



**City of Tigard**  
**City Center Development Agency Board - Agenda**

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**TIGARD CITY CENTER DEVELOPMENT AGENCY BOARD**

**MEETING DATE AND TIME:** January 7, 2014 - 6:30 p.m.  
**MEETING LOCATION:** City of Tigard - Red Rock Creek Conference Room  
13125 SW Hall Blvd., Tigard, OR 97223

**PUBLIC NOTICE:**

Times noted are estimated.

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for City Center Development Agency Board meetings by noon on the Monday prior to the City Center Development Agency Board 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).

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SEE ATTACHED AGENDA



City of Tigard

## City Center Development Agency Board - Agenda

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### TIGARD CITY CENTER DEVELOPMENT AGENCY BOARD

**MEETING DATE AND TIME:** January 7, 2014 - 6:30 p.m.

**MEETING LOCATION:** City of Tigard - Red Rock Creek Conference Room - 13125 SW Hall Blvd., Tigard, OR 97223

6:30 PM

1. CITY CENTER DEVELOPMENT AGENCY BOARD MEETING
  - A. Call to Order- City Center Development Agency
  - B. Roll Call
  - C. Call to Board and Staff for Non-Agenda Items
2. APPROVE CITY CENTER DEVELOPMENT AGENCY MINUTES **6:35 pm estimated time**
3. CONSIDER APPROVAL OF THE CCAC/PUBLIC ART SUBCOMMITTEE RECOMMENDED GATEWAY ART CONCEPT **6:40 pm estimated time**
4. DISCUSS COMPOSITION OF THE CITY CENTER DEVELOPMENT AGENCY BOARD AND/OR CITY CENTER ADVISORY COMMISSION **7:10 pm estimated time**
5. NON AGENDA ITEMS
  - **EXECUTIVE SESSION:** The Tigard City Center Development Agency will go into Executive Session to discuss real property negotiations, under ORS 192.660(2) (e). 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. **7:40 pm estimated time**
6. ADJOURNMENT **7:50 pm estimated time**

**AIS-1583**

**CCDA Agenda**

**Meeting Date:** 01/07/2014

**Length (in minutes):** Consent Item

**Agenda Title:** APPROVE CITY CENTER DEVELOPMENT AGENCY MINUTES

**Submitted By:** Carol Krager, City Management

**Item Type:** Motion Requested

**Meeting Type:** Consent Agenda -  
Approve Minutes

**Public Hearing:** No

**Publication Date:**

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### **Information**

#### **ISSUE**

N/A

#### **STAFF RECOMMENDATION / ACTION REQUEST**

N/A

#### **KEY FACTS AND INFORMATION SUMMARY**

Approve City Center Development Agency Minutes for:

December 3, 2013

#### **OTHER ALTERNATIVES**

N/A

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

N/A

#### **DATES OF PREVIOUS COUNCIL CONSIDERATION**

N/A

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### **Attachments**

[December 3, 2013 Minutes](#)

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*City of Tigard*  
 Tigard City Center Development Agency Meeting  
 Minutes – December 3 , 2013

**TIGARD CITY CENTER DEVELOPMENT AGENCY BOARD**

**MEETING DATE AND TIME:** December 3, 2013 - 6:30 p.m.  
**MEETING LOCATION:** City of Tigard – Red Rock Creek Conference Room  
 13125 SW Hall Blvd., Tigard, OR 97223



1. CITY CENTER DEVELOPMENT AGENCY BOARD MEETING

- A. At 6:32 pm Chair Cook called the CCDA meeting to order.
- B. Deputy City Recorder Krager called the roll.

	Present	Absent
CCDA Chair Cook	✓	
CCDA Director Buehner		✓
CCDA Director Henderson	✓	
CCDA Director Snider	✓	
CCDA Director Woodard		✓

Staff present: CCDA Executive Director Wine, Assistant City Manager Newton, Community Development Director Asher, Redevelopment Project Manager Farrelly, and Deputy City Recorder Krager

- C. Call to Board and Staff for Non Agenda Items

2. APPROVE CITY CENTER DEVELOPMENT AGENCY MINUTES –

November 5, 2013

Director Snider moved for approval of the November 5, 2013 minutes and Director Henderson seconded the motion. All voted in favor.

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
 MEETING MINUTES – December 3, 2013**

	Yes	No
CCDA Chair Cook	✓	
CCDA Director Buehner		Absent
CCDA Director Henderson	✓	
CCDA Director Snider	✓	
CCDA Director Woodard		Absent

3. UPDATE ON BROWNFIELDS INITIATIVE ACTIVITIES AND EPA ASSESSMENT GRANT APPLICATION

Redevelopment Project Manager Farrelly reported on progress with the Brownfield Initiative. He said most tasks identified in the \$25,000 Integrated Planning Grant from Business Oregon have been completed. He shared a downtown brownfield inventory map, a copy of which has been added to the packet for this meeting. Contaminated and potentially contaminated sites in the downtown are indicated: XE Sites have environmental contamination listed on the DEQ website, and LUST Sites contain Leaking Underground Storage Tanks. Automotive Sites were identified by the consultant. Other Sites did not appear in public databases but the consultant included them based on aerial maps, historical information and staff knowledge of prior uses. Being listed on this map does not mean there is contamination currently; it could mean there was a past issue that has been taken care of or a small amount of contamination that could easily be abated.

Redevelopment Project Manager Farrelly gave a synopsis of two brownfield workshops which had a great turnout. Three Phase I ESAs (environmental site assessments) were included in the grant and two property owners have already come forward to request participation. Assessment will begin this week on two properties: the D'Angelo property on Ash Street, and the Cache property on Main Street.

The city will be applying for a federal grant in January. Redevelopment Project Manager Farrelly is soliciting letters of support from community organizations and gathering statistics for the application. He said the Oregon Health Authority gave a small grant to the Washington County which will be used for public health outreach in Tigard, specifically related to brownfields. CCAC Member Shavey asked about the content of the letters of support and Mr. Farrelly said he will get information and a sample letter to him. Director Snider asked if the city's lobbyist Joel Ruben will review the grant application and Mr. Farrelly said he would. The consultant will complete a technical review, as will the non-profit Community for Creative Land Recycling, which has a contract with the EPA for technical advice to communities applying for brownfield grants. He said staff will schedule consideration of a resolution supporting the grant application for the January 14, 2014 council meeting. Executive Director Wine said this will be part of council's federal legislative agenda, of special interest for council members going to Washington DC and visiting the EPA's office.

4. DISCUSS COMPOSITION OR OTHER ASPECTS OF THE CITY CENTER DEVELOPMENT AGENCY BOARD AND/OR THE CITY CENTER ADVISORY COMMISSION

Chair Cook noted concerns about a decision of this importance being discussed without all CCDA members present. He asked if the CCDA wanted to table this item.

Director Snider said that in recent discussions held on this topic both Director Woodard and Director Buehner expressed their preferences so he would be comfortable moving forward as there was a quorum present.

