Tigard Business Meeting
AGENDA

TIGARD CITY COUNCIL & LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME:	DECEMBER 10, 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 10, 2024 Council Meeting (https://www.tigard-or.gov/Home/Components/Calendar/Event/7762/372).

Upon request, the City will 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: 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 & LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME: DECEMBER 10, 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

3. PUBLIC COMMENT **6:35 p.m. estimated time**

   A. Follow-up to Previous Public Comment

   B. Tigard Area Chamber of Commerce

   C. Tigard High School Student Envoy

   D. Police Chief/Police Department Update

   E. Public Comment – Written

F. Public Comment – In Person

G. Public Comment – Phone-In

H. Public Comment – Video

4. CITY MANAGER REPORT **6:55 p.m. estimated time**

5. CONSENT AGENDA: (Tigard City Council & Local Contract Review Board) 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. **7:00 p.m. estimated time**

A. RECEIVE AND FILE NOVEMBER 5, 2024 ELECTION CANVASS OF VOTES

B. MCDONALD STREET ENGINEERING SERVICES

6. BOARD, COMMITTEE, AND COMMISSION APPOINTMENTS **7:05 p.m. estimated time**

7. UPDATE ON THE EQUITABLE ENGAGEMENT PROJECT **7:25 p.m. estimated time**

8. COMMITTEE FOR COMMUNITY ENGAGEMENT ANNUAL REPORT **7:55 p.m. estimated time**

9. BRIEFING ON FOOD CART DEVELOPMENT CODE AMENDMENTS **8:25 p.m. estimated time**

10. NON-AGENDA ITEMS

11. SUPPLEMENTAL QUESTIONS AND ANSWERS

12. 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.

13. ADJOURNMENT **8:55 p.m. estimated time**

AIS-5697 **5. A.**

Business Meeting

Meeting Date: 12/10/2024

Length (in minutes): Consent Item

Agenda Title: RECEIVE AND FILE NOVEMBER 5, 2024 ELECTION CANVASS OF VOTES

Authored By: Carol Krager

Presented By: City Recorder Carol Krager

Item Type: Motion Requested

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Receive and file the official Washington County Election results for the Tigard council positions on the November 5, 2024 ballot.

ACTION REQUESTED

This is a "Receive and File" item and will be voted on as part of the Consent Agenda.

BACKGROUND INFORMATION

The City of Tigard had five council positions on the ballot in the November 5, 2024 General Election. These included two additional councilor positions added when the new City Charter was passed iby the voters in May 2024.

To balance future term expiration dates, one of the new positions (this election only) is for a two-year term. The other two-year seat is to fill the remaining half of a term made vacant by the resignation of Jai Raj Singh. Faraz Ghoddusi and Heather Robbins were elected to the two-year terms.

There were three positions open for 4-year terms. One is a new position and two were due to terms expiring at the end of 2024. Maureen Wolf, Jeanette Shaw and Jake Schlack were elected to four-year terms.

Attached are the official election results certified by the Washington County Elections Division Manager Dan Forester.

ALTERNATIVES & RECOMMENDATION

Teammates recommend approval of this Consent Agenda item.

ADDITIONAL RESOURCES

N/A

Attachments

City of Tigard, Council Members, 2 Yr Term (Vote for 2)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Gabriel Elijio Velasquez		Shar Banerjee		Faraz Ghoddusi		Rafael Palacios	
Precinct 400	3519	4835	4966	1228	24.73%	873	17.58%	1164	23.44%	432	8.70%
Precinct 402	6413	8042	9196	1916	20.84%	1333	14.50%	2561	27.85%	872	9.48%
Precinct 404	5913	7979	8546	2043	23.91%	1415	16.56%	2048	23.96%	848	9.92%
Precinct 405	7546	9349	10732	2423	22.58%	1578	14.70%	2786	25.96%	1028	9.58%
Precinct 409	4511	5979	6412	1467	22.88%	1098	17.12%	1623	25.31%	562	8.76%
Precinct 411	1311	1764	1819	385	21.17%	347	19.08%	474	26.06%	181	9.95%
Precinct 427	1301	1637	1818	389	21.40%	278	15.29%	544	29.92%	177	9.74%
Total	30514	39585	43489	9851	22.65%	6922	15.92%	11200	25.75%	4100	9.43%



City of Tigard, Council Members, 2 Yr Term (Vote for 2)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Heather Robbins		Write-in		Write-in		Over Votes	Under Votes
Precinct 400	3519	4835	4966	1235	24.87%	26	0.52%	8	0.16%	74	1998
Precinct 402	6413	8042	9196	2458	26.73%	40	0.43%	16	0.17%	146	3484
Precinct 404	5913	7979	8546	2115	24.75%	57	0.67%	20	0.23%	102	3178
Precinct 405	7546	9349	10732	2839	26.45%	66	0.61%	12	0.11%	156	4204
Precinct 409	4511	5979	6412	1618	25.23%	33	0.51%	11	0.17%	96	2514
Precinct 411	1311	1764	1819	429	23.58%	2	0.11%	1	0.05%	16	787
Precinct 427	1301	1637	1818	416	22.88%	11	0.61%	3	0.17%	24	760
Total	30514	39585	43489	11110	25.55%	235	0.54%	71	0.16%	614	16925



I, Dan Forester, Washington County Elections Division Manager and designee of the Ex-Officio County Clerk, do hereby certify this to be a true and correct copy of the original.

