



City of Tigard
City Center Development Agency Board - Agenda

TIGARD CITY CENTER DEVELOPMENT AGENCY BOARD & CITY COUNCIL

MEETING DATE AND TIME: June 2, 2015 - 6:30 p.m.
MEETING LOCATION: City of Tigard - Town Hall
13125 SW Hall Blvd., Tigard, OR 97223

PUBLIC NOTICE:

Times noted are estimated.

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SEE ATTACHED AGENDA



City of Tigard
City Center Development Agency Board - Agenda

TIGARD CITY CENTER DEVELOPMENT AGENCY BOARD & CITY COUNCIL

MEETING DATE AND TIME: June 2, 2015 - 6:30 p.m.

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

6:30 PM

1. CITY CENTER DEVELOPMENT AGENCY BOARD AND CITY COUNCIL MEETING
 - A. Call to Order- City Center Development Agency and City Council
 - B. Roll Call
 - C. Pledge of Allegiance
 - D. Call to Board and Staff for Non-Agenda Items

CITY CENTER DEVELOPMENT AGENCY BUSINESS MEETING

2. APPROVE CITY CENTER DEVELOPMENT AGENCY MINUTES - **6:35 p.m. estimated time**
3. DISCUSSION WITH TIGARD DOWNTOWN ALLIANCE REGARDING PARTNERSHIP EFFORTS FOR DOWNTOWN REVITALIZATION - **6:40 p.m. estimated time**
4. UPDATE ON THE DOWNTOWN PARKING PLAN - **7:15 p.m. estimated time**
5. UPDATE ON EPA BROWNFIELDS INITIATIVE PROGRAM - **7:35 p.m. estimated time**

CITY COUNCIL BUSINESS MEETING

6. CONSIDER A RESOLUTION DECLARING SUPPORT OF THE ANNEXATION OF RIVER TERRACE INTO THE CLEAN WATER SERVICES' SERVICE DISTRICT - **7:55 p.m. estimated time**
7. CONTINUED DISCUSSION ON A POTENTIAL BALLOT MEASURE FOR A COMMUNITY CENTER - **8:05 p.m. estimated time**
8. CONTINUED DISCUSSION ON TIGARD CITY CHARTER REVIEW - **9:05 p.m. estimated time**
9. NON AGENDA ITEMS

10. EXECUTIVE SESSION: The Tigard City Center Development Agency Board may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute.
11. ADJOURNMENT - **9:30 p.m. estimated time**

AIS-2227

2.

CCDA Agenda

Meeting Date: 06/02/2015

Length (in minutes): 0 Minutes

Agenda Title: APPROVE CITY CENTER DEVELOPMENT AGENCY
MINUTES

Submitted By: Norma Alley, City Management

Item Type: Motion Requested

Meeting Type: City Center
Development
Agency

Public Hearing: No

Publication Date:

Information

ISSUE

N/A

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

Approve City Center Development Agency Minutes for:

May 5, 2015

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

Attachments

Draft May 5, 2015 CCDA Minutes



City of Tigard
 City Center Development Agency and City Council
 Joint Meeting Minutes
 May 5, 2015



6:30 p.m.

1. CITY CENTER DEVELOPMENT AGENCY BOARD AND CITY COUNCIL MEETING

- A. Chair Cook called the meeting to order at 6:33 p.m.
- B. Deputy City Recorder Alley called the roll:

<u>Name</u>	<u>Present</u>	<u>Absent</u>
Chair Cook	✓	
Director Goodhouse	✓	
Director Henderson		✓
Director Snider	✓	
Director Woodard	✓	

- C. Pledge of Allegiance – Chair Cook led the Pledge of Allegiance.
- D. Call to CCDA and Staff for Non Agenda Items – None announced.

2. CITY COUNCIL: APPROVE A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A PROSPECTIVE PURCHASER AGREEMENT FOR THE SAXONY-PACIFIC PROPERTY

Redevelopment Project Manager Farrelly reported staff is asking city council to consider a resolution executing a prospective purchaser agreement for the Saxony-Pacific property. This is a city council decision because the purchase will use park bond money. The agreement with DEQ specifies clean up obligations and liability for contamination found during the course of an investigation. Mr. Farrelly introduced City Attorney Reive and AMEC Foster Wheeler’s Principal Geologist Kuiper who is the lead onsite investigator.

Mr. Reive stated the agreement is a conditional proceeding to closing. The city is pursuing the site because of the discovery of legacy contamination on the property during the due diligence period. The city’s due diligence included some sediment sampling to determine existing contamination that could be contributed to this property today. Purchase without this arrangement makes the property owner the assigned liable based on the legacy contamination. The contamination is primary solvent contamination. The source has not been specifically identified, which may in fact be an offsite source, but groundwater is contaminated with solvent contamination. The review and protection negotiated with DEQ relates to the legacy contamination on and under the property and to any potential liability that might be assigned to sediment contamination either in the creek or down river. DEQ precluded that even though there is legacy contamination above water, at this moment there is no reason to believe there is a direct attribution to the sediment contamination to the creek from this site. This prospective purchaser agreement is constructed in the way of a consent decree because an executed consent decree will be filed with the court at the same time as a complaint prepared by the Attorney General’s Office on behalf of DEQ. The consent decree gives protection for covenants that the state cannot sue for legacy contamination and provides protection from third party claims meaning no neighbor, adjacent property owner or downstream complainant can sue the city. The only way to get this third party protection is to follow this procedure. Given the location of the property adjacent to the creek, it is recommend the city follow the most conservative course providing the most protection.