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
MEETING MINUTES – December 3, 2013**

A discussion on timing was held. Redevelopment Project Manager Farrelly said there are five CCAC terms ending on December 31, 2013. Chair Cook asked if the CCDA wanted to continue into January with a smaller CCAC committee or ask those whose terms are expiring if they wish to remain on the commission for a month or two while this gets sorted out. Executive Director Wine said there will be resolution regarding the open positions on the CCAC once the CCDA clarifies what their function and charge will be. She said there was no great urgency created but the CCDA's decision on the future of this board leads to other decisions.

Chair Cook said he was more apt to wait until Directors Buehner and Woodard were present because he did not know their feelings on the composition or charge of the CCAC.

Redevelopment Project Director Farrelly confirmed the three options.

- Option 1- Status quo CCDA composition with improved outreach for CCAC openings
- Option 2 – Expand current CCDA board by 1-4 members with specific expertise
- Option 3 –CCDA board remains the same and reform aspects of the CCAC (recruiting different professions)

Chair Cook clarified that the CCAC already has experts in their fields, but this would expand the types of professions sought during recruitment. Director Snider noted that Options B and C are not mutually exclusive.

Director Henderson said his goal was to allow a professional group to take over the CCDA. He said he understands council members have fears about being usurped by others but did not feel that the current board can make the necessary decisions. He discussed the expertise of the Portland Development Commission and said Tigard's CCDA members do not bring such resources to the table, just their opinions. He distributed a "management chart" showing the information flow to a professional CCDA board that would then check in with citizen committees and the city council on implementation. The CCDA board would formulate plans by using their banking, development or other expertise. Director Snider said this information was stated by Director Henderson at a previous meeting but there was no other member comfortable with his process. Director Henderson said, "You are absolutely correct, but I think you are naïve about what has to be done."

Chair Cook agreed with Director Snider's summary that there were not enough members willing to go the route Director Henderson recommended so staff was asked to return with an option of consideration of adding 1-4 additional members. He said he did not know how Directors Buehner and Woodard felt about Option 2 or Option 3, which reforms aspects of the CCAC.

Redevelopment Project Manager Farrelly said holding off this decision for a month was alright and he had already given the CCAC Chair and Vice Chair a heads up. Chair Cook noted that CCAC interviews were cancelled and the process will not be opened until decisions on what roles (certain professions) are made. Redevelopment Project Manager Farrelly said there has also been interest from the TVF&R to provide a participant on the CCAC and Chair Cook commented that they would be a good addition.

Redevelopment Project Manager Farrelly discussed research into what other jurisdictions in Oregon do and said that 90 percent of other jurisdictions in Oregon with urban renewal agencies have their council act as the agency board.

Chair Cook said this item will be carried over until the January CCDA meeting.

## **TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL MEETING MINUTES – December 3, 2013**

5. UPDATE ON URBAN RENEWAL PROJECTS WORK PLAN

Redevelopment Project Manager Farrelly introduced a bubble chart illustrating the urban renewal projects work plan in three dimensions: time, relative impact on urban renewal and relative effort for staff. Two new projects from Economic Development Manager Purdy are shown on the chart - his work with the Tigard Downtown Alliance (TDA) and Vertical Housing Development Zones (VHDZ).

Examining downtown parking management was added as a project. In response to a question from Director Snider, Executive Director Wine said staff did not think it is the city's role to manage public and private parking. She said, "We are just talking about facilitating a dialog on addressing parking problems." Chair Cook said while holding a dialog is useful, when it reaches the point of managing public and private parking, the TDA or some other group of private owners would more appropriate to address employee parking or develop solutions and recommendations to the city on implementing time limits. He said he does not see parking management as the city's role. Director Snider said managing public parking is the city's domain. Redevelopment Project Manager Farrelly said public parking is a scarce resource downtown and the city can facilitate discussions among property owners and provide models of what is done elsewhere. He noted that a common concern is liability – who is liable if someone trips in a shared parking lot? He said these are questions and best practices that can be researched by staff and the information shared with the TDA and others. Director Henderson noted that while many businesses may have ample parking in rear lots, owners and employees still park in front because it becomes a habit.

Redevelopment Project Manager Farrelly said a new project is to take a look at Main Street landscaping in a comprehensive way. This is in addition to the Main Street Green Street project and will be a program that encourages private property owners to spruce up their landscaping in a comprehensive way.

The Tigard Street Trail and Brownfield Initiative projects have moved up on the timeline. Another project moving forward is the public art for the downtown. Redevelopment Project Manager Farrelly said artist Brian Borello has prepared three alternative concepts and will be presenting them at a Public Art Subcommittee meeting on December 12 at 6:30 pm. He said the process is that the Public Art Subcommittee will forward a recommendation to the CCAC, which then will be recommended to the CCDA. He will be asking the CCAC if they would be amenable to endorsing what the Art Subcommittee approves so it can be placed on the Council meeting schedule in a timelier manner. Director Snider said at a minimum, council should hear immediately what the ideas are and receive pictures of the three concepts and a one-page summary.

6. NON AGENDA ITEMS

Chair Cook asked for input from CCDA members about holding the CCDA meetings on a day other than the first Tuesday of each month. The third Wednesday was proposed, which is the night after the council workshop meeting. He said this would give council one week each month without a meeting. The downside of this is there will be two meetings the third week.

Director Snider said this would be difficult for him because after election to council he shifted meetings and other obligations to nights other than Tuesdays. He said he would probably be unable to attend most Wednesday meetings.

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
MEETING MINUTES – December 3, 2013**

Director Henderson said he liked the current schedule of having the CCDA meet prior to the CCAC meetings each month.

Chair Cook said he was just putting out the idea for discussion and this will come forward in the future. There will be no change in the January meeting schedule.

- 7. EXECUTIVE SESSION: at 7:38 pm Chair Cook announced that the CCDA would enter into an executive session to discuss real property negotiations, under ORS 192.660 (2) (e). The Executive Session ended at 7:51 pm.
  
- 8. ADJOURNMENT At 7:52 pm Director Snider moved for adjournment and Director Henderson seconded the motion. All voted in favor.

	Yes	No
CCDA Chair Cook	✓	
CCDA Director Buehner		Absent
CCDA Director Henderson	✓	
CCDA Director Snider	✓	
CCDA Director Woodard		Absent

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Deputy City Recorder, Carol A. Krager

Attest:

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CCDA Chair, John L. Cook

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Date

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
MEETING MINUTES – December 3, 2013**

**AIS-1575**

**CCDA Agenda**

**Meeting Date:** 01/07/2014  
**Length (in minutes):** 30 Minutes  
**Agenda Title:** Consider Approval of the CCAC/Public Art Subcommittee  
Recommended Gateway Art Concept  
**Submitted By:** Sean Farrelly, Community Development  
**Item Type:** Update, Discussion, Direct Staff  
**Meeting Type:** City Center  
Development  
Agency

**Public Hearing** No

**Newspaper Legal Ad Required?:**

**Public Hearing Publication**

**Date in Newspaper:**

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**Information**

**ISSUE**

Meet with members of the CCAC/Public Art Subcommittee and consider approval of the recommended gateway art concept.

