTION, THAT WOULD AMEND SECTIONS 47 AND 48 OF THE TIGARD CHARTER RELATING TO URBAN RENEWAL

WHEREAS, the citizens of Tigard approved the City Center Urban Renewal Area Plan (“Plan”) in 2006 and the City has been implementing that plan; and

WHEREAS, the City’s bond counsel has indicated that ambiguous terms in the City Charter sections relating to urban renewal areas call into question the City’s ability to fully execute the Plan in a manner consistent with state law; and

WHEREAS, the ambiguous terms in Charter Sections 47 and 48 can be clarified by amending those sections of the Charter; and

WHEREAS, after due consideration, the Tigard City Council has decided to forward a proposed Charter Amendment to the voters.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: An election is hereby called in and for the City of Tigard, Washington County, Oregon, for the purpose of submitting to the legal voters the question:

Should the Charter be amended to clarify urban renewal provisions and conform with state law?

SECTION 2: The measure election hereby called shall be held in the City of Tigard on the 5th day of November 2013. The election shall be conducted by mail pursuant to ORS 254.465 and 254.470.

SECTION 3: The Tigard City Council authorizes the mayor, the city manager (each an “authorized representative”) or a designee of the authorized representative to act on behalf of the City of Tigard and to take such further action as is necessary to carry out the intent and purposes herein in compliance with the applicable provisions of law.

SECTION 4: Pursuant to ORS 250.275(5), the Tigard City Council directs the city elections officer to file with the Washington County Elections Office a Notice of City Measure Election in substantially the form of the attached and incorporated Exhibit A on a date no earlier than the eighth business day after the date on which Exhibit A is filed with the city elections officer but in any event, no later than September 5, 2013. The Washington County Elections Office is required to produce and disseminate a facsimile of the ballot in accordance with ORS 254.205.

SECTION 5: Pursuant to ORS 251.345, the Tigard City Council directs the city manager to prepare a Measure Explanatory Statement for publication in the county voters' pamphlet; said statement shall be filed with the Washington County Elections Office at the same time the Notice of City Measure Election is filed by the city elections officer.

SECTION 6: The Act, containing the full Charter amendment, is attached hereto as Exhibit B and incorporated in this resolution by reference.

SECTION 7: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2013.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

EXHIBIT A

NOTICE OF CITY MEASURE ELECTION

Secretary of State Elections Division | 255 Capitol St. NE, Suite 501, Salem, OR 97310 | p. 503.986.1518 | f. 503.373.7414 | www.oregonvotes.org

Notice of City Measure Election

SEL 802

rev 01/10: ORS 250.035, 250.041,
250.275, 250.285, 254.095, 254.465

City and Notice Information

Notice is hereby given on _____, 20 13 , that a measure election will be held in

City of Tigard _____ Oregon on November 5 _____, 20 13 .
Name of City or Cities Date of Election

The following shall be the ballot title of the measure to be submitted to the city's voters:

Caption 10 words

Charter amendment to clarify urban renewal provisions.

Question 20 words

Should the Charter be amended to clarify urban renewal provisions and conform with state law?

Summary 175 words

In 2006, Tigard voters approved the City Center Urban Renewal Plan ("Plan"). It has recently come to the attention of the City that state law changes adopted after the urban renewal provisions of the Charter were passed have created ambiguities in the Charter that need to be resolved in order to conform the Charter with state law and allow the City to obtain bonding necessary to fully implement the Plan.

This measure, if approved, would resolve those ambiguities to conform the Charter with state law and allow the City to obtain bonding for the Plan. The portions of the urban renewal provisions in the Tigard Charter requiring that voters approve any amendment to the Plan that would impose additional property taxes outside the urban renewal area would remain in effect. Voter approval would also still be needed to authorize any new urban renewal plan.

The following authorized city official hereby certifies the above ballot title is true and complete, which includes publication of notice and the completion of the ballot title challenge process.

Signature of Authorized City Official not required to be notarized

Date Signed mm/dd/yy

Printed Name of Authorized City Official

Title

EXHIBIT B

AN ACT

A Charter amendment submitted to the voters by the Tigard City Council. The Charter of the City of Tigard is amended to read (new language is underlined, deleted language is stricken) as shown below and referenced in City of Tigard Resolution No. 13-_____.

Section 47.

After November 6, 2013, the City shall not approve an urban renewal plan or an amendment of an urban renewal plan if such plan includes that initiates the use of tax increment financing as a permissible method means of paying the debts and obligations of the agency unless, prior to the activation and implementation of such tax increment financing, such method is approved by the voters of the City at a regular or special City election held in May or November. The City Center Urban Renewal Plan dated December 6, 2005, initiated the use of tax increment financing and is deemed to be approved in its entirety for purposes of this Section 47.

Section 48.

Any urban renewal plan or amendment thereof hereafter proposed or adopted shall require that the plan, including the method of financing same, shall be approved by the voters at a regular or special City election in May or November, if such plan or amendment permits the City or the Agency to impose additional property taxes ~~would or could involve the levying of a tax~~ on properties outside the urban renewal area to pay the debts or obligations to be incurred in carrying out the plan. Notwithstanding the foregoing, separate approval at an election is not required for:

- (1) Expenditures by the City, as distinguished from the urban renewal agency, which have been duly identified and included in a duly adopted City budget; or
- (2) Issuance of Bancroft bonds (ORS 223.205 to 223.295) in connection with assessments for local improvement districts, if such issuance is otherwise authorized by law.

- Civilworks NW - \$517,154
- Kodiak Pacific Construction - \$547,745
- Anderson Environmental Contracting, Inc. - \$581,590
- Brown Contracting, Inc. - \$639,732

Engineer's Estimate – \$463,086

Staff reviewed the received bids and found GSE, Inc. to be a responsible bidder with no Construction Contractors Board (CCB) or State Bureau of Labor and Industries (BOLI) flags. After thorough review, staff has concluded that GSE Inc. is the lowest responsible bidder with a bid of \$447,817 and receives staff recommendation for contract award.

OTHER ALTERNATIVES

The Local Contract Review Board may reject all bids and direct staff to rescope the project and issue a new Invitation to Bid.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

This is the first time this item has been presented to the Local Contract Review Board.

Fiscal Impact

Cost: \$447,817

Budgeted (yes or no): Yes

Where budgeted?: Multiple Funds

Additional Fiscal Notes:

This project (92024) is included in the 2014-2018 Capital Improvement Plan with funding in FY 2013-2014. The total funding for this project is as follows:

- \$143,000 - Parks SDC Fund
- \$82,000 - Sanitary Sewer Fund
- \$69,000 - Stormwater Fund
- \$127,000 - Metro Greenspace
- Total = \$421,000

Of the total funding, \$340,380 is targeted for construction with the remaining used for internal project management.

Additional funding for this project includes \$70,000 from Urban Renewal funds for the lighting under Hwy 99, as adopted by CCDA for FY 2014. Lastly, \$40,000 of the available \$70,000 construction budget from project 95027-Citywide Pedestrian and Cyclist Improvements, will be reallocated to construction of this trail .

These combined sources provide a total of \$450,380 for construction and sufficient budget to pay for the contract.

Attachments

No file(s) attached.