Councilor Snider asked if this document prevents someone from filing a lawsuit. Mr. Reive said anyone can file a lawsuit and we would present this to the court and declare immunity because the prospective purchaser agreement is an automatic affirmative defense.

Mr. Reive added the city is eligible for this protection because the city today is not a liable party. Liability is assigned to ownership and operation of the site and the city is neither. If you close the transaction and become the owner, you have immunity from legacy contamination as of the date of closing; although there will be post-closing obligations in order to preserve that immunity as spelled out in the prospective purchaser agreement. As the city gets into a redevelopment phase and begin demolishing buildings, the city has obligations to conclude the investigation which have costs assigned. The investigation is not complete today because access is limited by the buildings. The agreement states the city agreed that any redevelopment of the property will take the contamination into account, so the design of any reconstruction will need to incorporate soil vapor extraction, which adds costs to redevelopment. Only a portion of the property would be subject to redevelopment of a building and in all likelihood at least half of the property would remain open space. There is no limitation on the ability to develop as long as it remains open space in its current configuration. The costs assigned to that are in the staff report and will become part of the negotiations with the seller.

Councilor Woodard asked if an exhaust fan be placed in the gas pipe allowing for ventilation per DEQ's request. Mr. Kuiper commented a potential significant on site issue is chlorinated hydrated carbonates in the ground water. We did not find much in the ground water and ground surface. Because there may be some, it is written into the agreement that there would be a vapor barrier with a sole vapor extraction system. The extraction system contemplated is a passive system which means there are no operational components. If it turned out that more contamination was uncovered the ventilation would have to be converted to an active ventilated system with blowers which can be attached and this is relatively simple to do.

Councilor Woodard asked how the ventilation would be monitored. Mr. Kuiper answered a remote telemetry system could be set up and once a week site visits to make sure the blowers are running. Councilor Woodard said he would prefer a monitoring system be set up.

Councilor Snider asked what the probability was for an active ventilation system to be needed. Mr. Kuiper answered a 10-20 percent chance.

Councilor Snider asked for clarification as to why being inside a building on top of a contaminated site is more risky than having a wide open park space people could sit on for eight hours a day. Mr. Kuiper replied it is presumed vapors could accumulate in an indoor area because there is no breeze to take them away. He added acceptable risk is determined by calculations developed by the EPA.

Mayor Cook asked how many tax lots are in this agreement. Mr. Farrelly answered two. Mayor Cook said he recently learned the EPA would give \$200,000 per tax lot for clean up, so the city could ask for \$400,000 total. Mr. Farrelly said staff will apply for the funds this fall in hopes to get \$400,000 as it would definitely change the economics for the site.

Councilor Woodard motioned to approve Resolution No. 15-16. Council President Snider seconded the motion. Motion passed by unanimous vote of council members present.

<u>Name</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>
Mayor Cook	✓		
Councilor Goodhouse	✓		
Councilor Henderson			✓
Council President Snider	✓		
Councilor Woodard	✓		

3. APPROVE CITY CENTER DEVELOPMENT AGENCY MINUTES

Director Snider motioned to approve the March 3, 2015 CCDA Minutes. Director Goodhouse seconded the motion. Motion passed by unanimous vote of board members present.

<u>Name</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>
Chair Cook	✓		
Director Goodhouse	✓		
Director Henderson			✓
Director Snider	✓		
Director Woodard	✓		

4. PRESENTATION ON THE ASH AVENUE/BURNHAM STREET PROJECT DESIGNS

Redevelopment Project Manager Farrelly provided an update stating an open house was held April 29 in order to meet the Tigard Downtown Association's (TDA) request for the developer to receive public input regarding the development design. TDA also requested the developer submit plans after receiving input at the open house in case there were any possible adjustments needed for the development. Lastly, CCDA Board would receive a report on the progress prior to approval. Mr. Farrelly introduced Mr. Sackett from Capstone Partners and Mr. Schultz from SERA Architects.

Mr. Sackett reported the open house was successful. Many people showed up and provided comments. After the open house, the development team massaged the plans in order to accommodate some of the feedback received.

Mr. Schultz stated building one will be a four story building against Fanno Creek and building two will be a three story building on the existing dog park site. In order to fit on the existing site, building two will be a unique shape. Building one is a U shape with unit views facing Fanno Creek and will have varied roof heights. Changes made after the open house to building one were:

1. Widened the entry corridor to allow a view all the way through to Fanno Creek Park.
2. Created bump-outs in the corridors for seated areas allowing residents to gather.
3. Extended the southern hallway to the end of the building to allow natural light in and provide a view to the creek.
4. Created a second roof top terrace which will be for use by residents only.

Mr. Shultz reported changes to building two were:

1. Added an elevator.
2. Added two story townhomes to the third floor allowing those units a private patio on the roof.
3. Reduced one parking spot to accommodate an elevator.

Director Goodhouse asked how they see the parking ratio working. Mr. Sackett responded that Sherwood's Cannery Row ratio is one to one with some on street parking but it is half the size and is not an issue. There is hope the bike parking is over estimated since Tigard has great public transportation options so close to the building. If additional parking is needed, negotiations could be initiated with downtown businesses for use of their lots overnight. Based on history and experience, he said he did not anticipate problems.