**STAFF RECOMMENDATION / ACTION REQUEST**

Staff recommends the Board of the CCDA approve the endorsed art concept.

**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.

The CCAC Public Art Subcommittee began meeting in October, 2011. The committee worked on criteria, location, and developing and reviewing submittals for the artist RFP. In December 2012, the subcommittee selected artist Brian Borrello, one of 80 artists who responded to an RFP. On March 27, 2013 Borrello held a Downtown Art visioning session with 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, 2013 Borrello presented a gateway art concept, inspired by the natural forms of the filbert to the CCAC Public Art Subcommittee. The CCAC Public Art Subcommittee evaluated the concept based on its review criteria, gave it high marks, and recommended approval to the City Center Advisory Commission. At their July 10 meeting, the CCAC voted to endorse the proposal. On July 23, the Board of the CCDA reviewed the concept. The Board had mixed feedback and some directors expressed a desire to see additional art concept alternatives.

Borrello developed new gateway concepts based on the subcommittee review criteria. The three alternatives were presented to the subcommittee on December 12, 2013 (see attached visuals.)

Option 1: A variation on the filbert concept, with a cluster of three nuts at each gateway.

- o Assembly of three pods, within leaves.
- o Painted, welded aluminum
- o 14' total height, 5' pod diameter
- o Illuminated from within
- o Estimated Cost: \$79,000

Option 2: A concept inspired by the camas flower, which is found in Fanno Creek. The petals are inspired by human forms.

- o Assembly of 6 fiberglass forms over painted welded steel armatures
- o 14' flower diameter, 22' stalk height
- o Estimated Cost: \$76,000

Option 3: A concept inspired by the natural forms of petals/bulbs.

- o Assembly of 6 painted welded steel petals
- o 10' diameter, 16' height
- o Illuminated from within
- o Estimated Cost: \$74,000

The subcommittee expressed a strong preference for Option 3, the Six Petals. Comments expressed by the subcommittee included:

- o like the idea of "new life," downtown Tigard is evolving, developing, good symbol
- o really catches your eye day and night
- o simple and beautiful

CCDA Director Henderson (the liaison to the subcommittee) attended the meeting, as well as Debi Mollohan from the Tigard Area Chamber of Commerce, Steve DeAngelo from the Tigard Downtown Alliance, and Geoff Pursinger of the Tigard Times.

The members of the CCAC reviewed the subcommittee's recommendation electronically and concurred with the recommendation of Option 3.

If the CCDA Board approves the concept, the next steps include

1. Give Borrello notice to proceed on artwork fabrication phase of contract.
2. Work on the design of landscaping and the entryway stone wall. The wall will be constructed of same type of stone as the Burnham/Hall gateway and integrated with the artwork.
3. Meet with ODOT regarding artwork lighting design (the gateway sites are technically ODOT right-of-way.)
4. The art and gateway improvements could be installed upon completion of the Main Street green street project.

## **OTHER ALTERNATIVES**

The Board of the CCDA could choose another concept option.

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

Tigard Downtown Streetscape Design Plan

## **DATES OF PREVIOUS CONSIDERATION**

March 6, 2012

May 7, 2013

July 23, 2013

October 1, 2013

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### **Fiscal Impact**

**Cost:** \$74,000

**Budgeted (yes or no):** partially

**Where Budgeted (department/program):** CCDA

#### **Additional Fiscal Notes:**

The estimated cost for option 3 is \$74,000. The current budget for "Gateways Public Art" is \$60,000. Until the additional \$14,000 is identified, this project would be considered "partially funded." The additional \$14,000 could either be moved to the public art line item by reducing another project in the current fiscal year, or can be requested in the fiscal year 2014-15 CCDA budget.

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### **Attachments**

Gateway Art Alternatives

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# Option 1





# Option 2





# Option 3







Welcome to Downtown Tigard

**AIS-1581**

**CCDA Agenda**

**Meeting Date:** 01/07/2014

**Length (in minutes):** 40 Minutes

**Agenda Title:** Discuss Composition of the City Center Development Agency Board and the City Center Advisory Commission

**Submitted By:** Carol Krager, City Management

**Item Type:** Update, Discussion, Direct Staff      **Meeting Type:** City Center Development Agency

**Public Hearing:** No

**Publication Date:**

**Information**

**ISSUE**

Should the City Center Development Agency Board make changes to the composition or other aspects of the City Center Development Agency Board and/or the City Center Advisory Commission? (continued from December 2, 2013)

**STAFF RECOMMENDATION / ACTION REQUEST**

If the Board wants to consider additional points of view and expertise when making urban renewal decisions, staff recommends reforming aspects of the City Center Advisory Commission's composition and processes.

**KEY FACTS AND INFORMATION SUMMARY**

At their November 5, 2013 meeting, the CCDA Board discussed potential changes to its composition. There was interest in exploring options that would result in additional expertise to inform urban renewal decision making.

At the December 2, 2013 CCDA Board meeting the below information was presented. As two of the members of the CCDA Board were not present, decisions were deferred until the January meeting.

**Other Oregon Urban Renewal Board Composition**

Staff undertook some additional research on the structure of Oregon urban renewal boards. Of the 70 Oregon jurisdictions with urban renewal districts, the overwhelming majority have urban renewal boards whose membership consists solely of elected officials from the jurisdictions. Urban renewal expert Elaine Howard reported that she knew of only eight Oregon jurisdictions that had non-elected appointees to the urban renewal board:

Boards with mixed membership (elected officials in majority plus 2 or 3 appointees):

- Beaverton: Mayor, five councilors, and three appointees (One taxing jurisdiction representative, one business owner, one at-large)
- Oregon City: New composition: five council members and two citizen at-large appointees
- Florence: Mayor, two councilors, two elected taxing district representatives, and two citizen at-large appointees
- Wood Village: Council and two appointees (one district property owner and one at-large)

Boards with an appointed majority and council representation:

- Phoenix

- Talent
- Tillamook

It is notable that the three boards with appointed members in the majority are from very small jurisdictions.

Appointed board:

- Portland

The structure of the Portland Development Commission has changed in the past few years to be less independent from the Portland City Council. Bond sales, major projects and program changes are reviewed and approved by the City Council. Medford previously had an appointed board but now has its city council serve as the urban renewal board.

**Three Potential Options**

Staff suggests three potential courses of action for CCDA Board discussion.

**1) Status Quo**

No change to the composition to the CCDA Board or CCAC, other than improved recruitment outreach for CCAC openings.

