



City of Tigard
Tigard Special Meeting - Agenda

TIGARD CITY COUNCIL

MEETING DATE AND

TIME: January 5, 2016 - 6:00 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 Council meetings by noon on the Monday prior to the Council meeting. Please call 503-718-2419 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

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

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

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

SEE ATTACHED AGENDA



City of Tigard
Tigard Special Meeting - Agenda

**TIGARD CITY COUNCIL
MEETING DATE AND**

TIME: January 5, 2016 - 6:30 p.m.

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

6:00 PM

1. SPECIAL MEETING
 - A. Call to Order - City Council
 - B. Roll Call
 - C. Call to Council and Staff for Non-Agenda Items
2. GOAL UPDATE DISCUSSION - **6:00 p.m. estimated time**
3. COUNCIL LIAISON ASSIGNMENT REVIEW - **7:00 p.m. estimated time**
4. NON AGENDA ITEMS
5. ADJOURNMENT - **7:30 p.m. estimated time**

Goals and Milestones

Late in December 2014, current and elected Tigard City Council members met to finalize the city’s short- and long-term goals in five major areas for the next two years. Like council meetings, the event was open to the public. The council has established clear milestones through December 2016 for each of the following areas:

#1

Provide Recreation Opportunities for the People of Tigard

- ▶ Establish city recreation program in 2015–16 adopted budget:
 - » Recreation clearinghouse and program guide
 - » Grants and scholarships
 - » Recreation coordinator—staff position
 - » Programs and classes (*beginning year 2*)
 - » Outdoor events (*year 2*)
 - » Indoor events (*year 3*)
- ▶ Explore feasibility of partnership opportunities, including the Tualatin Hills Park & Recreation District, YMCA and other city or nonprofit opportunities; establish facility partnership if feasible.
- ▶ Consider a voter-approved measure to fund recreation.

#2

Make Downtown Tigard a Place Where People Want to Be

- ▶ Support residential and mixed use development in walkable and transit-supported areas by completing the Ash Avenue/Burnham Street Redevelopment project.
- ▶ Increase walkable access to open space by advancing plans for new downtown open space, including the Tigard Street Trail plaza, the Fanno Creek Overlook and a Main Street plaza, including programming.
- ▶ Strengthen downtown’s identity by completing gateway improvements and install art at both Main Street entrances.
- ▶ Support walkability by completing two Strolling Street projects.
- ▶ Secure brownfields cleanup grant (if eligible) to facilitate infill or open space development enabling a more walkable and interconnected downtown.
- ▶ Promote downtown as a place to shop, dine and recreate, through communications and support of the Tigard Downtown Association activities.

continued on reverse side



#3 Adopt Tigard Triangle Strategic Plan and Enable Future Development Capacity

- ▶ Committee recommendation; council consideration and adoption of Tigard Triangle Strategic Plan.
- ▶ Begin project implementation of 1–5 year actions.
 - » Regulatory changes
 - Amend comprehensive plan; development code; town center designation; transportation, parks and trail plans; and parking requirements.
- ▶ Consider infrastructure investments.
 - » Red Rock Creek
 - » Stormwater management plan
 - » Parks, plazas and open space
- ▶ Develop incentives and public-private partnerships.
 - » Local Improvement District
 - » Urban Renewal District
 - » Vertical housing
 - » Business or Economic Improvement District
 - » Grant programs
 - » Business/district association

#4 Enable Groundbreaking in River Terrace by Summer 2015

- ▶ Infrastructure financing project (*River Terrace and citywide*)
 - » Council briefing
 - » System development charge (SDC) notice and methodology
 - » Council hearing—SDCs
- ▶ River Terrace Community Plan implementation
 - » Zoning districts
 - » Code amendments
- ▶ Permitting
 - » Early assistance for land use applications (*ongoing*)
 - » Land use applications
 - » Building and site permits
- ▶ Public facilities
 - » City of Tigard downstream stormwater conveyance analysis
 - » Clean Water Services pump station
 - » City of Tigard 550-Zone water improvements

#5 Expand Opportunities to Engage People in the Community

- ▶ Citywide communications plan (*will include suggested engagement improvements*)
- ▶ Continue council 1x10 meetings
- ▶ Community education; identify timing and content of measures for voter approval.
- ▶ Organize community engagement through increased work with Neighborhood Networks; in-person and online forums.