Director Woodard asked for more details regarding the roof top decks. Mr. Shultz said building one will have landscaping, a fire pit, BBQs, and covered seating. It is the desire to have the residents seek the rooftops to

hang out. Building two's townhomes will have private terraces for their use only and the tenant will be responsible to furnish their own terrace.

Mr. Farrelly said at the open house the Tualatin Riverkeepers expressed concern with birds hitting the windows and asked how the developer was going to address that. Mr. Shultz answered the building will not be over glazed and the windows will be broken up making the windows more visible to the birds. Birds get confused when there are no interruptions in the windows. Mr. Sackett added reflective glass will not be used either.

Mr. Farrelly asked if there had been thought about special treatment with the trailhead near the property. Mr. Sackett said the developers want to play up the trailhead and would like to get more people involved in plans.

5. UPDATE ON ASH AVENUE DOG PARK RELOCATION

Redevelopment Project Manager Farrelly summarized the staff report explaining the dog park is being relocated to the Zuber House site which is a little smaller than the current site. He said he was confident the new site will work well for the community. Staff is working with the dog park committee through the relocation. Staff is posting signs on the current dog park site and utilizing the website to get information to patrons. Excavation has started on the Zuber House site starting with demolition of the house. Lead paint and asbestos were found in the house so precautions were taken during demolition. A heating tank was found buried underground on the site that the city was not aware of. The decommissioning and decontamination of the tank is putting the schedule back a couple weeks. The existing equipment will be reused, but a new fence will be installed. The existing fence is anticipated to be used on the Tigard Trail. It is expected the dog park will not be down more than two days and staff is confident it will only take one day. June 29th is the expected opening date.

6. UPDATE ON THE STROLLING STREET PROGRAM

Redevelopment Project Manager Farrelly summarized the staff report explaining in March 2014 the city created a Strolling Street Program providing matching grant funds to downtown business that would like to make improvements to their private property abutting the street. Six applications were received and two projects were chosen to be funded. The landscape consultants met with the property owners and it is looking like Maki Sushi, Tigard Wine Crafters and Elvia's Studio Salon will break ground June 1. The second property will begin work shortly after.

Director Snider asked if the area in front of the Maki Sushi will be private seating or if it will be for the public to stroll through and sit on the wall. Mr. Farrelly replied it encourages people to linger but the owner could put seating out there.

Ms. Wine asked who would be responsible for maintenance. Mr. Farrelly said the five year maintenance agreement states the grantee is responsible for maintenance and it is assumed the property would continue to be maintained after the five years.

Director Woodard asked if the owner of First Bank of Tigard had been approached about the program. Mr. Farrelly said he encouraged Chris Cash to apply but the owner is not interested.

7. NON AGENDA ITEMS – None

8. EXECUTIVE SESSION – None

9. ADJOURNMENT

At 7:44 p.m. Director Woodard motioned to adjourn the meeting. Director Goodhouse seconded the motion. Motion passed by unanimous vote of board members present.

<u>Name</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>
Chair Cook	✓		
Director Goodhouse	✓		
Director Henderson			✓
Director Snider	✓		
Director Woodard	✓		

Norma I. Alley, Deputy City Recorder

Attest:

Chair, City Center Development Agency

Date: _____

AIS-2120

3.

CCDA Agenda

Meeting Date: 06/02/2015

Length (in minutes): 35 Minutes

Agenda Title: Meeting with Tigard Downtown Alliance Board of Directors

Submitted By: Sean Farrelly, Community Development

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

Public Hearing: No

Publication Date:

Information

ISSUE

Meet with the Tigard Downtown Alliance (TDA) board of directors and leadership team to discuss their work as partners in downtown revitalization.

STAFF RECOMMENDATION / ACTION REQUEST

Discuss downtown vision, goals and performance measures with Tigard Downtown Alliance.

KEY FACTS AND INFORMATION SUMMARY

Tigard’s economic development team has been working to build the capacity of the TDA so that TDA projects and volunteers are partners in the city’s downtown focused economic development efforts.

The TDA organizes property owners, business owners and other downtown stakeholders into volunteer teams that work to help revitalize downtown Tigard. The TDA has been following the National Trust for Historic Preservation’s 4-Point approach to downtown revitalization. This approach acts as a “business plan” that helps guide volunteer efforts.

Over the last two years, the TDA has grown into an effective partner in downtown revitalization. The evolution of this organization includes increasingly ambitious projects and the inclusion of more partners to help connect Tigard residents to downtown Tigard. In the next year, the TDA will operate under the Main Street 4-Point Approach, as endorsed by the State of Oregon’s Main Street program, and actively manage projects in four service areas, to include projects like:

Organization & Capacity Building

Downtown Dialogue

Bus Trip

Marketing & Promotion

Art Walk

Street Festival

Trick or Treat Downtown

Tree Lighting

Taste of Tigard (new event concept to consider)

Design & Beautification

Public Art

Activating Tigard Street Trail Plaza

Economic Restructuring

Vacant Property Open House

Downtown Business Incubator (new economic development program to consider)

The TDA will also submit an annual work plan to the City and other partners. This work plan will include an annual budget for programs and operations, a measure of volunteer effort and time, an explanation for how TDA-led projects connect to the city's strategic vision, and a list of stakeholders the TDA has partnered with to grow their ability to improve downtown.