**2) Expand the current membership of the CCDA Board**

The CCDA Board could be expanded with two additional appointed members with the desired professional expertise, for example, real estate development/ finance and architecture/urban design. This option provides a way for the Board to have people with desired expertise to provide direct input on urban renewal decisions. If the board wishes to proceed with an expanded board, there are a number of issues to consider:

- Although the elected members of Council are in the majority in this model, there can be risks when appointed members (who are not directly accountable to voters) have final decision making authority on politically sensitive issues.
- Currently, recruiting members for boards and commissions is challenging. People with the desired expertise may not be willing to make multi-year volunteer commitments. An additional hurdle is that an appointee to the CCDA board would likely need to file an Annual Verified Statement of Economic Interest with the Oregon Government Ethics Commission (as Council members do.) The board may have to be willing to proceed with vacancies if qualified candidates with the desired backgrounds cannot be appointed, or designate the positions officially "at-large", with a preference for candidates with pertinent backgrounds. Council would have to actively recruit candidates for these positions.
- Procedures to appoint and ( if necessary) remove appointed members will need to be developed.
- Opportunities for public-private partnerships may be lost. For example, if a local developer was appointed to the board, he or she could not participate in development projects in the district, due to conflict of interest rules.

**3) Reform aspects of the City Center Advisory Commission**

Another avenue for the board to receive advice from additional experts is to enhance the City Center Advisory Commission. By modifying the composition and taking action to improve the processes by which the CCAC makes policy, budget, and implementation recommendations on urban renewal projects, the CCAC could be become a more active partner in urban renewal decision making. Today, Tigard Municipal Code 2.64.070 establishes the City Center Advisory Commission to be comprised of seven to twelve members appointed by the City Council, and its purpose is to assist in implementation of the City Center Development Plan, to make recommendations to the City Center Development Agency, and to help inform Tigard citizens of the plan's content and activities. The commission currently consists of nine members who are residents of Tigard or own a business or property within the Urban Renewal District. The TMC would need to be amended to modify the Commission's function. Options include:

A) Modify the composition of the CCAC. Currently CCAC bylaws call for the following composition:

*The Commission shall consist of nine (9) members appointed by the City Council who are residents of Tigard or own businesses or property within the City Center Urban Renewal District with the following representation if possible:*

*(1) At least two (2) business owners or property owners whose business or property is located within the City Center Urban Renewal District;*

*(2) Five (5) persons who are residents of Tigard and represent a cross section of interests in the community at large;*

*(3) One (1) person residing within or adjacent to the boundaries of the City Center Urban Renewal District;*

*(4) One (1) person with expertise in real estate development, urban planning or design, or affordable housing*

*(5) Two (2) alternates (non-voting) including one (1) at large resident of Tigard, and one (1) business or property owner from within the City Center Urban Renewal District*

Changes to the CCAC's by-laws could be recommended that would increase the number of professionals in fields related to development and urban design. Instead of one person "with expertise in real estate development, urban planning or design, or affordable housing," the new composition could include at least three persons with backgrounds in any of these areas: real estate development, finance, affordable housing, urban planning, architecture, urban design, and/or law. In addition, a position could be reserved for a representative of other taxing jurisdictions in the district, such as Tualatin Valley Fire and Rescue (which has expressed interest in serving on the board). Such representation assures better jurisdictional communication on urban renewal issues.

A further change could be to consider allowing one or more members to be non-city residents, which would open up membership to owners of Tigard businesses/property outside of the district; employees of downtown businesses; or other interested professionals who may live near the boundaries of Tigard.

B) The CCDA Board could request the commission to act as a "task force" on issues it wants more information on. More frequent joint meetings could also be scheduled with regular presentations by experts in development or other topics that the Board or Commission requests.

## **OTHER ALTERNATIVES**

The Board of the CCDA can decide to pursue additional options.

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

N/A

## **DATES OF PREVIOUS COUNCIL CONSIDERATION**

December 3, 2013

November 5, 2013

June 16, 2009

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### **Attachments**

November 5, 2013 CCDA Approved Minutes

December 3, 2013 CCDA Draft Minutes

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*City of Tigard*  
 Tigard City Center Development Agency  
 Meeting Minutes – November 5 , 2013

**TIGARD CITY CENTER DEVELOPMENT AGENCY BOARD**

**MEETING DATE AND TIME:** November 5, 2013 - 6:30 p.m.  
**MEETING LOCATION:** City of Tigard - Town Hall  
 13125 SW Hall Blvd., Tigard, OR 97223



1. CITY CENTER DEVELOPMENT AGENCY BOARD MEETING

- A. At 6:31 pm Chair Cook called the CCDA meeting to order.
- B. Deputy City Recorder Krager called the roll.

	Present	Absent
CCDA Director Buehner	✓	
CCDA Director Henderson	✓	
CCDA Director Snider	✓	
CCDA Director Woodard	✓	
CCDA Chair Cook	✓	

- C. Chair Cook led everyone in the pledge of allegiance.
- D. Call to Council and Staff for Non Agenda Items

2. NON AGENDA ITEMS - Chair Cook called for non agenda items. Director Woodard and Director Henderson said they have non agenda items. Due to timing the Non Agenda Items may be continued at the end of the meeting.

Director Henderson handed out copies of materials from the Main Street Conference he attended in Astoria. A copy has been added to the packet for this meeting. He said the Oregon Main Street Program is part of a national program. He said Oregon City has a great Main Street Program and noted that Tigard Economic Development Manager Purdy was honored last year by this group for his work in Oregon City. He said Astoria has reached the point where there they have funding for

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
 MEETING MINUTES – November 5, 2013**

their Main Street Program and have hired their first director. He encouraged members of the Tigard Downtown Alliance and the City Center Development Agency to attend next year's conference.

 Director Woodard shared that he read a book on branding cities and is concerned about whether Tigard has done a good job with this. He said colors and symbolism in a city's logo represent the vision, mission statement and values and can tell people a lot about a city. He looked into pricing consulting fees for a two-day seminar to pull this together and it appears to be around \$15,000 to \$20,000. He suggested that hiring a consultant is a small price to pay for the impact it would have on the revitalization of the downtown area and the city of Tigard as a whole. He said he feels there is a disconnect between the city's brand and what we are trying to do.

 Executive Director Wine said she is excited to hear this discussion because some evolving ideas in the draft Strategic Plan relate to the branding of the city. She said these and many concepts will arise during the next council discussion the Strategic Plan and also as council continues to engage through the TDA.

3. APPROVE CCDA MINUTES FOR –

September 3, 2013  
October 1, 2013

Director Snider moved for approval of the minutes and Director Buehner seconded the motion. All voted in favor.

	Yes	No
CCDA Director Buehner	✓	
CCDA Director Henderson	✓	
CCDA Director Snider	✓	
CCDA Director Woodard	✓	
CCDA Chair Cook	✓	

4. RECEIVE PRESENTATION ON BUS RAPID TRANSIT

 Senior Transportation Planner Gray introduced Tim Bevan, P.E., from the Seattle CH2M Hill office.

Mr. Bevan said he has designed light rail and bus rapid transit (BRT) systems and while there is a place for both, his presentation tonight would be on a wide variety of BRT examples in constrained urban environments. He said definitions of BRT vary in the United States and cited one from the National Bus Rapid Transit Institute: “A system that uses buses or specialized vehicles on roadways or dedicated lanes to quickly and efficiently transport passengers to their destinations, while offering

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
MEETING MINUTES – November 5, 2013**

flexibility to meet a variety of local conditions. BRT system elements can easily be customized to community needs and incorporate state-of-the-art, low-cost technologies that attract more passengers and ultimately help reduce overall traffic congestion.” He mentioned the need for 50-percent dedicated right of way to attract federal funding grant opportunities but noted that there is some flexibility. He said the idea for BRT evolved from a rail system but offers more flexibility.

