Tigard Business Meeting
AGENDA

TIGARD CITY COUNCIL & TOWN CENTER DEVELOPMENT AGENCY

MEETING DATE AND TIME:	DECEMBER 3, 2024 - 6:30 p.m. Business Meeting
MEETING LOCATION:	Hybrid - City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223 - See PUBLIC NOTICE below

PUBLIC NOTICE: In accordance with Oregon House Bill 2560, this will be a hybrid meeting where some Council, staff or public will participate in person and some will participate remotely.
How to comment:

- Written public comment may be submitted electronically at www.tigard-or.gov/Comments by noon the day before the meeting date.
- If attending the meeting in person, please fill out the public comment sign-in sheet at the front of the room and come to the microphone when your name is called.
- If you prefer to call in, please call 503-966-4101 when instructed to be placed in the queue. We ask that you plan on limiting your testimony to two minutes.
- You may comment by video through the Teams app. Go to this link to learn how to participate by video: December 3, 2024 Council Meeting (https://www.tigard-or.gov/Home/Components/Calendar/Event/7764/66).

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

- Qualified sign language interpreters for persons with speech or hearing impairments;
- 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: Carol Krager at 503-718-2419 email: carolk@tigard-or.gov or Jesse Raymundo at 503-718-2417 email: jesse.raymundo@tigard-or.gov The TDD (Telecommunications Devices for the Deaf) number is 503-684-2772.

SEE ATTACHED AGENDA

VIEW LIVESTREAM ONLINE: https://www.tigard-or.gov/boxcast

CABLE VIEWERS: The City Council meeting will be shown live on Channel 21 (1st Tuesdays) and Channel 28 (2nd & 4th Tuesdays) at 6:30 p.m.

The meeting will be rebroadcast at the following times on Channel 28: Thursday 6:00 p.m. Friday 10:00 p.m. Saturday 7:30 p.m. Sunday 11:30 a.m. Monday 6:00 a.m.

Tigard Business Meeting
AGENDA

TIGARD CITY COUNCIL & TOWN CENTER DEVELOPMENT AGENCY
MEETING DATE AND TIME: DECEMBER 3, 2024 - 6:30 p.m. Business Meeting
MEETING LOCATION: Hybrid - City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

6:30 PM

1. BUSINESS MEETING

   A. Call to Order

   B. Roll Call

   C. Pledge of Allegiance

   D. Call to Council and Staff for Non-Agenda Items

2. PROCLAMATIONS AND RECOGNITION

   A. PROCLAIM NATIONAL IMPAIRED DRIVING PREVENTION MONTH
   6:35 p.m. estimated time

3. PUBLIC COMMENT **6:40 p.m. estimated time**

   A. Follow-up to Previous Public Comment

   B. Public Comment – Written

   C. Public Comment – In Person

D. Public Comment – Phone-In

E. Public Comment – Video

4. CITY MANAGER REPORT **6:50 p.m. estimated time**

5. CONSENT AGENDA: (Town Center Development Agency) The Consent Agenda is used for routine items including approval of meeting minutes, contracts or intergovernmental agreements. Information on each item is available on the city's website in the packet for this meeting. These items may be enacted in one motion without separate discussion. Council members may request that an item be removed by motion for discussion and separate action and it will be considered immediately after the Council has voted on those items which do not need discussion.

A. TOWN CENTER DEVELOPMENT AGENCY (TCDA) - AMEND A DEVELOPMENT ASSISTANCE AGREEMENT WITH FAMILY PROMISE OF TUALATIN VALLEY

6. ANNUAL JOINT MEETING WITH THE TIGARD TRANSPORTATION ADVISORY COMMITTEE **6:55 p.m. estimated time**

7. DOWNTOWN PARKING MANAGEMENT UPDATE **7:15 p.m. estimated time**

8. LEGISLATIVE PUBLIC HEARING: AN ORDINANCE AMENDING TIGARD MUNICIPAL CODE CHAPTER 10.28
REGARDING PERMIT PARKING **7:55 p.m. estimated time**

9. NON-AGENDA ITEMS

10. SUPPLEMENTAL QUESTIONS AND ANSWERS

11. EXECUTIVE SESSION: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

12. ADJOURNMENT **8:05 p.m. estimated time**

AIS-5676 **2. A.**

Business Meeting

Meeting Date: 12/03/2024

Length (in minutes): 5 Minutes

Agenda Title: Proclaim National Impaired Driving Prevention Month

Authored By: Rebecca Hathaway

Presented By: Mayor Heidi Lueb

Item Type: Resolution

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Alcohol-impaired driving fatalities account for nearly one-third of all traffic fatalities in the U.S. Weekends and holidays can be dangerous times on our roadways. Impaired driving remains a leading cause of traffic injury and death in Oregon, with recent data showing that 65% of traffic deaths involved an impaired driver. Drugs — including opioids, marijuana, and some over-the-counter medicines — can impair driving by causing drowsiness, altering visual functions, and affecting mental judgment and motor skills. Other factors, such as fatigue, and stress can also impact your ability to drive safely.

ACTION REQUESTED

It is being requested that the Mayor proclaim December as National Impaired Driving Awareness Month.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

The City has not previously made this proclamation.

Public Involvement

The intention of National Impaired Driving Prevention Month is to raise awareness in the Tigard community about the dangers of impaired driving and reduce the number of unnecessary traffic accidents and deaths related to impaired driving.

ALTERNATIVES & RECOMMENDATION

The Mayor could choose not to issue the proclamation, but the team recommends issuing it.

ADDITIONAL RESOURCES

https://www.nsc.org/road/safety-topics/impaired-driving#:~:text=December%20is%20National%20Impaired%20Driving%20Prevention%20Month&text=Two%20of%20the%20most%20celebrated,National%20Impaired%20Driving%20Prevention%20Month

https://youth.gov/feature-article/december-national-impaired-driving-prevention-month<

Attachments

Proclamation

Proclamation

City *of* Tigard

NATIONAL IMPAIRED DRIVING AWARENESS MONTH
DECEMBER 2024

WHEREAS, December is a time of celebration and togetherness, marked by increased travel and gatherings where alcohol is often served; and

WHEREAS, impaired driving remains a leading cause of traffic injury and death in Oregon, with recent data showing that 65% of traffic deaths involved an impaired driver, and

WHEREAS, we honor the memories of lives lost to impaired driving, acknowledging the profound pain and suffering experienced by their families and communities; and

WHEREAS, we recognize and commend the dedication of law enforcement who work diligently to keep our roads safe and protect our community; and

WHEREAS, it is vital for all of us to take responsibility for our actions and the safety of others by making informed choices about substance use, recognizing that drugs—such as opioids, marijuana, and some over-the-counter medicines—can impair driving by causing drowsiness, altering vision, and affecting judgment and motor skills, along with other factors like fatigue and stress; and

WHEREAS, we encourage everyone to plan ahead by arranging for a safe ride home before engaging in activities involving alcohol, to use rideshare services or designate a sober driver, and to pledge never to drive under the influence of alcohol, drugs or other substances.

WHEREAS, we encourage everyone to help friends and loved ones make responsible choices and to intervene if someone is about to drive impaired.

NOW, THEREFORE, BE IT RESOLVED, I Mayor Heidi Lueb of the City of Tigard, Oregon, do hereby proclaim December 2024 as

NATIONAL IMPAIRED DRIVING AWARENESS MONTH

and we call upon all members of our community to commit to safe practices during this festive season and year-round. Be it further proclaimed that we dedicate this month to raising awareness about the dangers of impaired driving, fostering a culture of safety, responsibility, and compassion within our community. Let us work together to ensure that our roads remain safe for all during this holiday season and beyond.

Dated this 3rd day of December 2024

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Tigard to be affixed.

_____
Heidi Lueb, Mayor
City of Tigard

Attest:

_____
Carol A. Krager, City Recorder

AIS-5666 **5. A.**

Business Meeting

Meeting Date: 12/03/2024

Length (in minutes): Consent Item

Agenda Title: TCDA- Amend a Development Assistance Agreement with Family Promise of Tualatin Valley

Authored By: Sean Farrelly

Presented By: Sean Farrelly, Redevelopment Manager

Item Type: Motion Requested
Resolution
Town Center Development Agency

Public Hearing
Legal Ad Required?:

Publication Date:

Information

EXPLANATION OF ISSUE

The Board of the Town Center Development Agency (TCDA) will consider a resolution authorizing the Executive Director to sign an amendment to the Development Assistance agreement with Family Promise of Tualatin Valley (FPTV). It would extend the agreement's expiration date from December 31, 2024 to June 30, 2025.

ACTION REQUESTED

The Board is requested to approve the resolution.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

On March 23, 2023, the Board of the TCDA approved a Development Assistance Agreement with Family Promise of Tualatin Valley (FPTV). They set the terms for $1,000,000 in TIF development assistance funding for FPTV's purchase and improvement of a hotel property in the Tigard Triangle for use as transitional housing. FPTV completed the acquisition in the summer of 2023, using $435,000 towards the $12.5 million cost. The balance ($565,000) would go towards improvements to the "A Bridge to Home" property, mainly the expansion of the small kitchen facility into a commercial kitchen where food can be prepared for residents.

The building renovation project was delayed by another project: the installation of a fire sprinkler system, and by some federal and state required funding reviews. The renovation got underway in October 2024. As the agreement was set to expire on December 31, 2024, FPTV requests the agreement be amended to expire on June 30, 2025, to allow time for completion of the improvements.

Impacts (Community, Budget, Policies and Plans/Strategic Connection)

Tigard's development assistance addresses the local and regional emergency of houselessness and implements several city and TCDA goals and policies:

- City Council 2023-2025 Goals, Goal 1: Reduce Houselessness
- City of Tigard Strategic Plan 2020-2025, Objective 3.3: Understand the effects of development on vulnerable Tigard residents and mitigate these impacts within projects and over time.
- Tigard Triangle Urban Renewal Plan, Objective 5.4: Assist in the development of affordable and workforce housing.
- A New Tigard Triangle: Planning for Equitable Development, the implementation strategy for the Tigard Triangle Urban Renewal Plan, prioritization of funding for affordable housing.
- The Town Center Advisory Commission 2023-2024 Strategic Plan's area of emphasis for Affordable Housing and Houselessness for 2023.