The city recognizes that downtown should continue to mature as a gathering place for Tigard residents and actively encourages continued improvement of downtown events and programs. By partnering with the TDA, the city is investing with a local partner to ensure downtown programs and events enrich our community.

The TDA is building upon the foundation of downtown projects, marketing and promotions that was set by the Chamber of Commerce over the last three years. Last year, the TDA began working with the Chamber to produce the annual downtown Street Fair, Trick or Treat, and Holiday Tree Lighting events.

This year, the Tigard Downtown Alliance is interested in taking the the lead on programming downtown's special events. The TDA's Downtown Art Walk exemplifies the organization's ability to successfully produce special events downtown. The 2014 Downtown Art Walk occurred during the Main Street/Green Street construction project -- proving that a community led special event could be produced in the middle of construction chaos. The 2015 Downtown Art Walk exceeded expectations with an urban art exhibit, a temporary pop-up art gallery, 22 tour stops inside downtown businesses, and a public art "test drive" of *Mobius* located at 12345 Main Street.

The Tigard Downtown Alliance is also exploring the introduction of a new event to add to downtown's event schedule. *Taste of Tigard* would invite restaurants and food entrepreneurs from around the City to gather downtown and showcase the local food economy. Food, eating and dining is one way families, neighbors, and residents connect with each other. As a special event *Taste of Tigard* invites residents "to the table" and encourages that connectivity.

The TDA leadership team will provide an overview of these existing, planned and future events during a presentation to the CCDA.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Tigard City Council 2015-17 Goals and Milestones

Goal #2. Make Downtown Tigard a Place Where People Want to Be

Tigard Comprehensive Plan

Special Planning Areas- Downtown

Goal 15.2 Facilitate the development of an urban village.

Tigard Strategic Plan

Goal 3: Engage the community through dynamic communication.

DATES OF PREVIOUS COUNCIL CONSIDERATION

September 2, 2014 met with Tigard Downtown Alliance Board of Directors.

Attachments

No file(s) attached.

AIS-2123

4.

CCDA Agenda

Meeting Date: 06/02/2015

Length (in minutes): 20 Minutes

Agenda Title: Downtown Parking Plan Update

Submitted By: Sean Farrelly, Community
Development

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

Public Hearing: No

Publication Date:

Information

ISSUE

Downtown Parking Plan Update.

STAFF RECOMMENDATION / ACTION REQUEST

The CCDA Board is requested to provide feedback on the downtown parking management work to date.

KEY FACTS AND INFORMATION SUMMARY

In December 2014, staff provided an update on Downtown parking management activities, undertaken by staff, consultant Rick Williams, and members of the Tigard Downtown Alliance (TDA). Since then, some progress has been made on these topics.

Parking utilization study

To better manage parking efforts, an updated parking utilization study has been scheduled for Thursday, June 4, from 9:00 a.m. to 7:00 p.m. Both on-street spaces and private parking lots will be surveyed within a defined area of Downtown (see map) under the direction of consultant Rick Williams. In addition to the deliverables of the survey data, and technical memo with recommendations, the consultant will provide the template for the survey, so that in the future it can be updated by volunteers.

A 2010 parking utilization study showed that there was only one block face of Main Street where utilization was above 85% at the peak hour; 85% utilization of parking spaces in a district is the rule of thumb that indicates a need for more active parking management. The new parking data will better inform parking management efforts.

The new parking survey results and the accompanying recommendations will be presented to the TDA, CCDA Board and City Center Advisory Commission.

Develop criteria for 15 minute parking spaces

The TDA parking subcommittee and consultant developed criteria for 15 minute spaces (exceptions to the base 2-hour parking limit on Main Street).

Requests for 15 minutes spaces on Main Street will be reviewed by city staff against this criteria:

- High turnover exception spaces will be located at ends of blocks (next to intersections) to simplify signage and provide easy access (via convenient crosswalks) to all surrounding businesses.
- High turnover exception spaces are limited to 15 minutes in the 2 Hour Base Zone. It is important to limit the number of exceptions to the base standard.
- High turnover exception spaces will be used for specific types of business. Business type must have a documented high percentage of short transactions. Examples are dry cleaners, banks, bakeries, and ticket agents. A more detailed list of businesses that have such high turnover needs should be established through a collaborative process between the City and the TDA and be reflective of business types unique to downtown Tigard and business types as suggested above.
- High turnover exception spaces are not encouraged where private parking spaces are available. High turnover spaces will be limited or not approved for businesses that have adjacent off-street private parking lots or private garage spaces for short-term customers.
- High turnover exception spaces will be used where on-street parking occupancy exceeds 85%. Utilization data show that occupancy exceeds 85% during the peak hour on block faces adjacent to business, justifying a reduced base time-stay standard.
- High turnover exception spaces will be converted to the base standard where citation data indicate these spaces are not used for short stays. If citations increase at the location of an exception space, the space is needed for longer-term stays and may be better served at the base standard.

Develop marketing and communication strategies for parking

As a first step in the recommended development of parking marketing and communication strategies staff will produce a parking map that shows the location of two hour parking spaces, unlimited time parking spaces, and public parking lots in downtown. The maps will be distributed to downtown businesses who can share them with their customers and employees.