Date: Dec. 2, 2024

By: _____

City of Tigard, Council Members (Vote for 3)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Maureen Wolf		Bret A Lieuallen		Jake Schlack		Jeanette Shaw	
Precinct 400	3519	4835	7111	2106	29.62%	999	14.05%	1928	27.11%	2019	28.39%
Precinct 402	6413	8042	13316	3845	28.88%	2045	15.36%	3542	26.60%	3769	28.30%
Precinct 404	5913	7979	12149	3529	29.05%	1882	15.49%	3175	26.13%	3424	28.18%
Precinct 405	7546	9349	15387	4586	29.80%	2167	14.08%	4076	26.49%	4436	28.83%
Precinct 409	4511	5979	9121	2699	29.59%	1352	14.82%	2439	26.74%	2574	28.22%
Precinct 411	1311	1764	2544	748	29.40%	373	14.66%	699	27.48%	715	28.11%
Precinct 427	1301	1637	2605	767	29.44%	378	14.51%	696	26.72%	740	28.41%
Total	30514	39585	62233	18280	29.37%	9196	14.78%	16555	26.60%	17677	28.40%



City of Tigard, Council Members (Vote for 3)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Write-in		Write-in		Write-in		Over Votes	Under Votes
Precinct 400	3519	4835	7111	38	0.53%	15	0.21%	6	0.08%	9	3437
Precinct 402	6413	8042	13316	74	0.56%	27	0.20%	14	0.11%	0	5923
Precinct 404	5913	7979	12149	86	0.71%	34	0.28%	19	0.16%	9	5581
Precinct 405	7546	9349	15387	84	0.55%	30	0.19%	8	0.05%	3	7248
Precinct 409	4511	5979	9121	38	0.42%	12	0.13%	7	0.08%	9	4403
Precinct 411	1311	1764	2544	7	0.28%	2	0.08%	0	0.00%	0	1389
Precinct 427	1301	1637	2605	14	0.54%	9	0.35%	1	0.04%	0	1298
Total	30514	39585	62233	341	0.55%	129	0.21%	55	0.09%	30	29279

I, Dan Forester, Washington County Elections Division Manager and designee of the Ex-Officio County Clerk, do hereby certify this to be a true and correct copy of the original.

Date: Dec. 2, 2024

By: _____

AIS-5692	**5. B.**
Business Meeting	
Meeting Date:	12/10/2024
Length (in minutes):	Consent Item
Agenda Title:	McDonald Street Engineering Services
Authored By:	Rosie McGown
Presented By:	Courtney Furman, Principal Engineer
Item Type:	Motion Requested
Public Hearing Newspaper Legal Ad Required?:	No
Public Hearing Publication Date in Newspaper:	

Information

EXPLANATION OF ISSUE

The purpose of this action is to approve a contract for McDonald Street Engineering Services.

ACTION REQUESTED

It is recommended that the Local Contract Review Board award the McDonald Street Engineering Services contract to Kittelson & Associates, Inc. in the amount of $1,559,099 and direct the City Manager to take the steps necessary to execute the contract.

BACKGROUND INFORMATION

McDonald Street is a busy arterial that provides a key west-east link in the transportation network. The facility lacks pedestrian and bicycle infrastructure along the roadway as well as limited safe crosswalk locations. Drivers must wait in busy travel lanes to find gaps to make a left turn off McDonald Street, and the intersection with Hall Boulevard needs optimization improvements. This project has been a priority to address multi-model and safety needs for many years. Water system transmission lines are also aging and not built to current standards.

This project will study McDonald Street from Pacific Highway to Hall Boulevard to increase safety and improve traffic operations. The alternatives analysis will be based on a matrix of measures, including but not limited to: connectivity, safety, traffic operations, right-of-way impacts, cost, and environmental impacts. The conceptual design will promote the complete street design concept and look at options to create safe, continuous bicycle and pedestrian routes. The options will include but are not limited to: the addition of sidewalks, bike lanes, protected/separated bike lanes, multi-use paths, and crossing improvements. The conceptual design needs to include storm water improvements, replacement of three deteriorating major waterlines, and undergrounding of overhead utilities for as much of the corridor as feasible within the project budget. The study will assess options for intersection improvements at the SW Hall Boulevard/SW McDonald Street intersection, such as the addition of turn lanes, traffic signal upgrades, protected intersection, or roundabout.