Mr. Bevan presented a slide showing where BRT fits in a continuum of transportation services in the United States. He said BRT can handle up to 15,000 persons per peak hour, per direction. More exclusive rights of way, grade separation and reduced at-grade intersection crossings help increase speed and ridership. BRT has the flexibility to fit within the context and the built environment of a community.

 Mr. Bevan showed a slide listing the seven elements of BRT: 1) Running Ways, 2) Stations and Stops, 3) Vehicles, 4) Fare Collection, 5) ITS Technologies, 6) Service and Operating Plan and 7) Branding and Image. The next slide showed each element within the Bus Rapid Transit Spectrum of Choices, illustrating the wide range of options available. He advised thinking of what Tigard wants and can afford and comparing it to the continuum. He presented case examples of BRT applications in constrained urban environments.

- Shoreline, Washington wanted to improve the Aurora Corridor and evaluated four transit design options. They wanted to improve aesthetics, create redevelopment opportunities in the corridor, improve traffic safety and improve transit. They created continuous outside transit lanes with business access and right-turn lanes which added some traffic capacity and safety but allowed buses to use the lanes. Raised medians and outside lanes improved safety and capacity. Transit speed increased with 6-minute headways. RapidRide can use the same infrastructure later to connect to Seattle.
- King County, Washington electors voted for a RapidRide D-Line system which is 8-miles in length. They wanted to keep all 23 local bus stops, which slowed down the system. That is a big issue now and is being reevaluated. It is in an urban context where it was difficult to have exclusive lanes. Bus queue lanes, transit signal priority, bus bulbs and allowing buses to use parking lanes during peak times were features used. Stations are low cost and of varied size, reflecting the budget. Low demand stations did not get shelters. Passengers have the option of validating a card and entering through all doors or paying by coin at the front door. Stations are branded and there is Wi-Fi available on the buses.

Director Woodard asked about station bus calls. Mr. Bevan said it is a button at a bus stop that a passenger can push to signal the driver to stop at night. If no one is waiting, the driver does not need to pull out of traffic and stop.

- San Jose, California’s Valley Transportation Authority already had three light rail lines and was considering a fourth that would operate from downtown San Jose out to the east and down the Capital Expressway. They couldn’t make another light rail line fit because the highly urbanized area had many mid-rise buildings and light rail would

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have displaced most traffic lanes. They decided to go with BRT. In the downtown area there are bus bulbs and buses operate in mixed traffic with transit signal priority. In the middle section they had more right of way and they had high-level median runs. In the south area there were HOV lanes and in-line station stops. CH2M Hill developed high-level branded stations that are changeable by size to fit into different contexts. The architect worked with community and stakeholders to develop a station style.

The VTA experienced safety challenges with their light rail system. There were intrusions into the light rail line where drivers at intersections wouldn't notice they were turning left onto tracks instead of the street. Many of the safety features VTA developed for light rail were incorporated into the BRT system including reflective markers, curb separators and "Bus Coming, Do Not Enter" flashing signals. He said there are several median-running BRT lines in the United States and all have had intrusions into the bus lane where these million-dollar buses are getting hit by vehicles. This line has enhanced, branded stations, 60-foot, low floor hybrid vehicles, and smart cards that validate on-board. It has a 10-minute headway so people don't have to guess when a bus is coming; they can count on one arriving every 10 minutes.

- Swift BRT runs from Everett, Washington to the border of King County and is a 17-mile long line with 14 stations. There was the advantage of a previous infrastructure project which added transit and right-turn lanes and sidewalks. The Swift Bus project focused on operating in these lanes. The signage and striping is only at the intersections but they are considering extending this because of lane violation; car drivers don't realize they are in a bus lane.

 Director Buehner asked if local buses can get into the BRT lanes under this scenario. Mr. Bevan said in all of these cases they can, but the question is whether or not they use the same stops and this varies. BRT can have three-door boarding which speeds up the loading time and you do not want to be blocked by a local bus. In the Swift BRT line they put the BRT stations closest to the intersection and the local bus stops 100-feet down the road.

Chair Cook noted that the stops in Eugene have different platform heights and are shared but the two types of buses are timed not to be there at the same time. Mr. Bevan led a discussion on the pros and cons of locating BRT and local bus shared stops. In response to a question from Director Snider about what a Far Side Station is, Mr. Bevan explained that there is a slight advantage to having a BRT stop on the far side of the intersection when operating within transit system signal priority.

Mr. Bevan said the Swift transit amenities included raised platforms, wind screens, ticket vending machines, and smart card readers. All fare collection is off-board. On the BRT continuum they opted for high quality stations, bike racks, outside bus lanes, and 12-minute headways, and higher-level branding and image-making. Director Snider asked if it qualified for federal funding. Mr. Bevan said he did not know but

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could obtain that information. He noted that federal funding rules are tightening. Chair Cook added that bus bulbs qualify for federal funding as dedicated lanes. He said they give a wider station area taken from the road so less right of way is required.

○ Los Angeles SR 710 North Study

In this study the alternatives ranged from highways to light rail or BRT. There was no exclusive right of way in the built environment. Objectives included minimized travel time, improved connectivity, reduced freeway and local street congestion and increased transit ridership. An elevated route would have visual impacts and high costs. A tunnel route would have high costs and would require electric or hybrid buses. He said they are half-way through the alternatives analysis and EIS.

The BRT Alternative included peak-period dedicated bus lanes over most of the route, intersection improvements and transit queue bypass. Amenities include improved shelters, lighting, on-board validation and “next bus” displays. There are separate BRT stations at high volume stops, mostly located at far side of intersections. A local bus line operates as an overlay; BRT is more of an express bus system.

Director Snider noted that a BRT tunnel would reduce the time from 53 minutes waiting for a bus to 45 minutes and commented that there is not much difference for the increased cost. Mr. Bevan said you can work on other variables such as frequency of service, comfort or convenience if you don’t have all the desired right of way available for a dedicated line. Director Snider asked if the estimate of \$1 billion a mile a good estimate for a light rail tunnel. Mr. Bevan said in this case the light rail tunnel was ten miles and the cost was estimated at \$2 billion.

In response to a question from Director Woodard on the cost of elevated lines for BRT, Mr. Bevan discussed the I-110 BRT line in Los Angeles where they attempted to fit a two-lane bus way in each direction but said he did not have recent numbers. Director Woodard asked for a cost comparison between elevated lines and tunnels and Mr. Bevan said he would get back to him with that information.

 Director Henderson asked what would be an ideal RBT application. Mr. Bevan said the best is either a freeway or something like the Orange Line in the San Fernando Valley which uses a 14.5-mile abandoned railroad line to connect to the Metro Red Line. It has at-grade intersections but carries 20,000 boardings a day and is at near capacity after eight years. He confirmed that the challenge of BRT is finding available right of way.