2015-2017 Tigard City Council Goals - Status Updates Dec. 2015

1. Provide Recreation Opportunities for the People of Tigard

- Establish city recreation program in 2015-16 adopted budget
 - Recreation clearinghouse and program guide
 - Grants & scholarships
 - Recreation coordinator – staff position
 - Programs and classes (beginning Year 2)
 - Outdoor events (Year 2)
 - Indoor events (Year 3)
- Explore feasibility of partnership opportunities, including THPRD, YMCA, other city, or non-profit opportunities; establish facility partnership if feasible
- Consider a voter-approved measure to fund recreation

Status:

- Park and Recreation Charge study presented to Council at October 20 Workshop
- Updated Recreation Finder
- Filled Recreation Coordinator position on December 1
- Council placed measure on November 2015 ballot for a Community Center building but the measure was defeated by voters
- City continues to talk with recreation providers (THPRD & TTSD) about possible partnership opportunities.

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

- Support residential and mixed use development in walkable and transit-supported areas by completing the Ash Ave/Burnham Redevelopment project
- Increase walkable access to open space by advancing plans for new downtown open space, including the Tigard Street Trail plaza, the Fanno Creek Overlook, and a Main Street plaza, including programming
- Strengthen downtown's identity by completing gateway improvements and install art at both Main Street entrances
- Support walkability by completing two Strolling Street projects
- Secure brownfields cleanup grant (if eligible) to facilitate infill or open space development enabling a more walkable and interconnected downtown
- Promote downtown has a place to shop, dine and recreate through communications and support of TDA activities.

Status:

- The Ash/Burnham site was cleared, building permits issued and construction has begun on this mixed use redevelopment project.
- The downtown Saxony property mixed-use public space design study got underway, complementing the installation of Gateway improvements which were completed.
- The downtown's first Strolling Street is under construction at Maki/Wine Crafter/Elvia Hair Salon businesses, the Tigard Downtown Assn. Produced a successful Street Fair.
- The Sidewalk Gap technical group finished its preliminary inventory and presented results at the October 20 Council Workshop. Tigard Street trail was paved as a temporary measure to allow pedestrian use and easier access to downtown.

3. Adopt Tigard Triangle Strategic Plan and Enable Future Development Capacity

Committee recommendation; Council consideration and adoption of Tigard Triangle Strategic Plan

Begin project implementation of 1-5 year actions

- Regulatory changes
 - Amend comprehensive plan, development code, Town Center designation, Transportation, Parks and Trail Plans, and parking requirements
- Consider Infrastructure Investment
 - Red Rock Creek
 - Stormwater management plan
 - Parks, Plazas and Open Space
- Develop Incentives and Public Private Partnerships
 - LID
 - Urban Renewal District
 - Vertical Housing
 - Business or Economic Improvement District
 - Grant Programs
 - Business/District Association

Status:

- A Tigard Triangle Lean Code workshop was held September 14-17 to begin drafting code and zoning changes for the Tigard Triangle. The workshop provided an opportunity for the city leaders, Triangle landowners, business leaders, and developers to work with the PlaceMakers/DPZ/Crabtree consultant team to establish a framework for the new Lean Code to implement the Triangle Strategic Plan. Three public meetings were held. Drafts of the following documents received two rounds of public input and staff review: zoning map, street network plan, thoroughfare plan (which designates street classification and section requirements such as width, on-street parking, number of lanes, etc.) and frontage types, which illustrates how different types of development will look on the sites.
- The city was awarded a \$145,000 Metro Community Planning & Development Grant to investigate the feasibility of walkable mixed-use development and tools to facilitate such development.
- A new section of sidewalk was completed to fill the gap between 68th Ave and the I-5 Bridge on Haines/Atlanta Streets, and a seating area at the “overlook” at 68th and Dartmouth using the Lighter, Quicker, Cheaper project funds.
- Community Development held an ice cream social in the Tigard Triangle to promote the completion of the Dartmouth Overlook project and walkability in the Triangle.