ALTERNATIVES & RECOMMENDATION

The TCDA Board could decide not to extend the date of the agreement.
Teammates recommend approval of the development agreement amendment so that Family Promise may complete planned updates.

ADDITIONAL RESOURCES

Attachments

Resolution

Exhibit A

CITY OF TIGARD, OREGON
TOWN CENTER DEVELOPMENT AGENCY
RESOLUTION NO. 24-____

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OF THE TOWN CENTER DEVELOPMENT AGENCY TO SIGN AN AMENDMENT TO THE DEVELOPMENT ASSISTANCE AGREEMENT WITH FAMILY PROMISE OF TUALATIN VALLEY

WHEREAS, on March 23, 2023 the Board of the TCDA approved a Development Assistance Agreement with Family Promise of Tualatin Valley (FPTV), and

WHEREAS, the agreement set the terms for $1,000,000 in TIF development assistance funding for FPTV's purchase and improvement of a hotel property in the Tigard Triangle for use as transitional housing, and

WHEREAS, FPTV has completed the acquisition, partially with the approved funds, and is operating "A Bridge to Home" transitional housing, and

WHEREAS, the building improvement projects are now underway, but will not be completed until after the original expiration of the development assistance agreement of December 31, 2024, and

WHEREAS, FPTV has requested an additional six months to complete the renovations project, partially funded by the approved grant.

NOW, THEREFORE, BE IT RESOLVED, by the Tigard Town Center Development Agency that:

SECTION 1: The Executive Director is authorized to execute the Amendment to the Development Agreement, extending the agreement to June 30, 2025 in substantially the form attached as Exhibit A, subject to final legal review.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____, 2024.

_____
Chair – City of Tigard
Town Center Development Agency

ATTEST:

_____
Recorder – City of Tigard
Town Center Development Agency

EXHIBIT A

FIRST AMENDMENT TO DEVELOPMENT ASSISTANCE AGREEMENT

THIS FIRST AMENDMENT TO THE DEVELOPMENT ASSISTANCE AGREEMENT ("Amendment") is made this _____ day of _____ 2024 ("Effective Date") by and between the **Town Center Development Agency,** an ORS Chapter 457 urban renewal agency ("TCDA") and **Family Promise of Tualatin Valley**, an Oregon nonprofit corporation ("FPTV").

RECITALS

A. TCDA and FPTV entered into a Development Assistance Agreement ("Agreement") effective June 6, 2023 for FPTV to purchase property in the Tigard Triangle TIF District for use as emergency shelter and transitional housing for families and adults and to perform renovations on the building ("Project").

B. FPTV has completed the acquisition, partially with Development Assistance funds, and is operating the transitional housing.

C. FPTV's renovation project at the property, which is partially funded by Development Assistance funds, was delayed, but is now underway.

D. Section 2.3 of the Agreement sets December 31, 2024 as the agreement expiration date.

E. FPTV has requested a six-month extension to allow completion of the renovation project.

NOW, THEREFORE, in consideration of the public benefits to be created by the development of the Project and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

AMENDMENT:

1. Section 2.3 of the Development Assistance Agreement is amended to read as follows:

   2.3 This Agreement expires on June 30, 2025, after which time TCDA has no financial obligation to FPTV unless the Parties extend the term of this Agreement in writing.

2. Except as expressly provided in this Amendment, the terms and conditions of the Development Assistance Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by their duly authorized representatives as of the date first above written.

Executed in multiple counterparts as of the day and year above written.

TOWN CENTER DEVELOPMENT AGENCY,
an ORS 457 Urban Renewal Agency,

By: Steve Rymer, Executive Director of the Town Center Development Agency of the City of Tigard

Signed: _____

APPROVED AS TO FORM:

By: _____

Shelby Rihala, City Attorney

FAMILY PROMISE OF TUALATIN VALLEY,
an Oregon nonprofit corporation

By: Family Promise of Tualatin Valley,
an Oregon nonprofit corporation,

By: _____

Name:

Title:

AIS-5635 **6.**

Business Meeting

Meeting Date: 12/03/2024

Length (in minutes): 20 Minutes

Agenda Title: Annual Joint Meeting with the Tigard Transportation Advisory Committee

Authored By: Tiffany Gehrke

Presented By: TTAC Chair Michael Hendrickson and Principal Transportation Planner Tiffany Gehrke

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Tigard's Principal Transportation Planner and the Chair of the Tigard Transportation Advisory Committee will be presenting an end-of-the-year update to the Council.

ACTION REQUESTED

No action is requested for this item.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

The Tigard Transportation Advisory Committee (TTAC) previously held its annual joint meeting with the City Council on:

- September 16, 2014
- October 20, 2015
- October 18, 2016
- October 24, 2017
- December 11, 2018
- November 12, 2019
- December 1, 2020
- December 14, 2021
- December 6, 2022
- December 5, 2023

Impacts (Community, Budget, Policies and Plans/Strategic Connection)

1. Tigard Strategic Plan (2020)

- Action 1.4.a: Intentionally create an environment that fosters participation from all members of our community.
- Objective 2.1 Create a well-connected pedestrian network that links all Tigard residents and businesses.
- Objective 2.2: Tigard's pedestrian network is attractive, accessible, safe, and well-maintained.
- Objective 3.1: Pursue land development that maximizes public health benefits while increasing

connection between people and community destinations.

- Objective 3.2: Focus development-associated resources in parts of the city that have the capacity to serve, house, employ, and attract the most people with the least impact on Tigard's natural systems and the climate.
- Action 3.3.d: Ensure transportation investments and improvements are providing equitable benefits & impacts to the entire population.
- Action 3.3.f: Increase the weight equity holds when making capital improvement and transportation project prioritizations.

2. Tigard Complete Streets Policy (2019)

Tigard's Complete Streets Policy envisions a vibrant and healthy community where people of all ages and abilities can travel safely, efficiently, and comfortably on a well-connected and optimized multi-modal network of roads, trails, and paths.

3. TTAC Bylaws: SECTION I.D CHARGE AND DUTIES

TTAC serves in an advisory role to staff and Council on a broad range of relevant transportation issues reflecting city priorities and work program capacity, which may include, but is not limited to:

1. Complete Streets Policy implementation
2. Project prioritization for funding in the Capital Improvement Program
3. Preparation of multimodal transportation system plans and corresponding transportation financing/capital investment programs 3
4. Developing funding mechanisms and sources to implement transportation projects
5. Traffic safety
6. Input on project development and concept design

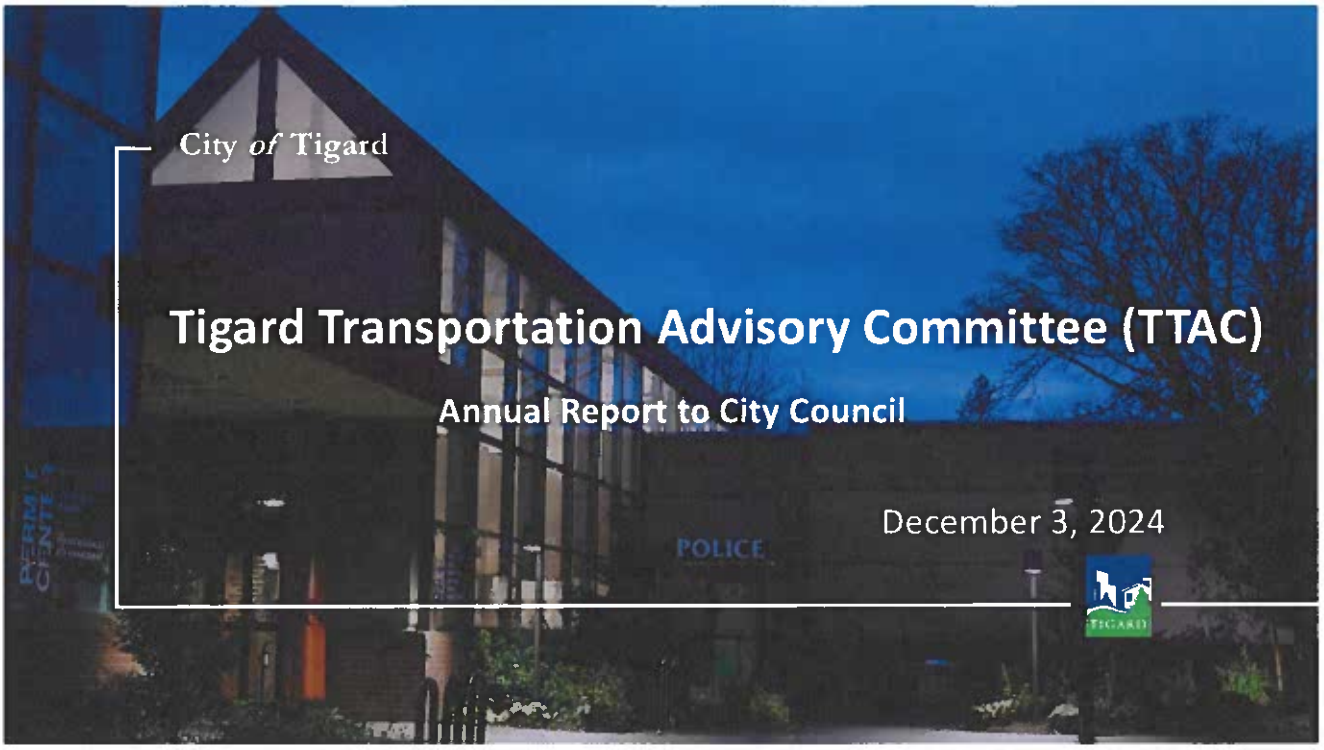
ALTERNATIVES & RECOMMENDATION

No action requested. Discussion only.