 Director Buehner commented that the SW Corridor has tremendous elevation changes and asked which of the examples Mr. Bevan presented had those topographical issues. He replied that he was not sure the examples had those problems, but light rail maximum grades are six percent and the 60-foot articulated busses require flatter grades. Director Buehner said she heard years ago that a tunnel was an option for SW Corridor. Director Snider commented that someone should develop a better powered articulated bus that can travel up hills.

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Chair Cook thanked Mr. Bevan for his informative presentation. Director Snider asked if he was familiar with SW Corridor and asked if it would be possible to get a high level idea of what is possible. He said with the measure on the ballot, the city might need the answers to some questions before the corridor planning efforts are complete. We need to know in order to talk to our constituents. A lot of effort went into gathering signatures to place this on the ballot. Director Buehner said accurate information is needed to give citizens the facts.

 Senior Transportation Planner Gray said these questions will be identified and addressed in the SW Corridor DEIS. She said TriMet is leading this project and there will be regular updates given to the Steering Committee. Director Snider said due to the measure on the spring ballot, council may need this information before then to educate the community. Senior Transportation Planner Gray said she will work with the City Manager and Community Development Director Asher to follow up on ways to provide this information. Executive Director Wine said the information is being developed now.

 Director Henderson said some council members travelled to Eugene to see recent BRT improvements. System operators confirmed that there are many challenges and are sharing information with other cities. He spoke with riders and expressed concern about the 20-second stop time used by Eugene's BRT and said it seems too short for slow-moving or elderly passengers.

5. DISCUSS COMPOSITION OF THE CITY CENTER DEVELOPMENT AGENCY BOARD AND THE CITY CENTER ADVISORY COMMISSION

 Executive Director Wine said a question was raised about whether the CCDA or CCAC should be composed of city council members or appointed members from another source. She said the city attorney said the composition is set by ordinance and can be changed by an ordinance. She said the board considered this question in 2009 and information was provided to the CCDA on the background of that consideration. The city is a member of the Association of Oregon Urban Redevelopment Agencies, which has looked at pros and cons of both directions when preparing their best practices manual. The majority of urban renewal boards have the city council serving as the board. She said there are two: Portland and Medford that have an appointed board. Staff is seeking a clear consensus from the CCDA Board as to who should sit as the urban renewal agency board.

 In response to a question from Director Snider about who requested this discussion and what the rationale was, Director Henderson said he did. He said the CCDA and CCAC boards were new in 2009 and still considering what they wanted to do. His impression was that the CCDA Board lacked the expertise to make decisions so was leaving it up to staff and consultants to make those decisions. He commented, "We don't always follow what consultants tell us to do. If it is going to be staff and consultant driven and we are not going to follow that guidance, then we need to find people in this community that can do this and are willing to do this." He said the city is moving in

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the right direction now but he wants to look at this. He said he understands that the bad economy affected Tigard, but felt in the long run, “there was more that we could have done.”

 Director Snider asked if Director Henderson was envisioning a larger group and he replied, “No. Each one of us could replace ourselves with someone with a skill.”

 Director Woodard said he read the urban renewal best practices manual and realized that there are times when it is appropriate to create a hybrid board of experts and 2-3 councilors. He said to keep in mind the consistency and focus of a non-elected board. He said even if the CCDA becomes a hybrid then the council still is the adopting authority.

Director Snider expressed concerns about the board operating independently and said council would not have authority. Executive Director Wine said on two hybrid boards, Beaverton and Oregon City, the majority of their members are council members. Director Snider said if the board followed the suggestion of Director Henderson, council might have authority to remove someone from the board but would lose authority to direct the decision-making business of the agency. Executive Director Wine said her question for the city attorney is what would happen if an appointed board makes a decision that council disagrees with.

Community Development Director Asher talked about council authority under the existing plan and council-approved amendments say that council is the authority on material changes to the goals and objectives of the plan, spending over \$500,000 and extending the duration of the plan. Director Buehner asked if the CCDA had to go to the voters to extend the timeframe of the urban renewal plan. Community Development Director Asher said a duration change can be done by the city council.

Chair Cook said he understands the point made about elected officials that come and go, and agrees that the CCDA has not followed through on consultant suggestions. He said he was concerned however, that an appointed board may decide to do something that council would not have agreed to do, for example, building the increment financing by placing a Wal-Mart in the urban renewal area. Council would not be able to say no because they gave away their authority.

Director Snider said if the issue is that we don’t have all of the right people on the council, we could expand the council with two to four people with that expertise and the elected council would still hold the majority.

Chair Cook asked, “Isn’t this the role of the CCAC already?” Director Buehner said the CCAC’s original composition was designed to be made up of property and downtown business owners; it was not designated to have the professional expertise we need now. She said it could even be a separate board. Director Woodard supported that idea because the expertise would be available for the entire city, not just the urban renewal district.

Director Buehner said in Portland there was a perception that the Portland Development Commission (PDC) was on the wrong side of council, caused a major uproar and hurt development. She said she also shared concerns expressed about council giving away authority. She commented that Portland and Medford have huge urban renewal districts. In comparison, Tigard’s is very small,

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dollar-wise and adding some expertise as advisors would be more appropriate than increasing the bureaucracy.

 Director Snider asked for staff's opinion. Community Development Director Asher said staff sees expertise as a positive thing and would be thrilled if the issue holding the city back was lack of decision-making expertise. He said from his perspective that is not the problem today. He commented that he is very comfortable working with the CCDA Board. He said he worries about the administration of an appointed board and the talent pool. He questioned whether those with the skills have time and commitment to sit on a board. He said he didn't want to diminish the idea, and if there are people in the community willing to advise, he wants to hear from them.

Director Woodard noted that Economic Development Director Purdy is out in the community making connections and perhaps some of those contacts may be interested in participating. Community Development Director Asher offered staff's help in putting together a roster or consortium. Executive Director Wine added that in creating the CCAC, the Tigard Municipal Code gives the CCDA 12 members to advise or solicit expertise for guidance. She said, "This is all within your control." She asked if the board wanted to look at how to solicit this expertise for the CCAC.

Chair Cook asked whether the charter specifies that the CCAC is necessary and if it was only created to advise in urban renewal matters. Executive Director Wine said the Tigard Municipal Code created the CCAC and specifies its purpose is to assist in the implementation of the city center plan, make recommendations to the agency and inform citizens of the plan content and activity. In response to a question from Chair Cook, Executive Director Wine said the scope could be changed by ordinance.

Director Snider said he is not hearing support for the major policy decision of taking council out of the majority position. He said he understood Director Henderson's concerns and would consider adding more members to the CCDA.

 Community Development Director Asher suggested it may be more useful to identify what council wants – better advice and information or better decisions. He asked what they are trying to fix – the information or getting council out of the decision-making realm. He asked Director Henderson which of the two was his concern. Director Henderson said he is not sure what the questions to be asked are as we go forward. He said there are people in this community who want to be involved and have expertise. He said he understands that staff is educated and experienced but wants to include the expertise of community members.

In response to a question from Chair Cook, Community Development Director Asher said there must be a development agency. It can be made up or council or others, but the city is required to have one.