4. Enable Groundbreaking in River Terrace by Summer 2015

- Infrastructure Financing Project (RT and Citywide)
 - Council Briefing
 - SDC Notice and Methodology
 - Council Hearing – SDCs
- River Terrace Community Plan Implementation
 - Zoning Districts
 - Code Amendments
- Permitting
 - Early assistance for land use applications
 - Building and site permits

- Public Facilities
 - Clean Water Services – pump station
 - City of Tigard 550-Zone Water Improvements

Status:

- HBA legal challenge of the city’s residential transportation SDCs remains unresolved, but the fee is scheduled to go into effect January 1, 2016. Non-residential transportation SDCs have not yet been set due to this challenge.
- Implementation continues as each new land use and permit application is submitted to the city for review. Additional stormwater analysis for Strategy Area C is complete, but the path forward remains challenging and uncertain due to project complexity and cost.
- Polygon Northwest continues to do site work and install infrastructure on three of its seven sites, six of which have land use approval. The work on these three sites will continue through the winter, as they gear up to do home construction in the spring. They plan on building around 200 homes per year for the next 5 – 7 years.
- Work on the CWS sewer pump station is proceeding, and the IGA with Washington County for funding and constructing Roy Rogers Rd will be signed by both parties in January 2016.

5. Expand Opportunities to Engage People in the Community

- Citywide Communications Plan (will include suggested engagement improvements)
- Continue Council 1x10 meetings
- Community education; identify timing and content of measures for voter approval
- Organize community engagement through increased work with Neighborhood Networks, in-person and online forums

Status:

- The communications plan was completed in June 15, with key messages to be used by all staff in external communications. The Communications Strategist and the Goal 3 Team for the Strategic Plan are using the plan’s three strategies to strengthen communications internally and externally and build public involvement with the Strategic Plan, including dynamic community engagement outside of City Hall.
- Council 1x10 meetings were discontinued and replaced by Council outreach that included a Summerlake barbeque in July, the tailgate outreach in October, and the upcoming Summerfield outreach planned for late January. The efforts are supportive of the Strategic Plan’s Goal 3, to engage residents through dynamic communication in the community.
- The 2015 Community Attitudes survey used a statistically valid telephone survey to capture residents’ views on a parks maintenance fee, detailed views on the failed community and recreation center ballot measure, and priorities for possible walkability improvements. A focus group in January with Tigard voters will ask what services, programs or facilities they are most willing to pay more taxes or fees for, and if there is a limit to their willingness to pay more. Results will be completed at the end of January.
- A plan to reboot the Neighborhood Network Program has been submitted to the City Manager that proposes new initiatives that would invite networks and neighbors to participate in the city’s ongoing efforts to engage residents where they live and through more dynamic efforts. The proposal supports the larger goal of helping Tigard residents connect with their neighbors and their community. Six proposals were included in the plan, which include take city leaders out of City Hall

to have coffee meetings in different neighborhoods and a citizen's academy that invites all residents to fun, quarterly events that showcase four departments annually.