In accordance with ORS 279C.110 the Qualifications Based RFP process is used when seeking architectural and engineering services for public construction projects. The cost of work is not

considered when making the initial selection. Pricing is requested only from the most qualified proposers as determined by the QBS RFP criteria.

The City issued a Qualifications Based Request for Proposals (QBS RFP) for the project on September 16, 2024, with notice published in the Daily Journal of Commerce. Upon closing, the city received six (6) proposals from the following firms, with proposal score out of a possible 315 point:

- Toole Design Group, LLC - 218
- Kittelson & Associates, Inc. - 228
- DOWL - 197
- PBS Engineering & Environmental LLC - 222
- KPFF, Inc. – 212
- Harper Houf Peterson Righellis Inc. - 217

A selection committee of three teammates from Engineering and Community Development scored the proposals based on the following criteria, as outlined in the QBS RFP:

- Firm Qualifications and Project Team (up to 35 points per evaluator)
- Project Understanding and Approach (up to 25 points per evaluator)
- Project Management (up to 25 points per evaluator)

Upon review, the selection committee found Kittelson & Associates, Inc. and PBS Engineering & Environmental LLC to be the top two scoring firms, with the top scores in all evaluation criteria categories. These two firms were asked to provide cost proposals, with a possible 45 additional points available (up to 15 points per evaluator). The cost proposal scores are as follows:

- Kittelson & Associates, Inc. - 42
- PBS Engineering & Environmental LLC - 39

Kittelson & Associates, Inc. received the highest score for both their proposal and cost proposal. Accordingly, Kittelson & Associates, Inc. received the selection committee's recommendation for contract award.

In accordance with ORS 279 and Tigard Public Contracting Rule 70.016(B)(5), the City issued a Notice of Intent to Award and entered into negotiations with Kittelson & Associates, Inc. The City and Kittelson & Associates, Inc. were able to reach an agreed upon scope and price. The total cost of the contract is $1,559,099.00.

ALTERNATIVES & RECOMMENDATION

The Local Contract Review Board may reject this contract award recommendation and direct staff to resolicit for the work.

ADDITIONAL RESOURCES

Fiscal Impact

Cost: $1,559,099

Budgeted (yes or no): Yes

Where budgeted?: CIP#95074 – McDonald Street

Additional Fiscal Notes:

CIP 95074 is funded by several sources, including Transportation Development Tax, Underground Utility, Transportation System Development Charges, and the Water Fund. The contract is within the total design and engineering budget in the FY 2025 CIP and does not represent any change to the overall project budget. The cost of the proposed contract would be incurred in FY 2025 and FY 2026.

Attachments

No file(s) attached.

AIS-5528 **6.**

Business Meeting

Meeting Date: 12/10/2024

Length (in minutes): 20 Minutes

Agenda Title: Board, Committee, and Commission Appointments

Authored By: Nicole Hendrix

Presented By: Mayor Heidi Lueb

Item Type:

Public Hearing

Legal Ad Required?:

Publication Date:

Information

EXPLANATION OF ISSUE

The City of Tigard's Budget Committee, Library Board, Park and Recreation Advisory Board, Town Center Advisory Commission, and Tigard Youth Advisory Council currently have open volunteer positions. The recommendations being considered by City Council aim to fill current board and committee openings by appointing new members. Board members are key to informing the development of Tigard's programs and policies. These volunteers dedicate time and expertise to serve as an important link to community needs and represent community values.

ACTION REQUESTED

City Council is asked to consider passing resolutions to appoint new members to City of Tigard boards and committees; these appointments are recommended by the Mayor.

BACKGROUND INFORMATION

Applications to serve on a City board are open year-round for anyone to apply. A large recruitment effort was completed in the summer and this round works to fill the remaining openings.Tigard Mayor Heidi Lueb reviewed applications and interviewed applicants in November 2024. One more small round of recruitment is planned to fill openings on Library Board, Audit Committee, Budget Committee, and Town Center Advisory Commission in the new year.

ALTERNATIVES & RECOMMENDATION

The Mayor recommends approving the attached resolutions to appoint board and committee members.The Council may decide to not appoint some or all of the recommendations.

ADDITIONAL RESOURCES

N/A

Attachments

PowerPoint Presentation - Appointments

2024 Round Two Recommended Appointee List

Resolution Budget Committee
Resolution Park and Recreation Advisory Board
Resolution Town Center Advisory Commission
Resolution Tigard Youth Advisory Council



City of Tigard
Board, Committee, & Commission Appointments

December 10, 2024

CITY OF Tigard

The 5 E's – Tigard's Community Promise: Equity • Environment • Economy • Engagement • Excellence

Budget Committee

Name	Position	Term
Felipe Aguilar	Voting	3 year

Park and Recreation Advisory Board (PRAB)

Name	Position	Term
Candi Cornils	Alternate	1 year

Town Center Advisory Commission (TCAC)

Name	Position	Term
Sarah Serata	Voting	3 year
Arlie Peyton	Voting	3 year

Tigard Youth Advisory Council (TYAC)

Name	Position	Term
Logan Elliott	Voting	1 year



Welcome Board & Committee Members!
Thank you for serving your community.