Community Development Director Asher asked about the model of adding to and beefing up the knowledge base of the CCAC. Director Henderson said if that was going to happen, it would have happened already.

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Community Development Director Asher used the Planning Commission as an example of an advisory board to council that has required expertise in all major categories. There is a comfort level because they understand land use and have weighed all of the options before a matter comes to council. That model could be applied to the CCAC. Director Buehner said at the time the CCAC was formed the concern was buy-in from the public and downtown businesses so the composition was regular citizens and downtown business owners, which provided comfort that city council and development agency were not running amok. She said this is not an issue now and it may be time to require certain seat holders on the CCAC to have financial or development expertise.

Director Woodard discussed the high level of recent board applicants recently. Chair Cook said TTAC or CCAC membership terms are expiring so it is a good time to make changes. Redevelopment Project Manager Farrelly said there are three voting positions and two alternates open on the CCAC.

Executive Director Wine asked about where expertise is needed – what disciplines? Director Henderson said financing, real estate, and development. He said he would like to have a discussion with Community Development Director Asher about what might be needed.

CCDA Chair Cook said it appears that the majority prefers taking a look at a proposal for expanding the CCDA and asked if information on a process and timelines could be discussed at the next CCDA meeting. He noted that rules on terms and appointments will need to be written. Director Buehner suggested using the Planning Commission as a model. Community Development Director Asher will bring this to a future CCDA meeting.

*City Recorder's Note: Election results were given (partial returns). Yes 77% and No 23% for the City of Tigard Charter Amendment*

EXECUTIVE SESSION: at 8:51 pm Chair Cook announced that the CCDA will enter into an executive session in the Red Rock Creek Conference Room to discuss real property negotiations, under ORS 192.660 (2) (e). The Executive Session ended at 9:10 pm.

## CITY COUNCIL MEETING

### 6. NON AGENDA ITEMS

Councilor Snider wished to discuss consequences for councilors breaking established ground rules. He provided background on an issue he and Mayor Cook had with Councilor Buehner's interactions with the public, city partners and staff. They agreed that there should be consequences for further situations. Two possible consequences outlined in July were removal from board and commission assignments or from representing the city, or official censure. Mayor Cook added, "We can all hold each other accountable," but he noted there was not much he could do as mayor except removal from board assignments or censure, which is extreme. City Manager Wine said censure is a public motion of disapproval.

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Councilor Snider said there is a need to establish consequences for breaking groundrules. He said anyone could reach a point where their behavior could go “over the top” but a councilor cannot go over the line, especially when interacting with the public, staff or elected officials from other jurisdictions. He acknowledged that Councilor Buehner had apologized to the mayor of Lake Oswego.

Councilor Snider mentioned an interaction Director Buehner had with members of the public at the Town Hall on October 29 that was concerning to him. He said the interaction was not polite to the constituents. Director Buehner acknowledged that she was not feeling well after a medical procedure, and perhaps should not have attended the meeting. She said everyone has different styles. A discussion was held on each councilor’s communication style. The suggestion was made that if any councilor was unwell they should not attend the meeting.

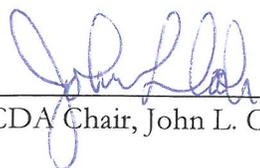
Councilor Henderson offered that council should not let visitors bait them into a reaction. Council agreed to help each other become aware if any one of them was nearing a reaction that would violate their groundrules. Councilor Woodard said, “We all need to get better at gauging where the cut-off point is.”

7. ADJOURNMENT At 9:58 pm Councilor Buehner moved for adjournment and Councilor Woodard seconded the motion. The motion passed unanimously.

	Yes	No
Councilor Buehner	✓	
Council President Henderson	✓	
Councilor Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	

  
Deputy City Recorder, Carol A. Krager

Attest:

  
CCDA Chair, John L. Cook

Date Dec. 3, 2013

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
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City of Tigard

Tigard City Center Development Agency Meeting  
Minutes – December 3 , 2013

**TIGARD CITY CENTER DEVELOPMENT AGENCY BOARD**

**MEETING DATE AND TIME:**

December 3, 2013 - 6:30 p.m.

**MEETING LOCATION:**

City of Tigard – Red Rock Creek Conference Room  
13125 SW Hall Blvd., Tigard, OR 97223



1. CITY CENTER DEVELOPMENT AGENCY BOARD MEETING

- A. At 6:32 pm Chair Cook called the CCDA meeting to order.
- B. Deputy City Recorder Krager called the roll.

	Present	Absent
CCDA Chair Cook	✓	
CCDA Director Buehner		✓
CCDA Director Henderson	✓	
CCDA Director Snider	✓	
CCDA Director Woodard		✓

Staff present: CCDA Executive Director Wine, Assistant City Manager Newton, Community Development Director Asher, Redevelopment Project Manager Farrelly, and Deputy City Recorder Krager

- C. Call to Board and Staff for Non Agenda Items

2. APPROVE CITY CENTER DEVELOPMENT AGENCY MINUTES –

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Director Snider moved for approval of the November 5, 2013 minutes and Director Henderson seconded the motion. All voted in favor.

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	Yes	No
CCDA Chair Cook	✓	
CCDA Director Buehner		Absent
CCDA Director Henderson	✓	
CCDA Director Snider	✓	
CCDA Director Woodard		Absent

3. UPDATE ON BROWNFIELDS INITIATIVE ACTIVITIES AND EPA ASSESSMENT GRANT APPLICATION

Redevelopment Project Manager Farrelly reported on progress with the Brownfield Initiative. He said most tasks identified in the \$25,000 Integrated Planning Grant from Business Oregon have been completed. He shared a downtown brownfield inventory map, a copy of which has been added to the packet for this meeting. Contaminated and potentially contaminated sites in the downtown are indicated: XE Sites have environmental contamination listed on the DEQ website, and LUST Sites contain Leaking Underground Storage Tanks. Automotive Sites were identified by the consultant. Other Sites did not appear in public databases but the consultant included them based on aerial maps, historical information and staff knowledge of prior uses. Being listed on this map does not mean there is contamination currently; it could mean there was a past issue that has been taken care of or a small amount of contamination that could easily be abated.

Redevelopment Project Manager Farrelly gave a synopsis of two brownfield workshops which had a great turnout. Three Phase I ESAs (environmental site assessments) were included in the grant and two property owners have already come forward to request participation. Assessment will begin this week on two properties: the D'Angelo property on Ash Street, and the Cache property on Main Street.

The city will be applying for a federal grant in January. Redevelopment Project Manager Farrelly is soliciting letters of support from community organizations and gathering statistics for the application. He said the Oregon Health Authority gave a small grant to the Washington County which will be used for public health outreach in Tigard, specifically related to brownfields. CCAC Member Shavey asked about the content of the letters of support and Mr. Farrelly said he will get information and a sample letter to him. Director Snider asked if the city's lobbyist Joel Ruben will review the grant application and Mr. Farrelly said he would. The consultant will complete a technical review, as will the non-profit Community for Creative Land Recycling, which has a contract with the EPA for technical advice to communities applying for brownfield grants. He said staff will schedule consideration of a resolution supporting the grant application for the January 14, 2014 council meeting. Executive Director Wine said this will be part of council's federal legislative agenda, of special interest for council members going to Washington DC and visiting the EPA's office.