OTHER ALTERNATIVES

The CCDA Board could direct staff to investigate additional parking management policies.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Tigard City Council 2015-17 Goals and Milestones

Goal #2. Make Downtown Tigard a Place Where People Want to Be

City Center Urban Renewal Plan

Project F.2. Public Parking Facilities

Tigard Comprehensive Plan

Downtown Goal 15.4 Develop comprehensive street and circulation improvements for pedestrians, automobiles, bicycles, and transit.

Tigard Downtown Streetscape Design Plan

Main Street and Burnham Street Design Plans

DATES OF PREVIOUS COUNCIL CONSIDERATION

December 2, 2014: Downtown Parking Management Update

Attachments

Parking Study Area Map



Parking Survey Study Area

Map printed at 04:55 PM on 19-May-15

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TIGARD MAPS

City of Tigard
13125 SW Hall Blvd
Tigard, OR 97223
503 639-4171
www.tigard-or.gov



AIS-2117

5.

CCDA Agenda

Meeting Date: 06/02/2015

Length (in minutes): 20 Minutes

Agenda Title: Brownfield Initiative Update

Submitted By: Sean Farrelly, Community Development

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

Public Hearing: No

Publication Date:

Information

ISSUE

Update on EPA Brownfields Initiative Program.

STAFF RECOMMENDATION / ACTION REQUEST

The Board is requested to provide feedback on the project.

KEY FACTS AND INFORMATION SUMMARY

In May 2014, the citywide Brownfields Grant proposal for Community-Wide Assessment was selected to receive funding from the U.S. Environmental Protection Agency Brownfields program. Two assessment grants were awarded in the amount of \$400,000: \$200,000 for hazardous substances contamination, and \$200,000 for petroleum contamination. The grant funds are scheduled to be expended by July 6, 2017.

This grant funds the city's Brownfield Initiative. Brownfield redevelopment is necessary for Tigard to become a more livable, walkable and economically resilient community with fewer environmental health risks. The EPA Community-Wide Assessment grant funding will accelerate Tigard's goal of working with business and property owners to clean up occupied, vacant, and/or underutilized brownfields for redevelopment. The city will focus this resource on its downtown urban renewal district, the Vertical Housing Development Zone, the Enterprise Zone, and sites within Tigard's approximately 1,100 acres of employment land (industrial, commercial, and mixed use zones).

EPA grant funding will allow the city to complete an inventory of its industrial and employment brownfields, building on the inventory that was compiled for its downtown area. The grant will also fund environmental assessments and cleanup planning at select properties, including the properties of interested private sector owners or developers, to ensure that contamination does not pose a barrier to productive expansion or reuse of the sites. It will

also be used to support community planning to identify feasible uses of these sites, identify needed infrastructure upgrades or other improvements to support development, and build community support for redevelopment.

On February 10, 2015, the Local Contract Review Board awarded a \$310,000 contract to a consultant team led by AMEC Foster Wheeler. The balance of the grant is reserved to partially reimburse the city for staff time and to pay for environmental assessments of a property the city is presently acquiring. The contract scope includes professional environmental services, project management and reporting, coordination of public involvement, overseeing and administration of site inventory and characterization (including conducting Phase I and Phase II Assessments), and cleanup planning.

The project management team held a kick-off meeting on March 24. On April 30, the public involvement team did a walking tour of downtown Tigard. Participants included city staff, consultants AMEC and Cogan Owens Greene, the Center for Intercultural Organizing (CIO), Groundwork Portland, and a representative of Washington County Health Department. CIO and Groundwork are the city's two non-profit organization partners that will focus on working with the city's "environmental justice" communities (low-income and minority communities who are disproportionately impacted by environmental risks.) The workshop focused on developing a public involvement plan with strategies to engage with the general public, including environmental justice communities. A concept that is likely to attract interest is public health and how brownfield redevelopment can result in more destinations to walk to.

The other major target of outreach will be owners of contaminated or potentially contaminated properties. Communication with this audience about the city's brownfield resources will be key to the success of the program.

Two open houses are scheduled for October; one aimed at a general audience, and one at property owners. In addition to these forums, outreach will also occur at tenant meetings, farmers market, and other venues. A strategy to engage property owners will be to publicize the program at banker and broker meetings that are part of the Economic Development program.

OTHER ALTERNATIVES

Not applicable

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Tigard Comprehensive Plan

Economic Development

Goal 9.1 Develop and maintain a strong, diversified, and sustainable local economy

Goal 9.3 Make Tigard a prosperous and desirable place to live and do business

Tigard Strategic Plan

Goal 2: Ensure development advances the vision

City Council Goal: Make Downtown a Place Where People Want to Be

DATES OF PREVIOUS COUNCIL CONSIDERATION

February 10, 2015 Local Contract Review Board - Make contract award for Brownfields grant funded services

January 27, 2015 Local Contract Review Board- Consider contract award for Brownfields grant funded services

January 14, 2014 Consider a Resolution Approving an Application for an EPA Brownfields Assessment Grant