CITY OF Tigard

The 5 E's – Tigard's Community Promise: Equity • Environment • Economy • Engagement • Excellence

2024 Recommended Appointments
Boards, Committees, Commissions

The following individuals are being recommended for appointment by the Mayor.

There were a total seven open positions plus Tigard Youth Advisory Council openings. Nine people applied and were interviewed. One applicant withdrew after interviews due to a schedule conflict and one applicant was not interested in the position offered. Two applicants were not recommended for appointment.

Budget Committee

Felipe Aguliar – 3 year voting

Park and Recreation Advisory Board

Candi Cornils – 1 year alternate

Town Center Advisory Commission

Sarah Serata – 3 year voting

Arlie Peyton (goes by Peyton) – 3 year voting

Tigard Youth Advisory Council

Logan Elliott 1 year voting

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

A RESOLUTION APPOINTING FELIPE AGUILAR AS VOTING MEMBER TO THE BUDGET COMMITTEE.

WHEREAS, Tigard City Council established the Budget Committee to deliberate on the proposed budget submitted by the City Manager and send an approved budget to City Council for adoption; and

WHEREAS, ORS 294.412(2) states that the budget committee should consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body, and;

WHEREAS, vacancies were created on the Budget Committee when terms expired, and;

WHEREAS, Mayor Lueb recommends appointing Felipe Aguilar to the city's Budget Committee.

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

SECTION 1: Felipe Aguilar is appointed to the Budget Committee as a voting member for a 3-year term, effective January 1, 2025, through December 31, 2027.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 10th day of December 2024.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

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

A RESOLUTION APPOINTING CANDI CORNILS AS AN ALTERNATE MEMBER TO THE PARK AND RECREATION ADVISORY BOARD.

WHEREAS, Tigard City Council established the Park and Recreation Advisory Board to advise the Public Works Director and City Council regarding park and recreation policies, budget, facilities, programs, and other needs of the community to provide quality park and recreation services; and

WHEREAS, there are current vacancies on the Park and Recreation Advisory Board; and

WHEREAS, Mayor Lueb recommends appointing Candi Cornils to the city's Park and Recreation Advisory Board.

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

SECTION 1: Candi Cornils is appointed to Park and Recreation Advisory Board as an alternate member for a 1-year term, effective January 1, 2025 through December 31, 2025.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 10th day of December 2024.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

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

A RESOLUTION APPOINTING SARAH SERATA AND ARLIE PEYTON AS A VOTING MEMBERS TO THE TOWN CENTER ADVISORY COMMISSION.

WHEREAS, Tigard City Council established the Town Center Advisory Commission to make recommendations to the Town Center Development Agency and the City Council on Tax Increment Financing (TIF) policy, budget, and implementation to improve Tigard's TIF districts; and

WHEREAS, the Mayor recommends that Council appoint Sarah Serata and Arlie Peyton as voting members.

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

SECTION 1: Sarah Serata is appointed to Town Center Advisory Commission as a voting member for a 3-year term, effective January 1, 2025 through December 31, 2027.

SECTION 2: Arlie Peyton is appointed to Town Center Advisory Commission as a voting member for a 3-year term, effective January 1, 2025 through December 31, 2027.

SECTION 3: This resolution is effective immediately upon passage.

PASSED: This 10th day of December 2024.

_____
Mayor - City of Tigard

ATTEST:

_____
City Recorder - City of Tigard

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

A RESOLUTION APPOINTING LOGAN ELLIOTT AS A MEMBER TO THE TIGARD YOUTH ADVISORY COUNCIL.

WHEREAS, Tigard City Council established the Tigard Youth Advisory Council in 2003 as a, "student volunteer group whose mission is to empower, improve, and connect the lives of Tigard youth"; and

WHEREAS, the Tigard Youth Advisory Council acts as an advisory board to the Tigard City Council to create civic engagement opportunities for local youth; and

WHEREAS, Mayor Lueb recommends that Council appoint Logan Elliott to the city's Youth Advisory Council.

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

SECTION 1: Logan Elliott is appointed to Tigard Youth Advisory Council as a member for a 1-year term, effective immediately through December 31, 2025.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 10th day of December 2024.