4. DISCUSS COMPOSITION OR OTHER ASPECTS OF THE CITY CENTER DEVELOPMENT AGENCY BOARD AND/OR THE CITY CENTER ADVISORY COMMISSION

Chair Cook noted concerns about a decision of this importance being discussed without all CCDA members present. He asked if the CCDA wanted to table this item.

Director Snider said that in recent discussions held on this topic both Director Woodard and Director Buehner expressed their preferences so he would be comfortable moving forward as there was a quorum present.

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A discussion on timing was held. Redevelopment Project Manager Farrelly said there are five CCAC terms ending on December 31, 2013. Chair Cook asked if the CCDA wanted to continue into January with a smaller CCAC committee or ask those whose terms are expiring if they wish to remain on the commission for a month or two while this gets sorted out. Executive Director Wine said there will be resolution regarding the open positions on the CCAC once the CCDA clarifies what their function and charge will be. She said there was no great urgency created but the CCDA's decision on the future of this board leads to other decisions.

Chair Cook said he was more apt to wait until Directors Buehner and Woodard were present because he did not know their feelings on the composition or charge of the CCAC.

Redevelopment Project Director Farrelly confirmed the three options.

- Option 1- Status quo CCDA composition with improved outreach for CCAC openings
- Option 2 – Expand current CCDA board by 1-4 members with specific expertise
- Option 3 –CCDA board remains the same and reform aspects of the CCAC (recruiting different professions)

Chair Cook clarified that the CCAC already has experts in their fields, but this would expand the types of professions sought during recruitment. Director Snider noted that Options B and C are not mutually exclusive.

Director Henderson said his goal was to allow a professional group to take over the CCDA. He said he understands council members have fears about being usurped by others but did not feel that the current board can make the necessary decisions. He discussed the expertise of the Portland Development Commission and said Tigard's CCDA members do not bring such resources to the table, just their opinions. He distributed a "management chart" showing the information flow to a professional CCDA board that would then check in with citizen committees and the city council on implementation. The CCDA board would formulate plans by using their banking, development or other expertise. Director Snider said this information was stated by Director Henderson at a previous meeting but there was no other member comfortable with his process. Director Henderson said, "You are absolutely correct, but I think you are naïve about what has to be done."

Chair Cook agreed with Director Snider's summary that there were not enough members willing to go the route Director Henderson recommended so staff was asked to return with an option of consideration of adding 1-4 additional members. He said he did not know how Directors Buehner and Woodard felt about Option 2 or Option 3, which reforms aspects of the CCAC.

Redevelopment Project Manager Farrelly said holding off this decision for a month was alright and he had already given the CCAC Chair and Vice Chair a heads up. Chair Cook noted that CCAC interviews were cancelled and the process will not be opened until decisions on what roles (certain professions) are made. Redevelopment Project Manager Farrelly said there has also been interest from the TVF&R to provide a participant on the CCAC and Chair Cook commented that they would be a good addition.

Redevelopment Project Manager Farrelly discussed research into what other jurisdictions in Oregon do and said that 90 percent of other jurisdictions in Oregon with urban renewal agencies have their council act as the agency board.

Chair Cook said this item will be carried over until the January CCDA meeting.

## **TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL MEETING MINUTES – December 3, 2013**

5. UPDATE ON URBAN RENEWAL PROJECTS WORK PLAN

Redevelopment Project Manager Farrelly introduced a bubble chart illustrating the urban renewal projects work plan in three dimensions: time, relative impact on urban renewal and relative effort for staff. Two new projects from Economic Development Manager Purdy are shown on the chart - his work with the Tigard Downtown Alliance (TDA) and Vertical Housing Development Zones (VHDZ).

Examining downtown parking management was added as a project. In response to a question from Director Snider, Executive Director Wine said staff did not think it is the city's role to manage public and private parking. She said, "We are just talking about facilitating a dialog on addressing parking problems." Chair Cook said while holding a dialog is useful, when it reaches the point of managing public and private parking, the TDA or some other group of private owners would more appropriate to address employee parking or develop solutions and recommendations to the city on implementing time limits. He said he does not see parking management as the city's role. Director Snider said managing public parking is the city's domain. Redevelopment Project Manager Farrelly said public parking is a scarce resource downtown and the city can facilitate discussions among property owners and provide models of what is done elsewhere. He noted that a common concern is liability – who is liable if someone trips in a shared parking lot? He said these are questions and best practices that can be researched by staff and the information shared with the TDA and others. Director Henderson noted that while many businesses may have ample parking in rear lots, owners and employees still park in front because it becomes a habit.

Redevelopment Project Manager Farrelly said a new project is to take a look at Main Street landscaping in a comprehensive way. This is in addition to the Main Street Green Street project and will be a program that encourages private property owners to spruce up their landscaping in a comprehensive way.

The Tigard Street Trail and Brownfield Initiative projects have moved up on the timeline. Another project moving forward is the public art for the downtown. Redevelopment Project Manager Farrelly said artist Brian Borello has prepared three alternative concepts and will be presenting them at a Public Art Subcommittee meeting on December 12 at 6:30 pm. He said the process is that the Public Art Subcommittee will forward a recommendation to the CCAC, which then will be recommended to the CCDA. He will be asking the CCAC if they would be amenable to endorsing what the Art Subcommittee approves so it can be placed on the Council meeting schedule in a timelier manner. Director Snider said at a minimum, council should hear immediately what the ideas are and receive pictures of the three concepts and a one-page summary.

6. NON AGENDA ITEMS

Chair Cook asked for input from CCDA members about holding the CCDA meetings on a day other than the first Tuesday of each month. The third Wednesday was proposed, which is the night after the council workshop meeting. He said this would give council one week each month without a meeting. The downside of this is there will be two meetings the third week.

Director Snider said this would be difficult for him because after election to council he shifted meetings and other obligations to nights other than Tuesdays. He said he would probably be unable to attend most Wednesday meetings.

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Director Henderson said he liked the current schedule of having the CCDA meet prior to the CCAC meetings each month.

Chair Cook said he was just putting out the idea for discussion and this will come forward in the future. There will be no change in the January meeting schedule.

7. EXECUTIVE SESSION: at 7:38 pm Chair Cook announced that the CCDA would enter into an executive session to discuss real property negotiations, under ORS 192.660 (2) (e). The Executive Session ended at 7:51 pm.
8. ADJOURNMENT At 7:52 pm Director Snider moved for adjournment and Director Henderson seconded the motion. All voted in favor.

	Yes	No
CCDA Chair Cook	✓	
CCDA Director Buehner		Absent
CCDA Director Henderson	✓	
CCDA Director Snider	✓	
CCDA Director Woodard		Absent

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Deputy City Recorder, Carol A. Krager

Attest:

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CCDA Chair, John L. Cook

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Date

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