ADDITIONAL RESOURCES

Attachments

Presentation



Agenda

- What is the Transportation Advisory Committee?
- 2024 Year in Review
- Looking Forward to 2025
- Discussion and Q & A



Tigard Transportation Advisory Committee

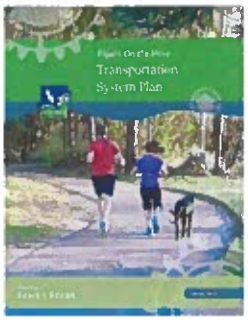
- One of Tigard's 12 Boards and Commissions
- 11 voting members
- Appointed by City Council with representation of:
  - Pedestrian Advocate
  - Bicycle Advocate
  - Transit User
  - Business Community
- Monthly hybrid meetings on the first Wednesday of each month at the Tigard Public Library
- Committee accepts public comment and input

Tigard Transportation Advisory Committee

- Michael Hendrickson (Chair)
- David Fischer (Vice Chair)
- Laura Crawford
- Alan Eckert
- Carl Fisher
- Barrett Johnson
- Richard Keast
- Derek Lawson
- Shawne Martinez
- Ruth Harshfield
- Maxine Chaney
- Jane Honeyman (Alternate)
- Jim Schiffer (Alternate)

Tigard Transportation Advisory Committee (cont.)

- **Advises Council and Teammates on:**
  - Complete Streets policy implementation
  - Capital project and program development
  - Transportation System Plan (TSP) implementation
  - Transportation safety issues
  - Accessibility and Mobility issues



2024 Year in Review

- Speed Limit Setting
- Neighborhood Traffic Calming
- Move 4 May
- Input on Safe Street Action Plan & Task Force Involvement

MOVE 4 MAY



2024 Year in Review (cont.)

- Input on E-Go Project
- Input on Trails System Plan
- Input on capital projects and programs
- Input on Safe Routes to School Program & Projects



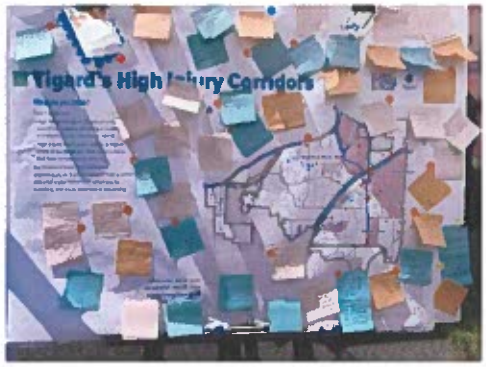
2024 Year in Review (cont.)

- Input on Parking Enforcement Pilot & involvement on parking committee
- Summer Project Bus Tour
- Support Letter for SRTS SW 79th Ave Project
- Several community activities



Looking Forward to 2025

- Continue 2040 TSP Implementation
- Finalize/Continue Plans for:
  - Electric Mobility and Curbside Management Strategy (E-Go)
  - Safe Streets Action Plan
  - Neighborhood Traffic Calming
  - Trails System Plan
- Summer Project Tour
- Continue to support Hall Blvd Jurisdictional Transfer



Looking Forward to 2025

- Future Opportunities
  - Implementing Safe Streets Action Plan
  - Support for Future Project Funding (such as letters of support)
  - Sunday Parkways in Tigard
  - Opportunities for increased sidewalk connectivity



Discussion





AIS-5603 **7.**

Business Meeting

Meeting Date: 12/03/2024

Length (in minutes): 40 Minutes

Agenda Title: Parking Management Update

Authored By: Sean Farrelly

Presented By: Community Development Director Sambo Kirkman / Redevelopment Manager Sean Farrelly

Item Type:

Public Hearing Legal Ad Required?:

Publication Date:

Information

EXPLANATION OF ISSUE

As Tigard continues to grow as a place to live, work, and recreate, more visitors and customers will travel to our Downtown and Tigard Triangle areas. While many visitors will walk, bike, or use transit, a large portion will arrive by automobile. The request of the business community is for the City to manage the efficient use of the existing on-street parking spaces and public parking lots. The City is looking to develop a Parking Management Strategy that balances the needs of stakeholders that includes parking enforcement and establishment of a pilot Employee Parking Permit Program. This Strategy comes at the request of the TCDA and business owners; the city has been working on this program with the business community for years.

ACTION REQUESTED

Council feedback and direction is requested on the implementation of a Parking Management Strategy including:

- Commencement of regular enforcement of parking times-restricted spaces in the Downtown and Tigard Triangle areas
- Beginning a pilot Employee Parking Program that establishes eligibility criteria for permits and locations where permit parking is allowed
- Adjusting parking time limits and locations
- Expanding the dates and time in which time restrictions are applied.

BACKGROUND INFORMATION

Background

Time limits for on-street parking spaces in downtown date back to the 1970's, with periodic calls by downtown stakeholders to improve the management of parking, with about 10 plans and studies completed over the last 15 years. Between 2022 and 2024, teammates worked with the Downtown Parking Committee made up of representatives from the Town Center Advisory Commission, Tigard Transportation Advisory Committee, Committee for Community Engagement and downtown business owners. From two parking studies and their work on a Downtown Parking Strategy and Implementation Plan, the committee developed five guiding principles with key action items for

parking. From the guiding principles, three major implementation measures were recommended by the committee: 1) Parking Enforcement 2) Pilot Employee Parking Permit Program 3) Changes to the Hours of Enforcement and New Time Limit Spaces. The program was extended to include, not only the downtown area, but the Tigard Triangle as well. From the direction provided by the Committee, the Tigard team began development of the Parking Management Program to begin implementation. Exhibit 1 contains a summary of the work done in the development of the Parking Management Program.

Funding for the third-party contractor (City Center LLC) is from the following budget line item: This is a two-year contract with the following break down: Year 1= $111,933.12 / Year 2 = $109,423.12. Council approved $75,000 for parking enforcement in FY24/25 budget of which the projected work (estimated start date: February 2024) is not expected to exceed the adopted budget. This will require the City to include $110,000 in FY25/26 to cover the cost.

Dates of Previous and Potential Future Considerations Previous Updates

Previous Updates
07/18/2017: Downtown Parking Plan
12/05/2017: Downtown Parking Ordinance Introduction
02/13/2018: Public Hearing - Consider Amendment to TMC Chapter 7.60 Abandoned Vehicles
01/02/2017 Legislative Public Hearing: Consider Amendment to TMC Chapters 10.28 - Parking and 7.60 Abandoned Vehicles
05/27/2022: Downtown Parking Management Update
03/21/2023: Downtown Parking Management Update
12/12/2023: Downtown Parking Management Update
11/12/2024: Public Hearing : Ordinance Amending Tigard Municipal Code Chapter 10.28 Regarding Permit Parking
12/3/2024: Parking Management Update
12/3/2024: Public Hearing : Ordinance Amending Tigard Municipal Code Chapter 10.28 Regarding Permit Parking (Continued)

Future Consideration
Winter 2025: Parking Management Update (2-Month Status)
Spring 2025: Parking Management Update (4-Month Status)
Summer 2025: Parking Management Update (6-Month Status)

Public Involvement
October 20, 2024 - Business Forum
November 6, 2024 - Tigard Transportation Advisory Committee Meeting
November 14, 2024 - Tigard Senior Center
November 25, 2024 - Downtown Parking Committee
December 2, 2024 - Tigard Downtown Alliance
December 11, 2024 - Town Center Advisory Committee

ALTERNATIVES & RECOMMENDATION

Council may direct teammates to revise the implementation actions.

ADDITIONAL RESOURCES

Fiscal Impact

Cost:	$111,933.12 (Year 1)
Budgeted (yes or no):	Partially
Where Budgeted (department/program):	1003700-54001

Additional Fiscal Notes:

Funding for the third-party contractor (City Center LLC) is from the following budget line item: 1003700-54001.This is a two-year contract with the following break down: Year 1= $111,933.12 / Year 2 = $109,423.12. Council approved $75,000 for parking enforcement in FY24/25 budget of which the projected work (estimated start date: February 2024) is not expected to exceed the adopted budget. This will require the City to include $110,000 in FY25/26 to cover the cost.

Attachments

Exhibit 1 Parking Management Program Summary

Presentation

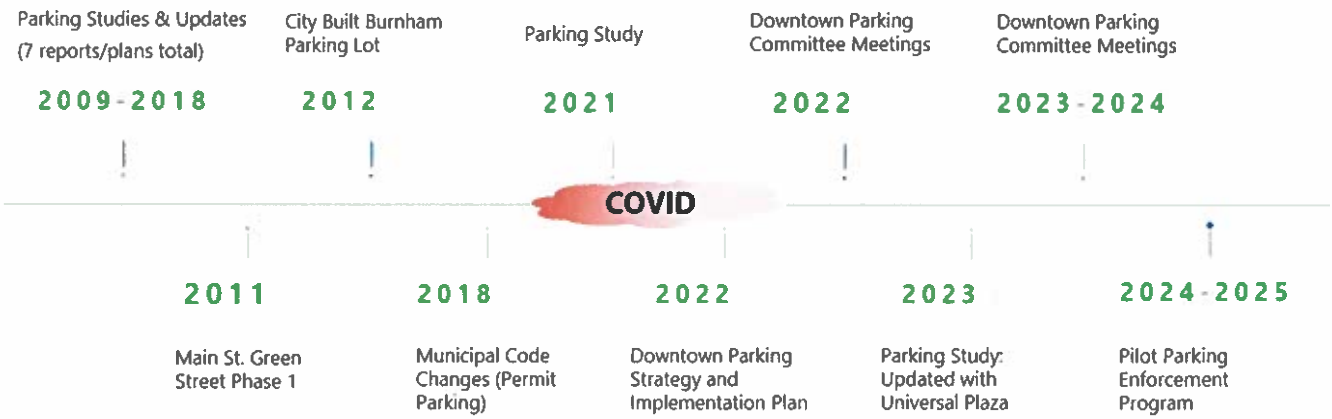
Exhibit 1

Parking Management Program Summary

The Parking Management program was designed to provide better use of the existing supplies of on-street parking by beginning a parking enforcement. The goal is to prompt more vehicle turnover to increase visitor/customer trips within the limited on-street parking supply. The program would expand the time-limited on-street parking areas in Downtown and the Tigard Triangle (map attached). The program will begin enforcement of time limits both for on-street parking and public parking lots including extending the time limits to seven o'clock Monday through Friday and enforce on Saturday.