_____
Mayor - City of Tigard

ATTEST:

_____
City Recorder - City of Tigard

AIS-5643 **7.**

Business Meeting

Meeting Date: 12/10/2024

Length (in minutes): 30 Minutes

Agenda Title: Update on the Equitable Engagement Project

Authored By: Kent Wyatt

Presented By: Kent Wyatt

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

The City of Tigard has partnered with EnviroIssues, a minority- and woman-owned firm, to lead the Equitable Engagement Project. This initiative aims to evaluate the city's current external engagement efforts through an equity-focused perspective, identifying barriers and opportunities to enhance participation for underrepresented communities in city governance. Christine Moses and Laura Pena from EnviroIssues are spearheading the project and will be providing updates on their progress.

ACTION REQUESTED

Receive an update on the Equitable Engagement project.

BACKGROUND INFORMATION

In 2023, the City Council approved the formation of an ad hoc committee to explore the concept of a Community Navigator position, as previously recommended by the Public Safety Advisory Board (PSAB). The committee's purpose was to evaluate the feasibility and scope of such a position while identifying ways to improve government accessibility. After four meetings, the committee issued the following recommendation: "Fund an external consultant to review Tigard's current external engagement and outreach efforts using an equity lens and provide recommendations for a path forward."

To implement this recommendation, the City of Tigard partnered with EnviroIssues, a firm specializing in equity-driven community engagement. EnviroIssues is conducting a thorough review of the City's outreach and engagement efforts, facilitating stakeholder discussions, and hosting workshops to capture diverse perspectives. Their work aims to uncover barriers and opportunities within Tigard's communication strategies. The outcome will be a comprehensive report with actionable recommendations for creating equitable engagement practices, ensuring all residents—particularly those from underrepresented groups—can access City services and participate in decision-making processes.

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

Attachments

Equitable Engagement

TIGARD EQUITABLE ENGAGEMENT

CITY COUNCIL UPDATE



12/10/2024, 6:30 p.m.

AGENDA

Project overview

What we've done

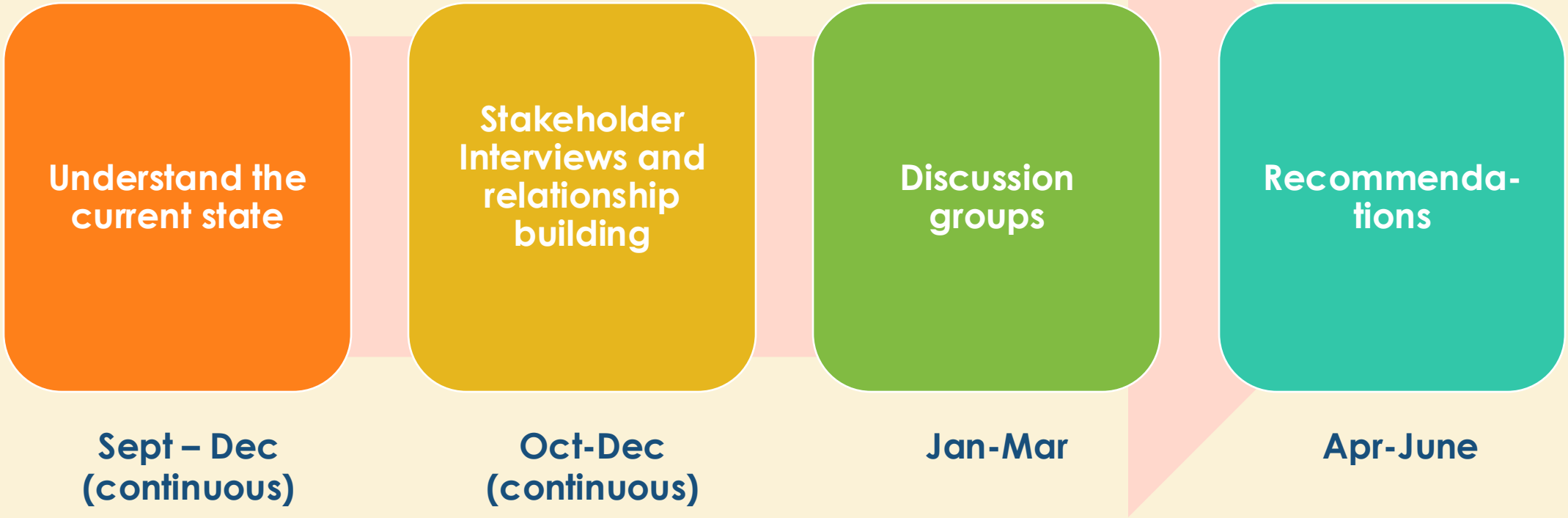
What we've heard so far

What's next



PROJECT OVERVIEW

PROJECT ACTIVITIES AND TIMELINE



WHAT WE’VE DONE

UNDERSTANDING THE CURRENT STATE

- Reviewing existing practices and resources
- Learning about City structure and relationships
- Finding out who is missing from the conversations

STAKEHOLDER INTERVIEWS

- 30+ conversations through November
- Tigard staff and community leaders/organizations
- Curiosity and understanding
    - What has your experience been with equitable community engagement?
    - What is working?
    - What could be better or different?