Attachments

ProjectSchedule

WORK TASK	START DATE	END DATE
Project Management and Reporting		
Kick off Meeting	3/24/2015	Complete
Enter Data on the ACRES reporting system	3/15/2015	Monthly (if new site assessment data has been collected)
Community Engagement		
Workshop with City Staff	4/30/2015	Complete
Develop and Submit Draft Public Involvement Plan to City	5/1/2015	5/15/2015
Submit Final Public Involvement Plan to EPA for approval		5/29/2015
EPA Approval of Public Involvement Plan		TBD
Community Engagement Team Meeting #1 (introduce topic)		Week of 8/6/15
Community Engagement Team Meeting #2 (work on prioritization criteria)		Week of 8/10/15
Public Meeting #1		Week of 10/5/15
Public Meeting #2 (property owner meeting)		Week of 10/26/15
Gather Site Inventory Information	5/1/2015	
Develop evaluation criteria for site selection and prioritization	5/1/2015	
Site Inventory		
Planning Meeting	5/4/2015	Complete
Generate preliminary list of Eligible Properties [Order EDR, confirm approximate number of potential sites, finalize list of attributes to include]	5/5/2015	5/22/2015
Compile inventory (GIS-based eligible list of properties) - Submit to City	5/23/2015	7/31/2015
Complete Inventory Ranking		9/25/2015
Site Characterization and Cleanup Planning		
Prepare and submit Draft Project-Wide Quality Assurance Project Plan (QAPP)	4/15/2015	5/29/2015
Submit final project-wide QAPP		6/30/2015
Begin reaching out to property owners to complete Phase I ESAs, Phase II ESAs, NHPA documentation, project plans (Health and Safety, Sampling and Analysis), and remedial planning. [Opportunistic Phase 1 ESAs, Phase II ESAs, and remedial planning may be completed prior to this date if the City chooses to fast-track a property and not wait for the completion of the inventory].	Project Specific	TBD

Notes:

ACRES = Assessment, Cleanup and Redevelopment Exchange System

EPA = United States Environmental Protection Agency

ESAs = Environmental Site Assessment

GIS = Geographic Information Systems

NHPA = National Historic Preservation Act

TBD = To be determined

AIS-2269

6.

CCDA Agenda

Meeting Date: 06/02/2015

Length (in minutes): 10 Minutes

Agenda Title: River Terrace Annexation into Clean Water Services District

Prepared For: Susan Shanks, Community Development

Submitted By: Norma Alley, City Management

Item Type: Resolution

Meeting Type: Council
Business
Meeting -
Main

Public Hearing: No

Publication Date:

Information

ISSUE

Shall the city support annexation of River Terrace into the Clean Water Services' service district to facilitate development?

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends approving the attached resolution that declares the city's support of the annexation of River Terrace into the Clean Water Services' service district.

KEY FACTS AND INFORMATION SUMMARY

Pursuant to Oregon Revised Statute (ORS) 198.720, the governing body of the city is required to provide a resolution that declares its support of the annexation of a territory to a special service district when that territory is within the city limits. In this instance, the territory in question is River Terrace and the service district is Clean Water Services.

OTHER ALTERNATIVES

If the attached resolution is not approved, development in River Terrace cannot move forward.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

River Terrace Community Plan and Funding Strategy adopted December 2014.
River Terrace Plan District and Zoning Districts adopted February 2015.

DATES OF PREVIOUS COUNCIL CONSIDERATION

None

Attachments

Resolution

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 15-**

A RESOLUTION IN SUPPORT OF THE ANNEXATION OF TERRITORY WITHIN THE CITY LIMITS TO CLEAN WATER SERVICES' SERVICE DISTRICT

WHEREAS, the territory proposed for annexation consists of multiple properties, known collectively as River Terrace, as shown on the attached Exhibit A; and

WHEREAS, the territory annexed into the City of Tigard in 2011 and 2013; and

WHEREAS, the City of Tigard adopted the River Terrace Community Plan and various infrastructure master plans to facilitate development in the territory; and

WHEREAS, Clean Water Services is a county service district that is responsible for the management and operation of public sanitary sewer and public storm and surface water systems within the City of Tigard; and

WHEREAS, the territory will need to annex into the Clean Water Services service district in order to develop; and

WHEREAS, ORS 198.720 requires the governing body of the City of Tigard to pass a resolution in support of the annexation of a territory to a special service district when that territory is within the city limits.

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

SECTION 1: The Tigard City Council declares its support of the annexation of the territory known as River Terrace into the Clean Water Services' service district as shown on Exhibit A.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2015.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

AIS-2268

7.

CCDA Agenda

Meeting Date: 06/02/2015

Length (in minutes): 60 Minutes

Agenda Title: Discussion of Next Steps from YMCA Survey and Potential Bond Measure

Prepared For: Marty Wine, City Management

Submitted By: Norma Alley, City Management

Item Type: Update, Discussion, Direct Staff

Meeting Type: Council Business Meeting - Main

Public Hearing: No

Publication Date:

Information

ISSUE

Will the City Council place a bond measure on a future ballot for Tigard voter approval to build a community center operated by the YMCA?

STAFF RECOMMENDATION / ACTION REQUEST

No action is requested. The City Council is requested to refine the next steps the City may take, including preferred language for a ballot title and what information is desired in a summary statement if a matter is to be referred to the voters. If the Council wishes to refer a bond measure to voters for a November 3, 2015 election, the last day for the Council to file ballot title with City Recorder for publication is August 14.

If the City Council names the operator of a future facility as the YMCA as part of a bond measure proposal, direction to staff to successfully negotiate an operational agreement with the YMCA should precede the referral of a bond measure to voters.