Background

Time limits for on-street parking spaces in downtown date back to the 1970's, with periodic calls by downtown stakeholders to improve the management of parking. The following timeline covers some of the work done over the last 15 years:



Parking time limits have been occasionally enforced by the Police Department; however, with limited staff and other more efficient use of officer resources, alternatives were explored. A Downtown Parking Committee was convened to determine what strategies were available to address parking. The City opted to look at third party company to pilot a program to determine if consistent enforcement would address the parking concerns voiced over the years. A request for proposals was issued in April 2024 in which City Center was awarded the proposal. The City has been working with City Center on the details of a pilot program. Based on the feedback from members of the business community, additional communications on the program were needed. On October 21, 2024, the City provided a Business forum to discuss parking management.

Downtown Parking Committee

Between 2022 and 2024, teammates worked with the Downtown Parking Committee made up of representatives from the Town Center Advisory Commission, Tigard Transportation Advisory Committee, Committee for Community Engagement and downtown business owners. From work of the committee, the following guiding principles and action items for each were developed:

Parking Management Guiding Principles



From the Guiding Principles, three major implementation measures were recommended by the committee:

1. Parking Enforcement: While time-limited spaces have been in place on Main Street since the1970's, many stakeholders have requested that enforcement be instituted to ensure that on-street spaces remain available for downtown customers and visitors. As the city does not currently have the staffing levels to provide consistent enforcement, an RFP was issued for a private firm to provide "Parking Ambassador" services. Enforcement will also be provided for the small number of 2-hour parking spaces in the Tigard Triangle.
2. Employee Permit Parking Pilot Program: As parking time limits will be enforced, a small number of businesses that do not currently have off-street employee parking have expressed interest in employee parking permits. The request was to pilot a program in which the City would facilitate employee parking permits and designate areas in which these permits would apply.
3. Change in Hours of Enforcement and New Time Limit Spaces: To better ensure that adequate on-street spaces are available for the evening customers of eating and drinking establishments, the Parking Committee recommended changing the hours of enforcement in Downtown from 8 AM-6PM, Monday – Friday, to 8AM to 7PM, Monday- Saturday.

Parking Management Business Forum Summary

Feedback from community members was that adequate information regarding the parking enforcement and the employee permit program had not been provided. The City invited business owners in downtown and Tigard Triangle to a Business Forum to discuss the status of the Parking Management program; they were invited through mailers and in-person conversations through door-to-door visits. This forum included a presentation covering the history of the parking enforcement, data available on parking in the downtown area, and details of the proposed parking program. After the presentation, attendees were invited to ask questions and provide comments regarding the City's parking

management plans. Below are key concerns that were raised from the business community and how the city proposes to address them:

- **Lack of applicable data:** While there have been multiple parking studies that have followed industry best practices, some attendees raised a concern that sufficient data has not been collected. These attendees felt the dates in which the study was conducted does not adequately represent real time issues.

  Response: While the parking studies have been completed following best practices, we understand that the results may not provide the data the businesses were expecting. Feedback ranged from pausing the parking enforcement until another parking study is conducted to not doing any additional studies and proceed with the enforcement. It is worth emphasizing that the enforcement program will provide 6-months of daily data during the pilot phase, allowing the City to have larger sampling of parking data to determine whether to continue the program, expand or contract the project area, and figure out how well the employee parking permits are working.

  Action Item: Begin parking enforcement with City Center, allowing the first 6-months of the pilot program to be used to collect data since the company will provide warnings and not citations.

- **Lack of an Employee Parking Program:** There are some that are frustrated that past requests for an employee parking program have not come to fruition and that previous proposals for an employee permit parking program did not meet all their needs. Others are concerned parking enforcement effecting employees in the downtown area.

  Response: The City began working on establishing an employee permit program in 2018 by adding language on permit parking in the City's Municipal Code; however, the program was not implemented. In 2023/2024, City of Tigard teammates developed a pilot permit parking program that will launch in conjunction with parking enforcement. Below are three action items the Tigard team is proposing to begin implementation of the pilot program.

  Action Item #1: The City has been working on the development of an Employee Parking Program in which 66 on-street parking spaces were identified as spaces available for employees with permits (see attached map). The project team is recommending these spaces be marked as "2-hour parking spaces or by permit" to provide greater opportunities for employees to obtain these specific spots. To move forward with the Employee Parking Program, modification of Tigard's Municipal Code is needed to change two key requirements:

  1) the current code permits **any** person to obtain a parking permit and
  2) parking permits are only allowed in 4-hour parking spaces.

  This modification will need to be completed by City Council. This was brought to City Council on November 12, during which time the Council requested that additional information on eligibility criteria for obtaining a parking permit be provided before proceeding with any changes to the Municipal Code. Proposed changes to the Tigard Municipal Code will be brought to Council on December 3.

  It should be noted that the employee parking program is currently focused on the downtown area as there has not been requests for an employee parking permit program in the Tigard Triangle area.

As the enforcement becomes more active in the Tigard Triangle area, the City will monitor if expansion of this permit program would be needed to this area.

Action Item #2: There are 64 on-street permit parking spaces available for employees in the downtown area. Based on best practices for establishing a permit program, the project team recommends the program begins with providing 35 employee parking permits to ensure adequate visitor and customer stalls are provided. Additional employee spaces can then be added as needed. Limited on-street spaces and an uncertainty of how many businesses will request a permit requires the City establish criteria for access to employee parking permits. To be equitable to the businesses, we are recommending a two-tiered system in which Tier 1 applicants are given permit priority.

Tier 1

- Employee of a Business located in the downtown area.
- No private parking spaces are available for the employees
- Each permit is $42.00 monthly (as set in FY24-25 Fees and Charges Schedule)
- Limit to 2 permits per business
- Not for resale

The remaining balance of permits will be provided to employees of any business that meet the following Tier 2 criteria on a first come first serve base:

Tier 2

- Employee of a Business located in the downtown area
- Each permit is $42.00 monthly
- Not for resale

The Community Development Department will evaluate the permit requests based on the Tier 1 and 2 criteria and will coordinate with City Center (third party parking enforcement vendor) to process these employee permits. Each permit will allow a business to sign up to five vehicles for each permit. However, only one vehicle at a time can use the permit. As the permit program progresses, the data collected on the number and usage of the permits will be evaluated to track the usage of the permits to determine if additional employee permits need to be added.

- **Safety of Employees:** Concerns were raised regarding the safety of employees walking to and from the businesses both early morning and late at night to the identified employee parking areas.

  Response: Safety of the downtown area has been a priority of the City. The City has placed two community service officers (members of the Tigard Police Department) in the downtown to focus on safety issues and relationship building in the area, rather than on parking enforcement. The City understands concern for employee safety when walking to their cars late at night or early in the morning and has proposed additional locations on SW Commercial and SW Tigard Street as additional permit parking spaces. An additional solution could be providing employees the opportunity to move their cars during business hours so that they can park closer to their place of employment outside of regular parking enforcement hours.

  Action Item: Modification of the employee permit areas to include SW Tigard Street and SW Commercial Street.

- **Impact of Enforcement on Private Parking Lots:** Concerns were raised on the impacts the parking program may have on private parking lots, including increasing utilization of these lots.

  Response: The purpose of the parking enforcement is to address parking turnover on existing on-street parking spaces and spaces in the city-owned parking lots. The City does not perform parking enforcement in private lots.

  Action Item: Continued monitoring with businesses to determine parking enforcement impacts their private parking lots.

- **Lack of Communication:** Some participants felt there has not been enough communication with businesses in beginning the parking enforcement and developing the pilot employee parking permit program.

  Response: While the Tigard team has participated in many meetings with various groups, such as the Parking Committee, TDA, and TCAC, the City acknowledges that communication has not been clear and consistent with the broader community. The Tigard Team is committed to improving communication and taking steps to provide additional outreach to the business community on the status of the project. The project team (contact information below) proposes to provide check-ins with both the Council and the community through the initial implementation.

  Action Item 1: Tigard team proposes updates at the two-, four-, six-, and twelve-month mark on the status of the parking enforcement and employee permit program to the Council, Parking Committee, TDA, and TCAC. The updates can provide information such as:

  - Number of violations
  - Location of the violations
  - Time of the violations
  - Employees parking vs other users
  - Parking utilization data (trends – dates, times, length of stay)
  - Complaints (number and type)

  Update the business community at the six- and twelve-month mark. This will include discussion on program progress and proposed modifications.

  Action Item 2: Keep the downtown parking webpage updated, including the Tigard Triangle Area and any new information on both the parking enforcement and employee permit program.

- **Need for employee parking lot or a parking structure:** Requests were made regarding the City providing an employee parking lot or construction of a parking structure.

  Response: To determine the necessity of a new parking lot or parking structure would need further studying of factors such as need for the additional parking; the high cost to purchase, construct, and maintain a new facility; and determining the location of such a facility with limited land supply near SW Main Street. The focus of the City's work currently is managing how existing public parking spaces are efficiently used.

  Action Item: None proposed for this item.