WHO WE'VE HEARD FROM

- Many intersectional identities and communities served

Parents	Families	Youth
Seniors	Black	Latine
Vietnamese	Iranian	Filipino
Japanese	Indigenous	Muslim
Immigrant	Business owners	Unhoused

RELATIONSHIP BUILDING

- Connecting takes time, effort, and purpose
- Attending existing events
- Holding listening sessions
- Dedicated 1:1 time, in-person meetings
- Snowball introductions

WHAT WE'VE HEARD SO FAR

EXISTING STRENGTHS

- Many great individual connections
- Dedicated Tigard team members
- Seeing City staff and elected officials out and about
- Fun and welcoming events – El Tigre!
- Increase in translated materials
- Tigard is a desirable place to live

EMERGING OPPORTUNITIES

- Deepen and build long-term relationships
  - Go to where communities are to learn and understand, not with an agenda
  - Listen deeply and then follow up
  - Recognizing a face makes it easier to connect
  - Engage in storytelling
  - Focus on priority needs; make data driven decisions

EMERGING OPPORTUNITIES

- Building trust and understanding about City's role and resources
  - Many are not invested in relationships with City – because of distrust or lack of information
  - Translation and interpretation services as a standard
  - Representation within City staff and electeds
  - Can be hard to navigate city structure and website to find the information or person you need

EMERGING OPPORTUNITIES

- Clear policies and consistent culture within City
  - Shared definitions and expectations around equity, engagement, and customer service
  - Culture of sharing and caring
  - Allow for flexibility

WHAT'S NEXT?

COMMUNITY DISCUSSION GROUPS

- At least five small group discussion sessions with community members
- In partnership with community leaders/organizations and Committee for Community Engagement
- Potential community groups
    - BIPOC business owners, Latine, Vietnamese, Filipino, Black youth, Muslim, Unhoused

REPORT AND RECOMMENDATIONS

- Final report and recommendations in June
- Recommendations for Council and staff

THANK YOU!

Christine Moses
cmoses@enviroissues.com

Laura Peña
lpena@enviroissues.com

AIS-5650 **8.**

Business Meeting

Meeting Date: 12/10/2024

Length (in minutes): 30 Minutes

Agenda Title: Committee for Community Engagement Annual Report

Authored By: Nicole Hendrix

Presented By: Shaila Kotadia, CCE Chair; Caitlin Johnson CCE Vice Chair

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

The Committee for Community Engagement (CCE) is a standing volunteer committee of the City of Tigard that meets six times annually to provide oversight, accountability, and policy guidance for the design of citywide community engagement programs.

The purpose of this agenda item is for the committee members to present their annual report. The annual report, as listed in Section 11 of the CCE bylaws, includes a summary of key activities from the past year, any highlights, or recommendations to the Council. This report has traditionally been developed in a written format and submitted via email to City Council. To build connection and provide opportunity for discussion, the Committee is presenting their annual report to City Council in the form of the attached presentation.

ACTION REQUESTED

City Council is asked to receive an annual report on Committee for Community Engagement activities and provide any questions, comments, or guidance. The Committee is interested in hearing from City Council on more ways to partner to engage the community and how they can be most effective in being of service to the community.

BACKGROUND INFORMATION

The Committee for Community Engagement (CCE) is responsible for reviewing, offering feedback, and making recommendations on specific plans or projects that involve community input, educational outreach, and information sharing. CCE's mission is to foster active, two-way communication between community members and elected officials, encouraging broad participation from diverse populations. By promoting shared responsibility and ownership, CCE aims to leverage collective knowledge, skills, and experience to enhance the Tigard community and advance the city's strategic vision.

In 2024, CCE input has shaped several city projects including, but not limited to, the Tyler utility billing upgrade, the safe parking program, climate resilience hub, and city event planning. More details and projects can be found in the attached PowerPoint presentation.

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

N/A

Attachments

CCE Annual Report Presentation

CCE Bylaws



Committee for Community Engagement – Annual Report

December 10, 2024

City Council

CITY OF Tigard

The 5 E's – Tigard's Community Promise: Equity • Environment • Economy • Engagement • Excellence

Overview

- Background
  - Who we are
  - Purpose
- 2024 in Review
  - Topic Highlights
  - Accomplishments
- Looking to 2025
  - Goals

Background - Members

- Allie Alexander
- Kristi Allen
- Jennifer Callaway
- Stacey Ghoddusi
- Ali Haddadi
- Jeremy Hajdu-Paulen
- Isaiah Jackman
- Israel Jacquez
- Caitlin Johnson, Vice Chair
- Shaila Kotadia, Chair
- Connie Ramaekers
- Rachel Roundy

Council liaison: Councilor Wolf
Team liaison: Nicole Hendrix

About Us



Committee for Community Engagement (CCE) meets six times annually to provide oversight, accountability, and policy guidance for the design of citywide community engagement programs.