2015 City Council Appointment Matrix

Updated 2/18/15

| Committee Name | Primary Representative | Alternate Rep | Meeting Frequency | Time Expectation | Staff Liaison |
|--|------------------------------------|---------------|---|---------------------------------|--------------------|
| <i>Audit Committee</i> | Councilor Snider | None | 2 - 3 times per year | 2-hours per yr | Debbie Smith-Wagar |
| The Audit Committee is responsible for selecting the auditing firm and meets twice (minimum) with CPA firm reps appointed to perform the city's annual financial audit. Members participate in the appointment, compensation, retention and oversight of any independent accountants engaged for the purpose of preparing and issuing an independent audit report or performing other independent audit, review or attest services. | | | | | |
| <i>Budget Committee</i> | All Council | None | 3-4 consecutive Monday evenings in April & May | | Toby LaFrance |
| The Budget Committee provides a public forum to obtain public views in the preparation of fiscal policy. | | | | | |
| <i>Budget Subcommittee- Social Services</i> | Councilor Snider | None | 1 meeting in March | | Toby LaFrance |
| Reviews applications submitted by social service agencies for contributions from the city. Consists of 1 Council member and 2 citizen-members of the Budget Committee. | | | | | |
| <i>Budget Subcommittee - Events</i> | All Council | None | Council Workshop or Study Session in March | | Toby LaFrance |
| Reviews requests for contributions to community events. | | | | | |
| <i>City Center Development Agency</i> | All Council | None | First Tuesday of month | Approximately 2 hours per month | Sean Farrelly |
| Council members serve as the urban renewal agency's board. | | | | | |
| <i>Clackamas River Water Providers</i> | <i>No voting member until 2016</i> | None | 1 st Wednesday of the month, 9-11 a.m. @ North Clackamas Water Commission Building, 14275 S Clackamas River Drive, Oregon City | | John Goodrich |
| Comprised of six municipal water providers on the Clackamas River serving more than 300,000 people in Clackamas County. Participation is voluntary and funded through membership dues. The CRWP projects and staff are jointly funded but each individual organization retains autonomy. Conservation programs and services are provided to CRWP members. Members include Estacada, Lake Oswego, Gladstone, Tigard, and the North Clackamas Counter Water Commission, Oak Lodge Water District, Sunrise Water Authority, South Fork Water Board and Clackamas River Water. | | | | | |

| Committee Name | Primary Representative | Alternate Rep | Meeting Frequency | Time Expectation | Staff Liaison |
|--|---|---------------------------|---|-----------------------------|---|
| <i>Community Development Block Grant Policy Advisory Board</i> | Councilor Henderson | Marissa Daniels | 2 nd Thursday of the month at 7 p.m. Location rotates | Approximately 2 hours month | Marissa Daniels |
| By IGA, Washington Co. established the Community Development Policy Advisory Board (PAB) to represent the County Consortium, make recommendations to the County Commissioners on all matters pertaining to the CDBG program. Includes a representative, generally an elected official, from the County and each of the 11 participating cities in the Co. | | | | | |
| <i>Intergovernmental Water Board</i> | Councilor Woodard | Councilor Goodhouse | 2nd Wednesday/month, 5:30 p.m., Water Building | Monthly | Brian Rager/John Goodrich |
| To make recommendations to the Tigard City Council on water issues and to carry out other responsibilities set forth in the IGA between Tigard, Durham, King City and the Tigard Water District. Each jurisdiction is represented by a member + 1 at-large. | | | | | |
| <i>Metro Joint Policy Advisory Commission on Transportation</i> | Beaverton Mayor Doyle | Cornelius Mayor Jef Dalin | 2 nd Thursday/month 7:30- 9 a.m. @ Metro | 2-3 hours | Mayor Cook & Kenny Asher monitor |
| Tigard Mayor Cook to attend/monitor meetings on regular basis. 17-member committee provides a forum for elected officials and representatives of agencies involved in transportation to evaluate transportation needs in the region and to make recommendations to Metro council. | | | | | |
| <i>Mayor's Appointment Advisory Committee</i> | The Councilor serving as liaison to the committee that is recruiting will be the one that interviews applicants with the Mayor. | | | | Staff Liaison to the committee interviewing |
| The Mayor and one councilor. The councilor serving as the current City Council liaison will interview applicants for filling available seats on city boards, committees and commissions. For example, when interviewing applicants for the Planning Commission, the Mayor and the primary Council liaison will interview candidates with a meeting time and date to conduct the interviews coordinated by the staff liaison. | | | | | |
| <i>Metropolitan Area Communications Commission</i> | Councilor Woodard | Louis Sears | 6 times a year, usually Wednesday, 1-5 pm at MACC headquarters in Beaverton | | Louis Sears |
| MACC is the governing body that oversees the contracts for cable services and TVCTV. The Executive Committee meets separately to make recommendations to the Commission on administrative issues including budget and the review of the Executive Director. | | | | | |
| <i>Regional Water Providers Consortium</i> | Councilor Henderson | None | Quarterly meeting held at Metro | | John Goodrich |
| Consortium is comprised of all water suppliers in the metro area. The Councilor appointee to this group represents the city on regional policy issues. | | | | | |