Parking Ambassador

As part of implementation of the Parking Management Program, the City has hired City Center Parking to enforce the time limits in the downtown and Tigard Triangle area. City center will capture data related to parking behaviors of customers as well as employees in these areas. The first six months will be warning citation. Once the citations are in effect, cars will be charged $52.00 for overstaying a space. City center will distribute the tickets, but the City will be processing the fine. City Center will be providing data to the City for the following:

- Number of violations
- Location of the violations
- Time of the violations
- Employees parking vs other users
- Parking utilization data (trends – dates, times, length of stay)
- Complaints (number and type) for both public and private parking spaces
- Revenue

Employee Parking Permit

The City has drafted a Pilot Employee Parking Permit. As shown in Exhibit A, the current proposal would designate 64 spaces as places where permit holders could park and overstay the posted time limit in the downtown area (in addition to 39 on-street downtown spaces that will continue to have no parking time limits.) To ensure there is adequate customer and visitor parking, the number of permits to be issued will initially be set at 35. As utilization data is gathered, the number of permits to be issued can be adjusted accordingly. Each permit can include up to five vehicles but can only be used by one vehicle at a time. With a finite number of spaces, the team is recommending a tiered approach in which the priority is given to those in the first tier and the second tier allows any business to request the remaining available permits on a first come first serve basis. The following are the criteria recommended for each tier:

Tier 1

- Employee of a Business located in the downtown area.
- No private parking spaces are available for the employees
- Each permit is $42.00 monthly (as set in FY24-25 Fees and Charges Schedule)
- Limit to 2 permits per business
- Not for resale

Tier 2

- Employee of a Business located in the downtown area
- Each permit is $42.00 monthly
- Not for resale

For the Tigard Triangle, there are 45 on-street time limit parking spaces as shown on Exhibit B with no current requests for permit parking. Therefore, the employee parking permit pilot program will focus in the downtown area only. Modifications to the municipal codes in 2018 are needed as it currently allows

anyone to obtain a parking permit and does not establish criteria to ensure employees that need parking are provide the opportunity. Updates to the Municipal Code

Next Steps: The Tigard team will deliver an update to City Council on December 3 and request direction on how to proceed. If Council chooses to advance the program, the following steps are anticipated:

- City Council Update **December 3**
- Begin Employee Permit Sign-Ups: **January-March**
- Installation of parking signs. **January/ February**
- Updates to the Municipal Code to take effect: **January**
- Inform property owners, business owners, and residents regarding changes are coming to the parking program in Downtown and the Tigard Triangle December / **January** (21-days prior to start of enforcement)
- Maps created with explanation of new parking times and locations. **December / January** (14 days prior to start of enforcement)
- Mail reminder – parking enforcement starts next week: **December / January** (7 days prior to start of enforcement)
- Start date of Enforcement Program: targeting **February** (6-months of warnings)
- 6-month check-in with business community: **August**
- 12-month check-in with business community: **February**

Exhibit Existing and Proposed Time Restricted Parking Spaces (Downtown)

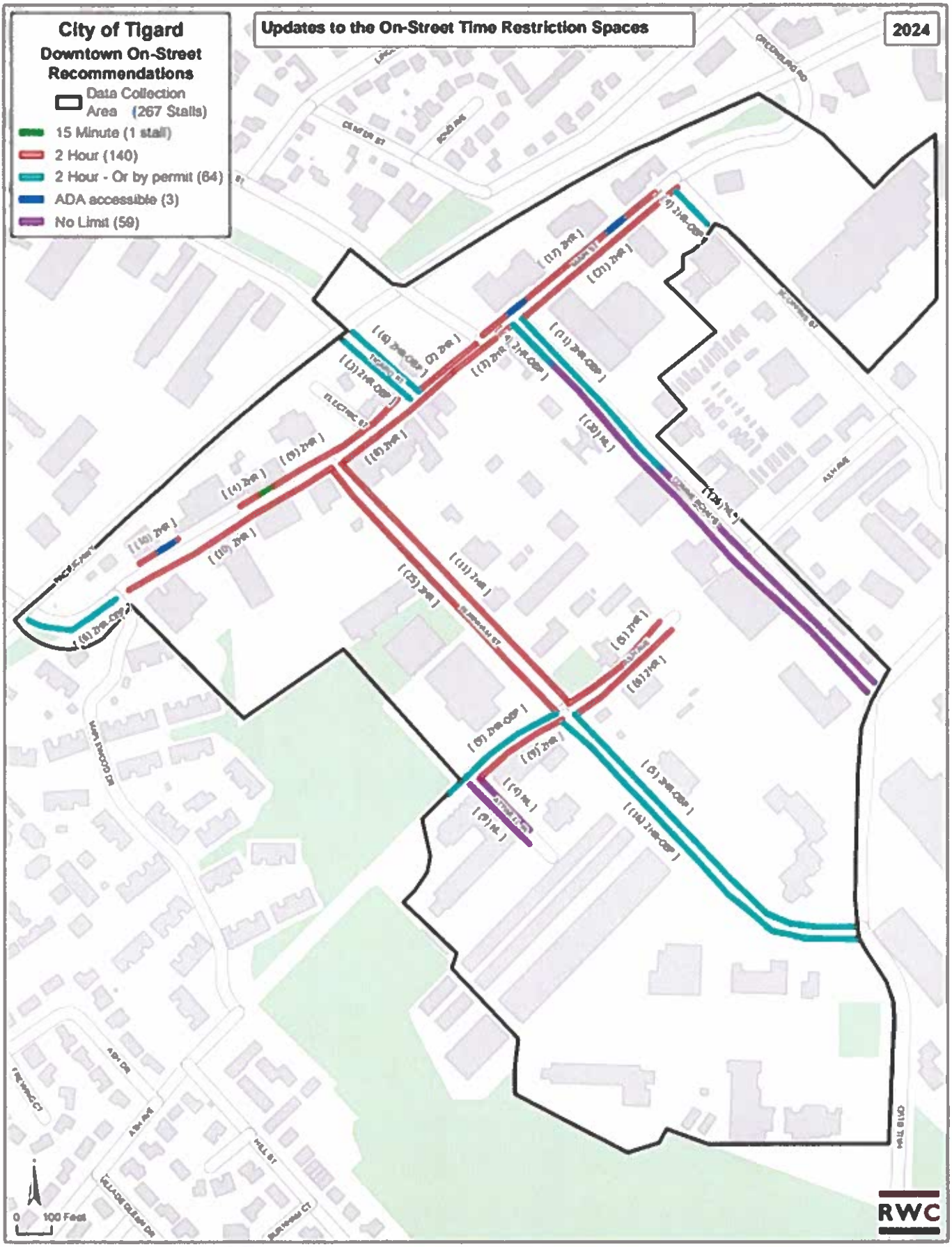
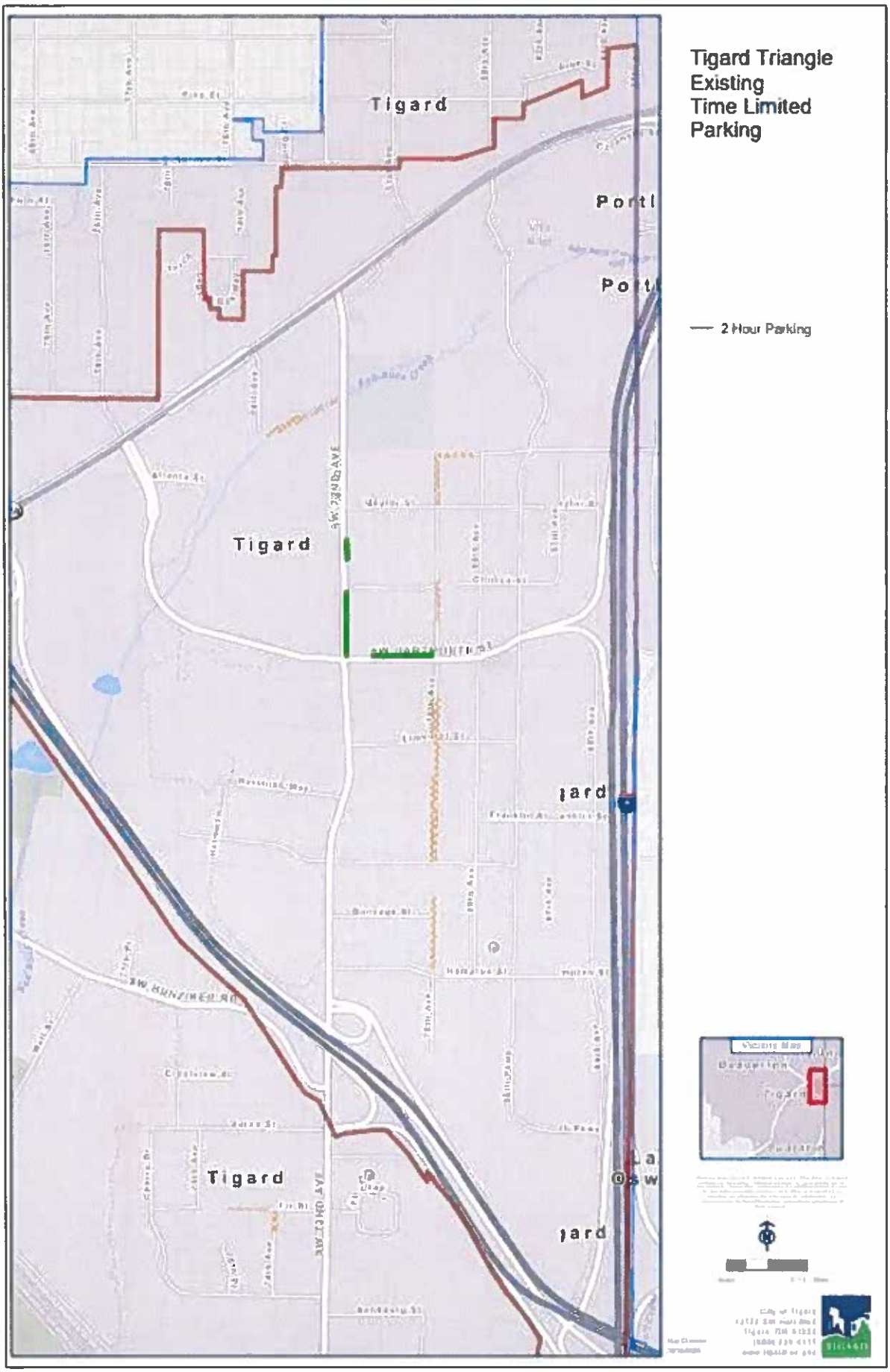


Exhibit B: Existing Time Restricted Parking Spaces (Tigard Triangle)





Parking Management Program Update

Tigard City Council
December 3, 2024

CITY OF Tigard

Agenda

- Purpose
- How Did We Get Here
- Where We Are
- What We Heard
- Recommended Actions
- Public Outreach
- Next Steps

Purpose

- Parking Management Program update
- Receive guidance on next steps:
  - Commence Pilot Parking Enforcement Program
  - Identify criteria for employee permit program
- Council can request additional data and metrics for pilot

How Did We Get Here?