Mission: foster active, two-way communication between community members and elected officials, encouraging broad participation from diverse populations by promoting shared responsibility and ownership, we aim to leverage collective knowledge, skills, and experiences to enhance our community and advance the city's strategic vision.

Responsibilities include:

- reviewing, offering feedback, and making recommendations on specific topics that involve community input,
- educational outreach, and
- information sharing.

2024 in Review – Highlights

Membership and Shared Agreement - The committee held elections for the chair and vice-chair positions. Shared agreements were implemented to support equitable participation from all members.

Safe Parking Program - The program provides designated parking spaces for houseless individuals, modeled after Beaverton's program. Updates were given on the vetting process, services offered, and community feedback.

Utility Billing Portal Communication Plan - The city is rolling out a new online utility billing system with four phases of communication. The discussion focused on educating the public and ensuring that communications are accessible in multiple languages.

2024 in Review – Highlights

Climate Resilience and Resilience Hub - Discussions covered the city's initiative to integrate climate adaptation into projects and develop a Community Resilience Hub.

Community Event Planning - Planning for major events like Pride, Juneteenth, and El Tigre focused on community input, inclusivity, and improving outreach methods. Feedback was gathered from affinity groups to make future events more engaging.

Summer Engagement in Parks - Discussions included promoting city parks through summer events like Music in the Plaza and outreach at community gatherings. CCE members were encouraged to attend and help with event planning.

Downtown Wayfinding Project - CCE was asked to help advocate for community participation in the design of wayfinding signage.

2024 in Review – Highlights

Houselessness Task Force Discussion – Members discussed and joined a City Council meeting to brainstorm the development of a houselessness task force.

Equitable Engagement (Ongoing)- EnviroIssues was hired as a consultant to help identify gaps in equitable engagement. The Committee gave input on how they view equitable engagement and was invited to focus groups.

Accomplishments

- Guided the development of topics brought forward in 2024
- Introduced liaison report: What We Heard and How We Responded
- Introduced Shared Agreement
- Provided event support: Farmers Markets, El Tigre, etc.
- Voiced celebrations, curiosities, and concerns about the city
- Gave feedback that was incorporated for project improvements

Looking to 2025 – Upcoming Plans

- Adding two newly appointed members
- Community event participation
- Topics to review:
  - Equitable Engagement
  - Tigard Service Request
  - Tigard Mobile App
  - Houselessness Task Force

Looking to 2025 – City Council

- Search for more ways to partner with city council and the mayor to engage the community
  - Determine specific areas or topics that city council would like CCE to give feedback on
  - Determine ways CCE can support city council activities
- **How could CCE be more effective to be in service to the city?**

Thank you

Questions or comments

CITY OF TIGARD
COMMITTEE FOR COMMUNITY ENGAGEMENT
BYLAWS

SECTION 1. CHARGE AND DUTIES

A. The Committee for Community Engagement hereafter referred to as the "Committee" shall have no powers except as conferred by this resolution, City Charter, Tigard Municipal Code, or the Oregon Revised Statutes.

B. The Committee and its members shall conduct itself in a manner that's in keeping with applicable city and state laws pertaining to conduct and ethics. Any confirmed violation of the provisions of such laws shall be grounds for removal from the committee.

C. The Committee for Community Engagement is charged with oversight, accountability and policy direction on program design for citywide community engagement activities. This includes review, commend and recommendation on specific plans for community input, feedback, education and information. The goal is to inspire active two-way community engagement, broad participation of diverse community members and encourage shared responsibility and ownership (community members and elected officials) to use knowledge, skills and experience to improve the community and advance the city's strategic vision.

Specific duties include:

- Review and provide comments to project and program managers on specific plans for community outreach, education, marketing and/or information on public services, programs and/or projects. Facilitate informed decisions on issues that are relevant and ongoing. Promote active two-way community engagement to surface issues of interest.
- Provide feedback on plans that market dynamic and comprehensive opportunities for community members to get involved and stay engaged.
- Recommend strategies to involve organizations representing communities of diverse interests and identities
- Provide input, feedback and recommendations to match communications tool(s) to a specific issue/audience.
- Review and comment on guidelines for information, referral and troubleshooting services.
- Recommend standards for committee-initiated online platforms
- Participate in program/project outreach and monitoring
- Monitor program success against long-term goals and deliver an annual report to council.

The Committee may form subcommittees to investigate areas relevant to its charge or duties pursuant to this section.

SECTION 2. COMPOSITION

A. The Committee shall consist of up to 15 members. To be eligible for appointment, members shall reside, own property, own a business or work within the City of Tigard's Urban Services Boundary. As much as possible, the members of the committee shall be varied in experience and representative of the

community as a whole. A diversity of membership is desired among ethnic minorities, non-native English speakers, seniors, youth, business representatives, renters and home owners and members of the community at large. Geographic diversity is also desired, reflecting representation of each of the city's 14 neighborhood areas. One membership slot shall be prioritized for an official representative from CPO4B and 4M each, should qualified applicants apply. One membership slot each shall be prioritized for a non-native English speaker, youth or business owner each should qualified applicants apply.