| Committee Name | Primary Representatives | Alternate Rep | Meeting Frequency | Time Expectation | Staff Liaison |
|---|--|--|--|-------------------------------------|------------------------|
| <i>SW Corridor Plan Steering Committee</i> | Mayor Cook | Councilor Goodhouse | Monthly | 2-3 hours/mo. | Transportation planner |
| Consists of project partner elected and appointed officials who make final recommendations to the Metro Council and other jurisdictions for the SW Corridor Plan | | | | | |
| <i>Tigard- Lake Oswego Joint Water Partnership Oversight Committee</i> | We have two primary seats: Councilor Snider, Mayor Cook | | bimonthly -location rotates between Tigard & Lake O | 2-4 hours/mo. | Dennis Koellermeier |
| Membership is comprised of staff and elected officials to govern water partnership between the cities. | | | | | |
| <i>Washington County Coordinating Committee</i> | Mayor Cook | Councilor Goodhouse | 2 nd Monday @ noon Beaverton City Hall | 2 hours per month | Transportation Planner |
| WCCC reviews and comments on major land use and transportation issues and provides a forum for discussion which results in recommendations for a coordinated approach between jurisdictions. The Committee has specific authority on the Major Streets Transportation Improvement Program (MSTIP) and the Countywide Traffic Impact Fee (TIF) program. Representatives to JPAC and MPAC from County and cities in the Co. will be on the policy body. | | | | | |
| <i>Westside Economic Alliance</i> | Mayor Cook | Councilor Goodhouse | 3 rd Wednesday @ 7:30-9 a.m. St. V's hospital | <i>Plus Monthly breakfast forum</i> | Kenny Asher |
| Create an environment conducive to business growth, working to influence decisions on policies and regulations impacting the economic vitality of the area. | | | | | |
| <i>Willamette River Water Coalition</i> | Councilor Henderson | Councilor Woodard <i>(added by Council Consent 2/10/15)</i> | Monthly | | John Goodrich |
| Mission of the coalition is to protect the Willamette River and to protect Tigard's water rights. | | | | | |

Tigard Board & Committee Liaison Assignments:

| <i>Committee Name</i> | <i>Primary Representative</i> | <i>Alternate Rep</i> | <i>Meeting Frequency</i> | <i>Time Expectation</i> | <i>Staff Liaison</i> |
|---|--|----------------------|---|-------------------------|------------------------|
| <i>City Center Advisory Commission</i> | Councilor Henderson | Councilor Woodard | 2 nd Wednesday @ 6:30 p.m. | 3-5 hrs/mo | Sean Farrelly |
| This committee's role is defined in the City Charter and is to assist the Urban Renewal Commission in developing and carrying out an Urban Renewal Plan. | | | | | |
| <i>Urban Renewal Funding Selection Subcommittee</i> | Councilor Goodhouse Councilor Henderson | Councilor Snider | As needed | | Sean Farrelly |
| To encourage businesses to make improvements to storefronts or commercial facades in downtown by providing design assistance and/or matching funds and to make recommendations for various public art options that may be purchased with the urban renewal funds for the Main St./Green St. project. *Two council representatives required. | | | | | |
| <i>Library Board</i> | Councilor Snider | None | 2nd Wednesday - 7 p.m. | | Margaret Barnes |
| This board advises Council on library policies, budget, facilities & other community needs to provide quality library service, per TMC 2.36.030. | | | | | |
| <i>Neighborhood Involvement Committee</i> | Councilor Goodhouse | Councilor Snider | 3 rd Wednesday/quarterly @ 7p.m. at Library 2nd fl. | 6 hours/year | Joanne Bengtson |
| Charged with oversight for the Neighborhood Network program, encourages two-way communication between city and residents and encourages residents to be more involved. | | | | | |
| <i>Park & Recreation Advisory Bd.</i> | Councilor Woodard | Councilor Goodhouse | 2nd Monday@ 7 p.m. in the Water Bldg | 2-3 hrs/mo | Steve Martin |
| To advise the Council on park and recreation policies, facilities, programs and budgets. | | | | | |
| <i>Planning Commission</i> | Councilor Goodhouse | Councilor Snider | 1st & 3rd Monday @ 7p.m. | 2-3 hrs/mo | Tom McGuire |
| Assists the City Council to develop, maintain, update and implement the Comprehensive Plan, to formulate the Capital Improvements Program, and to review and take action on development projects and development code provisions delegated to the Commission. | | | | | |
| <i>Tigard Transportation Advisory Committee</i> | Councilor Goodhouse | Councilor Woodard | 1 st Wednesday, 6:30 p.m., library 2 nd Floor Conf rm | 1.5 hr. meetings | Transportation Planner |
| Advisory to council & staff regarding planning and development of a comprehensive transportation network, including development of plans and corresponding financing programs; development of funding mechanisms and sources to implement transportation projects and ensure adequate | | | | | |

maintenance of the existing transportation infrastructure; public involvement and education in transportation matters and ways to improve traffic safety and accessibility in all transportation modes.

| <i>Committee Name</i> | Primary Representative | Alternate Rep | Meeting Frequency | Time Expectation | Staff Liaison |
|-------------------------------|------------------------|---------------|---|------------------|---------------|
| <i>Youth Advisory Council</i> | Councilor Henderson | Mayor Cook | 1st & 3rd Tuesday @ 5:30 p.m. at rotates locations around City Hall | 3 hours/mo | Marty Wine |

Tigard students in grades 6-12 advise City Council on the best ways to build developmental assets for each youth in Tigard. The Youth Advisory Council also facilitates the development and implementation of programs and activities that are important to youth.

I:\adm\city council\goals\2015 DRAFT council liaison appt matrix\updated 12-22-14.docx

Invitation Only:

League of Oregon Cities Legislative Committees are composed of city officials charged with analyzing policy and technical issues and recommending positions and strategies for the League. For more information regarding the committee process contact Angela Speier at aspeier@orcities.org

Councilor Goodhouse

Transportation Policy Committee

Scope of Work

The Transportation Policy Committee reviews policy decisions and recommends legislative positions and strategies related to: streets and roads; traffic safety; public transit; and rail.

Meetings

Committee members are appointed for two-year terms. It is anticipated that in even-numbered years, committees will meet three or four times between March and June; in odd-numbered years, they will meet once or twice in the fall on an as-needed basis.

Councilor Woodard

Finance and Taxation Policy Committee

Scope of Work

The Finance and Taxation Policy Committee reviews policy decisions and recommends legislative positions and strategies related to: property/income taxation; school finance; local government debt instruments; infrastructure funding; public budgeting; state revenue sharing; and financing economic development.

Meetings

Committee members are appointed for two-year terms. It is anticipated that in even-numbered years, committees will meet three or four times between March and June; in odd-numbered years, they will meet once or twice in the fall on an as-needed basis.