2009-2018 — Parking Studies & Updates (7 reports/plans total)

2011 — Main St. Green Street Phase 1

2012 — City Built Burnham Parking Lot

2018 — Municipal Code Changes (Permit Parking)

2021 — Parking Study

2022 — Downtown Parking Committee Meetings

COVID

2022 — Downtown Parking Strategy and Implementation Plan

2023 — Parking Study: Updated with Universal Plaza

2023-2024 — Downtown Parking Committee Meetings

2024-2025 — Pilot Parking Enforcement Program

Where Are We?

Parking Management Guiding Principles:

A) Coordination
- Ongoing community involvement
- Implement measurements and reporting

B) Priority Customer
- Customers and visitors should have priority access to the public on-street system

C) Efficiency and Balance
- Increase programs and strategies that provide all users with balanced and reasonable travel mode options (transit, bike, walk, rideshare)
- Options for employee parking
- Expand off-street shared-use partnerships

D) Intuitive & High Quality
- Parking easy to use and understand

E) Planning for the Future
- Partnership between city and stakeholders
- Financially sound
- Responds to growth

Business Forum (October 21)

Key Takeaways:

- Request for more data
- Impact of Enforcement on Private Parking Lots
- Employee Parking Program Proposal
  - Questions of employee safety
  - Preference for employee parking lot or parking structure
- Request for more communication from city

Parking Management Strategy

Near Term Implementation:

Develop a Parking Enforcement Program (Pilot)

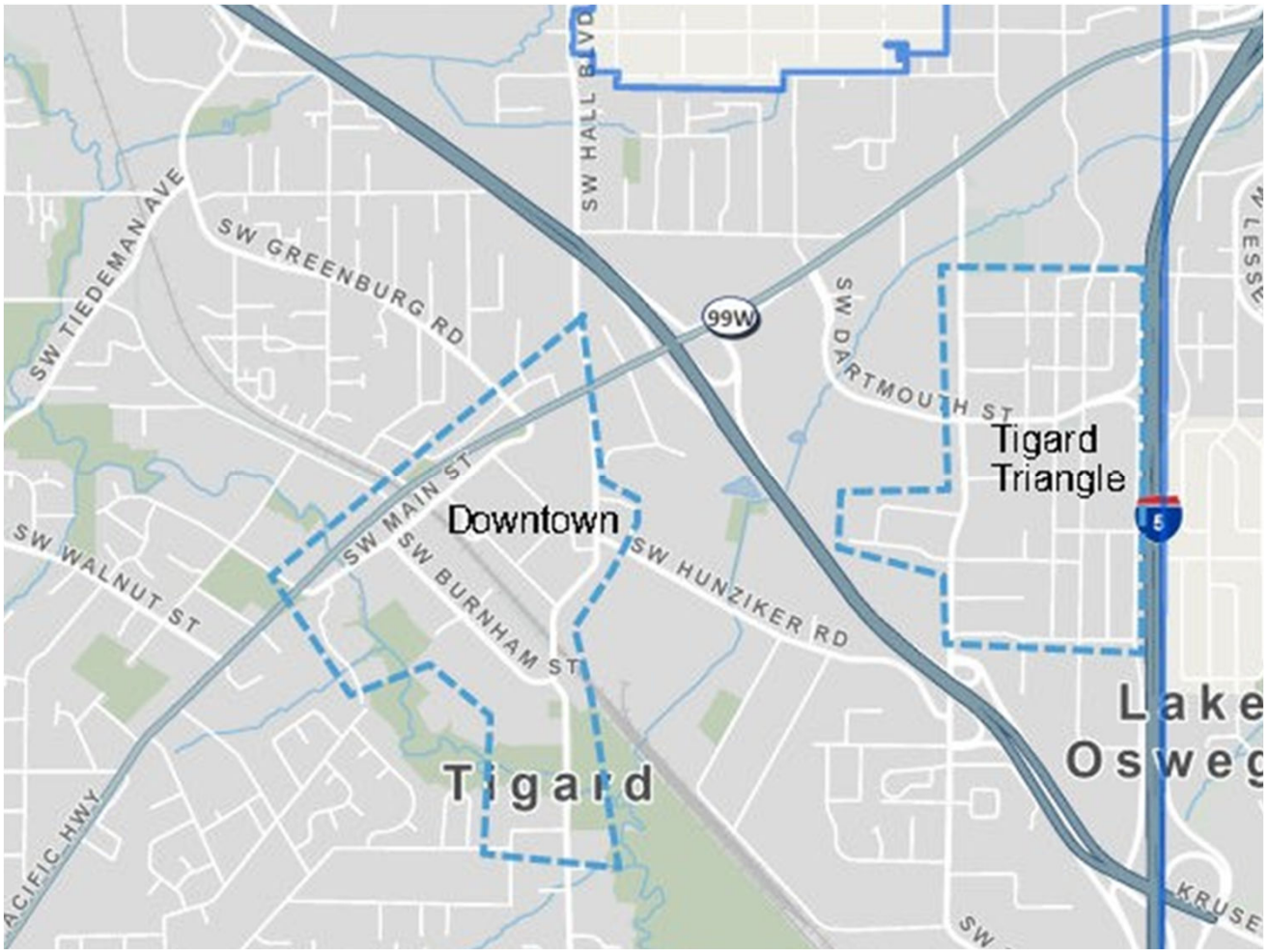
- Contract for Parking Ambassadors
- Establish permit program
- Adjust parking time limits
- Develop communication plan to inform the public of changes

Recommended Actions



CITY OF Tigard

Time Enforcement Areas Days and Times



Current:
Monday – Friday
8:00 AM to 6:00 PM

Proposed:
Monday – Saturday
8:00 AM to 7:00 PM

Parking Ambassadors

- City Center Parking selected to enforce time limits
- **Regular collection of parking data**
- Goal is **not revenue**, but to encourage parking turnover
- Periodically meet with stakeholders to discuss issues
- City Center to help develop/run permit program
- Current Citation Fee: $52 (first 6-months **warnings only**)

Pilot Permit Program (Employee Parking)

- Establish areas where parking permit has **no time restrictions**
  - On-street spaces not on Main St and parts of Burnham
  - 2-hour spaces (see downtown maps)
- More than one employee per permit (up to five but only one user at a time)
- City will establish capacity limits (e.g., 85% Rule) ~ **35 spaces** beginning
- Criteria for getting permit

Pilot Permit Program Criteria (Tier 1)

- With limited parking available (35 spaces to start), we propose creating two tiers for participating businesses:

Tier 1

- Employee of a Business located in the downtown area.
- No private parking spaces are available for the employees.
- Each permit is $42.00 monthly (as set in FY24-25 Fees and Charges Schedule)
- Limit to 2 permits per business
- Not for resale

Tier 1 applicants are given first priority

Pilot Permit Program Criteria (Tier 2)

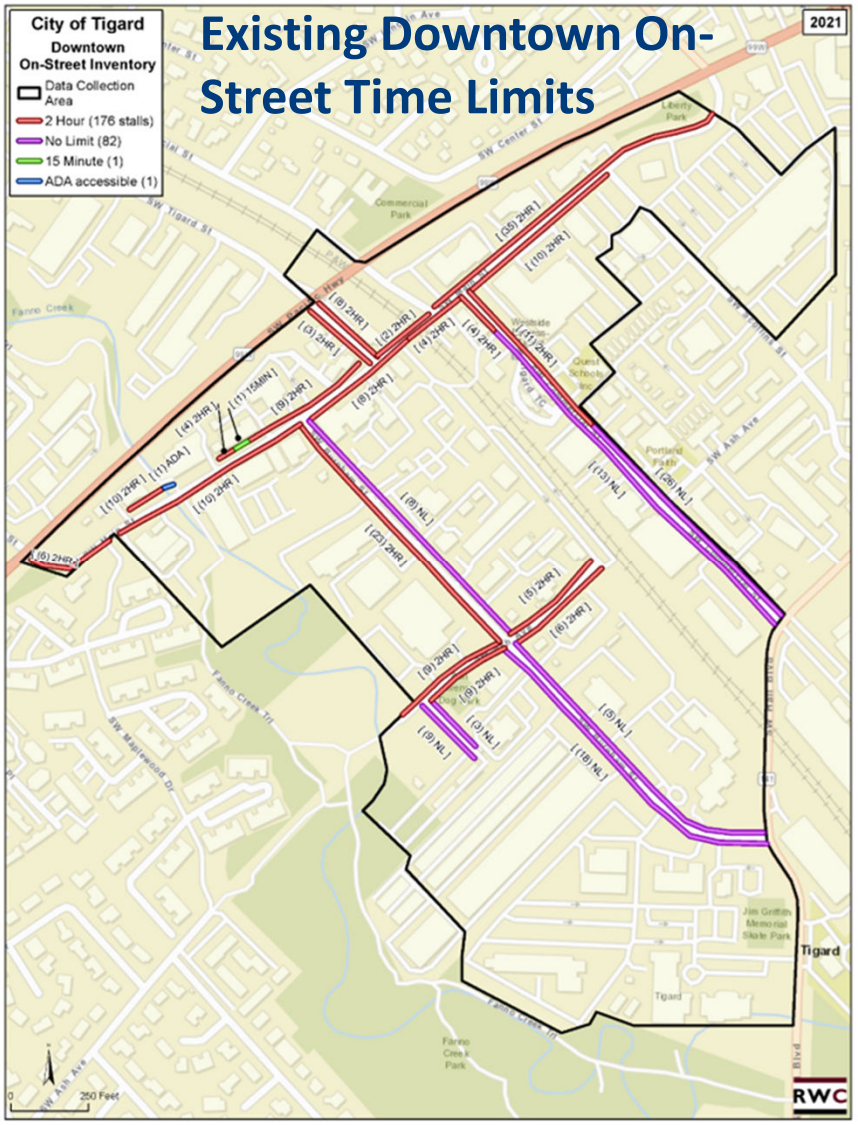
- The remaining balance of permits will be provided to employees of any business that meet the following Tier 2 criteria on a first come first serve base:

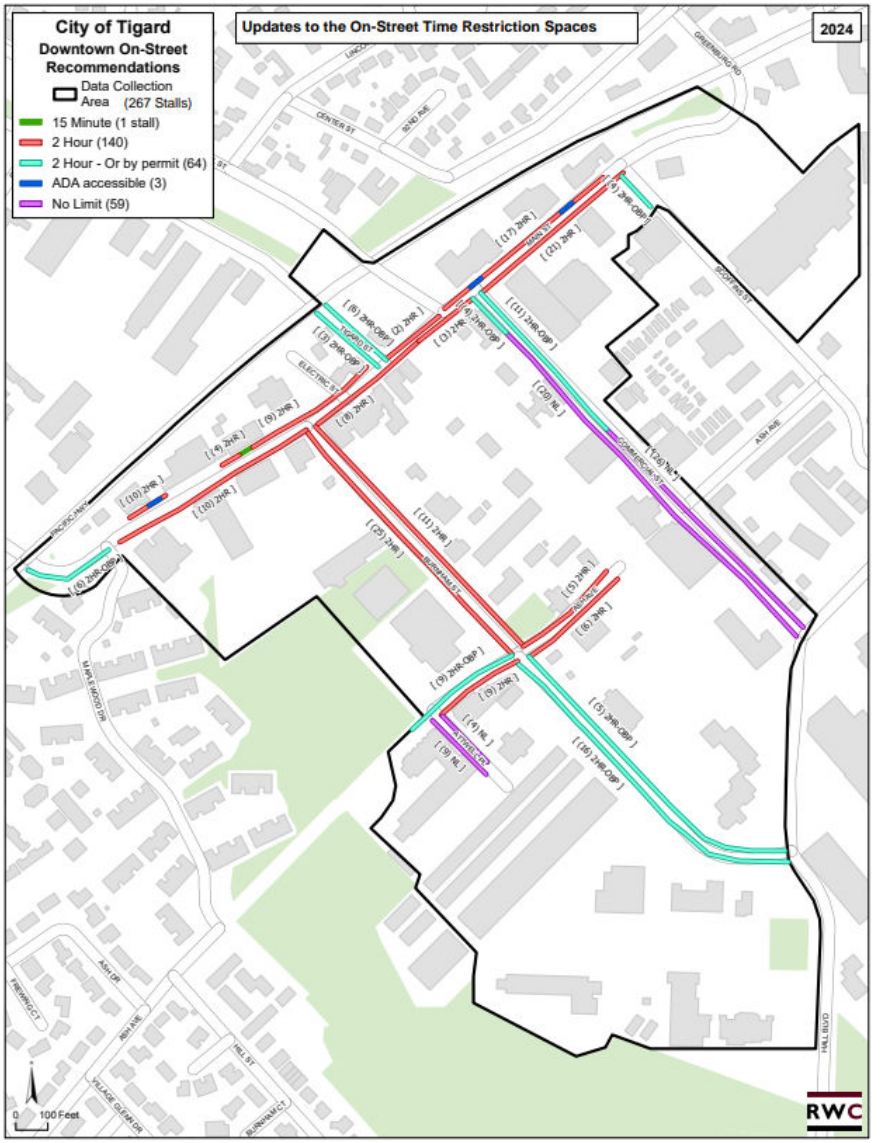
Tier 2

  - Employee of a Business located in the downtown area
  - Each permit is $42.00 monthly
  - Not for resale

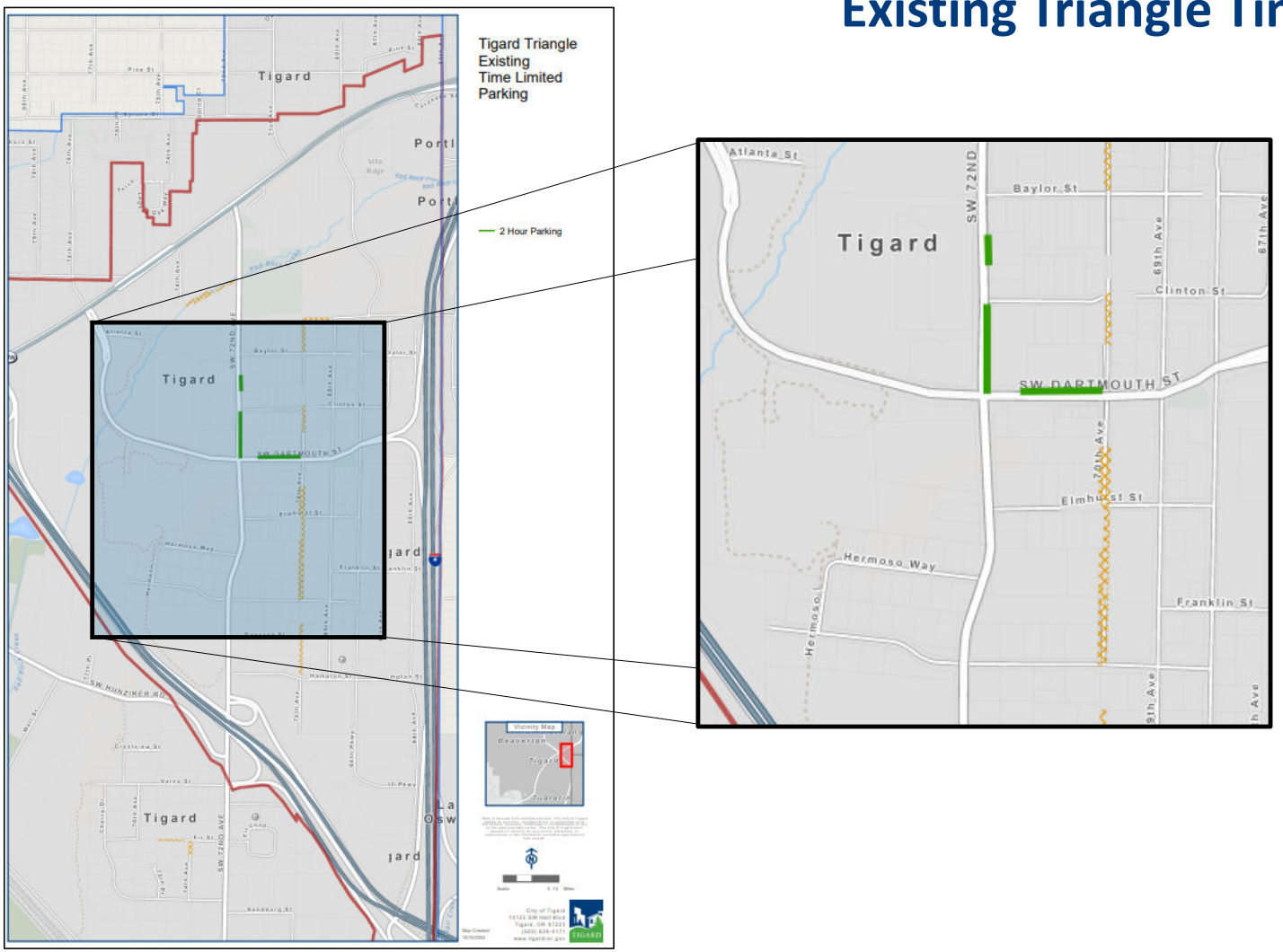
Tigard Municipal Code: Parking Permit

- Applicable TCM Sections: 10.28 and 10.32
- Permit Parking allowed in **4-hour parking spaces** only
- **Any person** is eligible to obtain a vehicle parking permit
- Forms, fees, and processes through Community Development
- Modifications to the Code are recommended before the permit program begins.


City of Tigard
Downtown On-Street Inventory
Data Collection Area
2 Hour (176 stalls)
No Limit (82)
15 Minute (1)
ADA accessible (1)
Existing Downtown On-Street Time Limits
2021
RWC


City of Tigard
Downtown On-Street Recommendations
Data Collection Area (267 Stalls)
15 Minute (1 stall)
2 Hour (140)
2 Hour - Or by permit (64)
ADA accessible (3)
No Limit (59)
Updates to the On-Street Time Restriction Spaces
2024
RWC

Existing Triangle Time Limits



Next Steps

- Update to City Council ~ **December 3**
- Modifications of Tigard Municipal Code ~ **December (continued)**
- Begin Employee Permit Sign-Ups: **January-March**
- Sign Modifications ~ January
- General Outreach Timeline ~ **November-December**:
  - Introduce parking changes (**21 days** prior to start of enforcement)
  - Parking program details and maps (**14 days** prior to start of enforcement)
  - Citywide mailer (**7 days** prior to start of enforcement)
- Start of Enforcement Program: targeting **February (6-months of warnings)**

Discussions

- City of Tigard commencement of the Pilot Parking Enforcement Program
- Criteria that should be considered for the employee permit program
- Additional data the Council would like to see come from the parking enforcement program

AIS-5685 **8.**

Business Meeting

Meeting Date: 12/03/2024

Length (in minutes): 10 Minutes

Agenda Title: Legislative Public Hearing: An Ordinance Amending Tigard Municipal Code Chapter 10.28 Regarding Permit Parking.

Authored By: Sean Farrelly

Presented By: Community Dev. Director Sambo Kirkman / Redevelopment Project Manager Sean Farrelly

Item Type: Motion Requested
Ordinance
Public Hearing - Legislative

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

This proposed ordinance updates the existing Tigard Municipal Code (TMC) Chapter 10.28 regarding parking. The proposed language makes updates to more effectively manage permit parking in Two- and Four-Hour Time Limit Zones.

ACTION REQUESTED

Teammates recommend approval of the ordinance.