KEY FACTS AND INFORMATION SUMMARY

On May 12, the City Council received a presentation and briefing from Daxko Consulting for a jointly-funded survey conducted for the City of Tigard and YMCA. The City Council has received citizen communication indicating a desire for a center operated by the YMCA in Tigard.

At the Council's meeting of May 26, the Council advised that they would like to place a bond measure on the November 2015 ballot to build a community center in Tigard operated by the YMCA.

The Council is at a decision point to determine how the creation of a community center operated by the YMCA would fit within city priorities. Tigard could either go forward with a public investment in land, building, and partnership for services, or choose to refine a proposal further, or not pursue a partnership for a community center.

Council guidance from May 26 included:

- A voter-approved capital bond measure of about \$30 million (equivalent to \$10/month for a Tigard home of average value)
- A building size of about 60,000 square feet
- Building features to include a swimming pool and facilities for fitness
- A time limit to build a facility (four years was suggested)
- Some distance from downtown Tigard

Staff and the City Attorney are drafting alternatives for language for a November, 2015 ballot measure for Council consideration that will be available for the June 2 meeting.

OTHER ALTERNATIVES

- The City Council could take time to further refine a proposal to refer to Tigard voters. This could include providing more definition as to the cost, programming, location, and partnership opportunities for a future community center facility.
- The City Council could direct an agreement with the YMCA be negotiated before referring a question to Tigard voters.
- The Council could take no action.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

2015-16 City Council Goals

Provide Recreation Opportunities for the People of Tigard: explore feasibility of partnership opportunities, including Tualatin Hills Park & Recreation District, YMCA and other city or nonprofit opportunities; establish facility partnership if feasible.

DATES OF PREVIOUS COUNCIL CONSIDERATION

The City Council agreed to contribute funding to a survey of voters in November, 2014. Survey results regarding demand for YMCA services in Tigard was presented on May 12, 2015 and discussed on May 19, 2015.

Attachments

No file(s) attached.

AIS-2257

8.

CCDA Agenda

Meeting Date: 06/02/2015

Length (in minutes): 25 Minutes

Agenda Title: Continued Discussion on Charter Review

Prepared For: Liz Newton, City Management

Submitted By: Norma Alley, City Management

Item Type: Update, Discussion, Direct Staff

Meeting Type: Council Business Meeting - Main

Public Hearing: No

Publication Date:

Information

ISSUE

Continued discussion on referring possible Municipal Charter revisions to Tigard voters.

STAFF RECOMMENDATION / ACTION REQUEST

Review, discuss and reach consensus on referring specific revisions to the City's Municipal Charter to Tigard voters.

KEY FACTS AND INFORMATION SUMMARY

At the May 12, 2015 business meeting, the council continued discussions on potential revisions to the City's Charter that might be offered to the voters for consideration. Consensus was reached on revisions to term limits as noted below.

- Term limits. The office of Mayor limited to two - 4-year terms with an option to run for one - 4-year term on council for a total of 12 years on the council without a break in service. The office of City Councilor would be limited to three - 4 year terms for a total of 12 years on the council without a break in service.
- The City Attorney suggested that definition of "break in service" would be clarified with proposed charter language.

The following potential revisions were raised previously but not discussed at the May 12 meeting:

- Requirement that sitting mayor/councilor resign to run for another city office. The question is whether or not the requirement should be retained or removed.

- Councilors elected at-large or by geographic district was raised by three councilors. Two councilors prefer retaining at-large representation. The first question is if councilors should be elected at-large or by geographic district. If there is consensus to change to by-district election, then how should the boundaries be set?
- Size of Council/number of councilors was an issue raised by two councilors; one supports the current size/number; one suggests reconsideration to expand the size of the council. The first question is whether or not the size of the council should be expanded. If yes, then by how many members?
- Term for council president was an issue raised by two councilors who support changing the term from two years to one year. The first question is whether or not the term for council president should be changed. If yes, what should the length of the term be?
- The Council discussed whether the Charter revisions submitted to the voters by this council should be prospective, and not apply to the current mayor and councilors. This would not be a change in the Charter, but language included in the ballot title. The first question is whether or not all new provisions would be prospective. If not, should any? If yes. which ones?
- Clarification of the Willamette River section. A councilor asked if it applies to the Tualatin Valley Water District. It is the opinion of the city attorney that it does not.

The deadline for filing ballot measures for the November 2015 ballot is August 14, 2015. A public hearing is required prior to filing. To ensure there is adequate time for public outreach before the ballot title has been finalized, it would be prudent to schedule a public hearing at the end of June. Draft ballot language would be reviewed and public input could be taken. Additional outreach could be conducted and the council could consider and adopt the final ballot title language at the end of July.

In order to meet this timeline, council will need to provide clear direction to staff on each provision proposed for changes at the conclusion of this discussion. The city attorney will then be directed to draft specific language for each proposed revision.

OTHER ALTERNATIVES

Council could choose to refer other changes in the charter to voters, or propose no changes to the Municipal Charter.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Included as an item on the list of "Issues for Further Council Discussion" in the 2015-17 Tigard City Council goals adopted January 27, 2015.

DATES OF PREVIOUS COUNCIL CONSIDERATION

December 22, 2014

March 17, 2015

May 12, 2015

Attachments

March 17, 2015 Council meeting minutes excerpt

Charter Provision City Comparison Matrix

5. DISCUSSION ON POTENTIAL CHARTER REVIEW

 Assistant City Manager Newton led a discussion on this item. She gave history of past charter amendments, which must be voted on by the citizens. She noted that some sections are broadly written such as Section 20, which addresses the mayor's responsibility to appoint committees. She said there is actually a robust process that is not spelled out in the charter. Other sections are more specific. She said council has identified some potential charter changes and suggested they consider how specific they want things to be and what degree of latitude they want council to have.