BACKGROUND INFORMATION

The proposed ordinance makes updates to the Parking Chapter (10.28) of the Tigard Municipal Code. If approved, the changes would:

- Add the ability to designate areas of permit parking in 2-Hour Time Limit Zones. Currently, the TMC only allows this designation in 4-Hour Time Limit Zones.
- Allow the City Manager to adopt rules and criteria for permit parking. Currently, the TMC provides no flexibility or adaptability in the administration of permit parking in the limited areas where they would be designated.

Implementation of the Downtown Parking Management plan includes an employee permit parking pilot program. This amendment would be needed to administer such a program. Implementation of the Downtown Parking Management plan includes an employee permit parking pilot program. This amendment would be needed to administer such a program.

The administrative rules for the program include setting the number of permits that will be issued and the criteria for issuing a permit. In the pilot program, there will be two tiers of permits offered. The first tier will require proof that the downtown business does not have onsite parking spaces. The second tier will be issued on a first come, first served basis to downtown employees.

This is a continuation of the public hearing held on November 12, in which the Council requested

additional detail on the use of the proposed code changes as it relates to parking enforcement. Prior to the hearing, a presentation on the status of the Parking Management Program that includes the proposed Employee Parking Permit Program will be provided to the Council.

ALTERNATIVES & RECOMMENDATION

The City Council could propose additional amendments or revisions.

ADDITIONAL RESOURCES

N/A

Attachments

Ordinance

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
ORDINANCE NO. 24-

AN ORDINANCE AMENDING TIGARD MUNICIPAL CODE CHAPTER 10.28 REGARDING PERMIT PARKING

WHEREAS, Tigard Municipal Code Section 10.28.139 governs permit parking in time-limited parking zones; and

WHEREAS, Tigard Municipal Code Section 10.28.090 governs the regulations of Two-Hour Time Limit zones; and

WHEREAS, there is a need to manage parking in Downtown Tigard due to periods of high demand and the limited number of on-street parking spaces; and

WHEREAS, permit parking will be established and signed in certain areas of Two-Hour and Four-Hour Time Limit Zones in the Downtown; and

WHEREAS, in order to more effectively manage parking in these zones, the City Council wishes to delegate development of more specific rules around permit parking to the City Manager.

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

SECTION 1: Tigard Municipal Code Section 10.28.090 is amended to read as follows (new text in underline, deleted text in ~~strikethrough~~):

10.28.090 Two-Hour Time Limit.

No person shall park or leave standing a vehicle of any kind or character, whether motorized or not, and whether attended or unattended, continuously in excess of two hours in any area designated as a two-hour parking zone during the times and days specified by signage, except with a valid ~~construction zone or temporary loading zone~~ permit issued pursuant to TMC Sections 10.28.138 or 10.28.139.

SECTION 2: Tigard Municipal Code Section 10.28.139 is amended to read as follows (new text in underline, deleted text in ~~strikethrough~~):

10.28.139 Permit Parking

A. A vehicle parking permit allows:
   1. The parking of a permitted vehicle to be exempt from the posted time limit under TMC Sections 10.28.090 and 10.28.115 where permit parking is designated by signage; and

2. The parking of a permitted vehicle in a space identified by signage as being for permit parking only in a permit parking zone established pursuant to TMC Section 10.28.135.

B. The City Manager may adopt rules regarding this section, including eligibility for parking permits. ~~Any person is eligible to obtain a vehicle parking permit~~.

SECTION 3: This ordinance is effective 30 days after its passage by the council, signature by the mayor, and posting by the city recorder.

PASSED: By _____ vote of all council members present after being read by number and title only, this _____ day of _____, 2024.

_____
Carol A. Krager, City Recorder

APPROVED: By Tigard City Council this _____ day of _____, 2024.

_____
Heidi Lueb, Mayor

Approved as to form:

_____
City Attorney

_____
Date

AIS-5701 **10.**

Business Meeting

Meeting Date: 12/03/2024

Length (in minutes): 0 Minutes

Agenda Title: Supplemental Questions and Answers

Presented By:

Item Type: Receive and File

Public Hearing No

Legal Ad Required?:

Publication Date:

Information

EXPLANATION OF ISSUE

The City Council may have questions for staff after the council meeting packet is published. For public transparency, these questions and answers provided by staff are due the afternoon of the meeting and will be attached at the end of the meeting packet.

ACTION REQUESTED

None

BACKGROUND INFORMATION

Council may have questions for staff regarding agenda items. These questions can be asked during the meeting or through an email to the city manager and other staff prior to the meeting. In the interest of public transparency, any questions and staff answers are listed on the Supplemental Questions and Answers list. This will be attached to the meeting packet, which is available online. There may be no questions and in that case, this Agenda Item Summary will have no attachments.

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

N/A

Attachments

Supplemental Questions and Responses

Supplemental Questions and Answers

December 3, 2024 – City Council Meeting

Agenda Item No. 7 – Downtown Parking Management Update

(Councilor Wolf) Q1 -Business Support for Proposed Model-I was struck by the highlighted statement below as I would like to know who are the business partners in need of Tier One parking permits that are supportive of the proposed strategy.

> **The request of the business community is for the City to manage the efficient use of the existing on-street parking spaces and public parking lots.**

I have heard from the Chamber's Executive Director, Megan DeSalvo, and Jake Pflug, co-owner of Symposium. Megan noted that she has three members in downtown Tigard and I don't believe any of these businesses have been engaged or have proactively shared their support. Jake has several concerns about the structure of the five names per parking permit. He has 17 employees and trying to match parking allotments to his staff schedule creates a large logistical challenge (I can understand that issue). If you have private parking available for your employees, you likely have parking for customers, so I understand if those businesses haven't engaged.

Additionally, Councilor Schlack mentioned that at the last meeting the city offered for the parking committee, he was the only one in attendance. Per the packet information, I know outreach is occurring. I just want to confirm the feedback is being received. He said he also asked for benchmarking of other cities that might have comparable downtown parking needs. He suggested McMinnville and Troutdale. Have we looked into these as models?

A: The City has been working with a parking consultant and the downtown parking committee since 2022 through a series of 10 meetings establishing guiding principles and providing feedback on an implementation strategy. In these committee meetings, businesses indicated a need for employee parking prior to beginning enforcement. With these recommendations and feedback in mind, the team introduced a pilot proposal. It was at that time that some business owners expressed concern with the program. The project team scheduled a Business Forum on Oct 21, 2024, inviting businesses from the Tigard Triangle and downtown areas to discuss the parking management plan and to obtain their comments. The summary of the Business Forum was provided to Council in Exhibit 1 of the agenda

packet. The Tigard Team has done additional follow-up meetings with other stakeholders, and based on feedback provided sent out a survey on Employee Parking . To date, the city has received 17 survey responses; only 1 business identified themselves as meeting the Tier 1 criteria and those that identified as Tier 2 requested about 27 parking spaces. The pilot program, as proposed, would be two years in which the city would work with City Center LLC to do enforcement and gather data on the program. The first six months of the pilot would be informational only thus no citations nor charges for parking permits would occur.

Data collected would be shared with the Council and stakeholders throughout the pilot; Council will have opportunity during this period to provide direction on the pilot. The allowance of five vehicles on a permit was to address the concern businesses raised regarding the cost of the monthly parking permits which is $42.00.

The team has talked with both Troutdale and McMinnville regarding their parking program and learned the following:

- ***McMinnville does not have employee parking. Employees have to park outside the 2-hr parking radius. The only permit program they have is for resident parking only. This does not address the needs of Tigard businesses.***

- ***Troutdale does not enforce their parking in their downtown nor do they have an employee parking program. Troutdale is trying to figure out what to do with their parking management and just finished their parking study.***

(Councilor Wolf) Q2 -Four Hour Parking - My sincere apologies, but where is the 4-hour parking? I have looked at the maps and I just don't see it or where it is being proposed. Thank you!

Response: There are no 4-hour parking spaces in downtown, only 15-minute and 2-hour time limit spaces and no time limit parking space. Maps showing the existing and proposed time restricted spaces is available on Slide 15 of the presentation. We chose not to add 4-hour parking spaces as the feedback received from businesses were that these spaces would effectively reduce the enforcement time between 12:00 – 3:00 pm.

(Councilor Wolf) Q3 -Private Parking Partnership - Value Village Lot? This is off topic from the current agenda item, but have we approached the owner to see if that corner

lot closest to downtown could be utilized as employee parking? I know that would be challenging if you are at the opposite end of downtown, but curious.

Response: The City has not approached Value Village regarding a shared parking agreement. While the city has encouraged the area businesses to work with one another on shared parking agreements, the priority of the pilot program has been to address parking turnover on existing on-street parking spaces and spaces in the city-owned parking lots.

(Council President Hu) I just reviewed the slides for the parking presentation on Tuesday and I strongly agree with the guiding principle that parking should be easy to understand.

At several of the previous parking presentations, I've raised concerns about the lack of clear signage in downtown, particularly regarding private parking areas. For example, I didn't realize until recently that Cooper Mountain Ale Works has private parking behind the building.

I think the wayfinding work currently underway in downtown might be focused on ped/bike traffic, but I could be wrong. If you have a chance on Tuesday, I'd appreciate it if you could also mention whether any of the wayfinding efforts include improving signage or direction for parking, particularly for private lots.

Response: The goals of the wayfinding program are to provide signage for non-motorized modes of transportation, focusing on helping people walk, ride, roll, and stroll to and through the city. While the three city-owned parking lots will be listed on the kiosk maps for downtown, this is only as a point of reference. The wayfinding program will not be using any private properties (businesses by description or name) in the wayfinding signage. All landmarks will be public and publicly accessible locations and infrastructure.

(Councilor Shaw) Can you please let me know if there is a third-party contract/contractor that the city is currently paying for, for parking management and, if so, how much has been paid to date, how much is left, and when does the contract expire, if there is one.

Response: The City is negotiating a contract with City Center LLC to support Tigard in the Pilot Parking program. Once signed the contract is valid for 2-years.