Council President Snider:

- The requirement for any councilor running for mayor to resign is troubling. It is disadvantaging for two councilors due to the election schedule.
- He said the current size of council is effective and efficient.
- At large should be discussed.
- The Willamette River Section should be discussed and the city attorney should clarify what it means to Tualatin Valley Water District.

Councilor Goodhouse:

- Council president term should change to one year
- Abolish or raise term limits
- Maintain "top two" vote getters; likes at large designation

Councilor Henderson had a handout of potential charter changes and what the ballot make look like. This has been added to the packet for this meeting. He suggested these could be on the same ballot.

- Concerned about retaining some knowledgeable people on council
- Mayor and council term limits should change
- Reconsider the number of councilors
- Seat Representative (Should be a position, not the top two vote getters) Potential for geographic districts

Mayor Cook:

- Term limits are more appropriate at the federal level. At the local level, voting a candidate out is in effect, a term limit.
- Any changes voted in by this council should not affect current office holders so changes aren't perceived as self-serving

Councilor Woodard

- Change council president every year
- Eight year term limit for mayor, Twelve years for councilor
- Prefers at large
- Doesn't like the retain your seat part

Assistant City Manager Newton will collate this information and develop proposals for future council discussion. City Manager Wine asked if there were any other sources of input desired. Council President Snider suggested taking these ideas to the city's boards and committees. Assistant City Manager Newton suggested a discussion with the Mayor's Blue Ribbon Task Force.

Agenda Item 5
SUPPLEMENTAL PACKET
FOR March 17, 2015
(DATE OF MEETING)

From Councilor
Wenderson

CHARTER AMENDMENT CHOICES

1 TERM LIMITS FOR MAYORS

2 +1

3

NONE

2 TERM LIMITS FOR COUNCILORS

2

3

NONE

3 NUMBER OF COUNCILORS

4

6

4 SEAT REPRESENTATIVE

OPEN

POSITION

DISTRICTS

Charter Amendment Information by City ICMA

Charter Amendments BY CITY:	Beaverton	Forest Grove	King City	Lake Oswego	Sherwood	Tualatin	Hillsboro	Wilsonville
<u>Requires resignation to run for Mayor/Council position?</u>	Charter doesn't directly address	Charter doesn't directly address	Charter doesn't directly address	Councilors must resign to run	Charter doesn't directly address	Charter doesn't directly address	Charter doesn't directly address	Charter doesn't directly address
<u>Term Limits</u>	No	No	No	Yes	Yes	Yes	Yes	
Mayor	unlimited 4-yr terms	unlimited 4-yr terms	unlimited 2-yr terms	Not to exceed 8 consecutive years	unlimited 2-yr terms	unlimited 4-year terms	limited 2 consecutive terms	unlimited 4-yr terms
Councilors	unlimited 4-yr terms	unlimited 4-yr terms	unlimited 4-yr terms	Not to exceed 8 consecutive years	limited to 3 consecutive 4-yr terms (2014 election)	limited to 3 three consecutive terms, including any partial term as councilor.	limited 2 consecutive terms	unlimited 4-yr terms
<u>Council Size</u>								
Councilor positions	5 Councilors	6 Councilors	7 Councilors, they elect the Mayor from Council body	6 Councilors	6 Councilors	6 Councilors	6 Councilors	4 Councilors
Councilors represent: District/At-large/Position	Position numbers	At large	At large	At large	At-large. Position #s repealed in 2014 election	Position numbers	Run in Wards, 2 Positions per Ward elected	At-large
<u>Council President Role</u>								
1 or 2-year term?	1- year term	1-year term	2-year term (odd yrs)	1- year term	1-year term	2-year term (odd yrs)	2-year term (odd yrs)	2-year term (odd yrs)
Does the role rotate/voted/assigned by?	Councilors elect @ 1st mtg	council elects at 1st mtg of year	Councilors elect	Councilors elect @ 1st mtg	Councilors elect @ 1st mtg	Councilors elect	Councilors elect	Councilors elect
<u>Mid-term Council Vacancies</u>								
Appointed by Mayor? Vacant? Elected by Council? Goes to Voters?	>1yr remaining, council elects. <1 year=special election, but council can appoint interim	Appointed by remaining council	Sect. 4.04 D. Appointments to fill vacancies in elective offices of the city shall be made by council action even if the membership falls below the quorum otherwise required.	Appointed by majority of council; if >90 days to election can fill w/a pro tem appt.	Filled by election if 13 mo. or more remain in term, less than that is Council appointment	Council appoints	Council appoints	Appointed by Council and continues until Jan. 1 following the next biennial election. If the term of office doesn't expire, remainder thereof shall be filled by election
							<i>27(e)The council is the final judge of the election and qualifications of its members</i>	

ICMA Recommendation

Charter Reform whitepaper 11/09

Structure of charter should enhance problem solving. Consider: 1) what problems/opportunities are change proponents trying to address, 2) what is not working as well as it should, 3) what is the evidence that changing the charter would fix the problem - or open up a new opportunity?