SECTION 3. APPOINTMENTS

A. Appointments shall be made by City Council through the process established for board and committee appointments to city committees that are advisory to City Council.

SECTION 4. TERM OF OFFICE

A. The length of terms for current NIC will be staggered to prevent expiration of all current member terms at the same time. One-third of the current membership will serve two-year terms, one-third three-year terms and one-third four-year terms. All current members will be eligible to serve additional four-year terms. Appointments will be made according to Section 3 of these bylaws.

B. Newly appointed committee members who are not current NIC members will be appointed to serve four-year terms.

C. Members shall receive no compensation for their services. Members may be reimbursed for incidental meeting expenses on approval of the staff liaison.

D. An individual committee member may not act in an official capacity except through the action of the committee.

E. A member who seeks to resign from the committee shall submit a written resignation to the chair of the committee, the staff liaison, or the city manager's office. If possible, the resignation should allow for a thirty (30) day notice so a replacement can be found.

F. Appointments to fill vacancies shall be for the remainder of the unexpired term.

SECTION 5. ORGANIZATION OF THE COMMITTEE

A. At its first meeting of each calendar year, and thereafter annually, the committee shall elect a chair and a vice chair from its members who shall hold office at the pleasure of the committee.

   i. ***Chair.*** The chair shall have general directional powers over the committee. The chair shall preside at all meetings and, in consultation with support staff, set the agendas and notify the committee of all meeting times and place. The chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the committee unless this responsibility is delegated to the staff liaison.

ii. ***Vice Chair.*** The vice chair shall assume the responsibilities of the chair if the chair is unable to do so.

B. If the chair should resign, the committee shall, at its next meeting, conduct an election and provide a replacement to fill the unexpired term.

C. Staff liaisons are the primary contacts for City of Tigard boards, committees and commissions and the primary interface between these bodies and the City Council, city manager, and departments. Besides serving as a technical resource, staff liaisons are responsible for meeting logistics, member recruitment and recognition, recordkeeping and monitoring committee effectiveness.

SECTION 6. MEETINGS

A. The regular meeting of the committee shall be held on a date and time determined by the committee.

B. The committee shall meet at least six (6) times a year, roughly bi-monthly, at a time and place that is specified at least five (5) days in advance.

C. The parliamentary authority for the committee is *Robert's Rules of Order Revised*, except where superseded by these bylaws or local, state, or federal law.

D. The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A notice of a special meeting must be in writing and communicated to all members at least three (3) days before the meeting.

E. Agendas and minutes shall be posted for public notice on the City of Tigard webpage and in the lobby of City Hall in compliance with Oregon Public Meetings law. All meetings shall be open to the public.

F. A majority of votes of committee members present shall determine the official position of the committee on a given issue.

G. The chair shall vote on all matters before the committee unless having declared a conflict of interest.

H. Committee members shall not send or receive electronic communications concerning any matter pending before the committee during a committee meeting.

- **Electronic Communications** mean e-mail, text messages, or other forms of communications transmitted or received by technological means.
- **Electronic Communications Devices** mean laptop computers, BlackBerry, smart phones, notebooks, or other similar devices capable of transmitting or receiving messages electronically.

I. Committee members shall not use electronic communication devices to review or access information regarding matters not in consideration before the committee during a committee meeting.

SECTION 7. COMMITTEE MEMBER RESPONSIBILITIES

Members of the committee shall:

A. Regularly attend meetings and contribute constructively to discussions.

B. Consider and discuss issues from a citywide perspective, as well as the perspective of a particular stakeholder or interest.

C. Strive to reach consensus on matters under consideration.

D. Act with respect and consideration for the viewpoint of others.

SECTION 8. ATTENDANCE

If a member is unable to attend a meeting, he or she is expected to notify the staff liaison. If a member is absent from three (3) consecutive, regularly scheduled meetings, the issue shall be placed on the upcoming agenda, and upon majority vote of the committee members present that position may be vacated.

SECTION 9. QUORUM

No official business shall be conducted without a quorum present. A quorum consists a majority of sitting members, including any appointed alternates, present and voting. It does not include anyone who cannot participate due to a conflict of interest.

SECTION 10. REMOVAL OF MEMBERS

A. The City Council may remove members of the committee in accordance with Section 8; Attendance.

B. The City Council may also remove members, when, in its judgment the conduct of a member does not conform to the City of Tigard Code of Conduct for Boards, Commissions and Committees. (Tigard Municipal Code Section 2.07.030.)

SECTION 11. ANNUAL REPORT OF THE COMMITTEE

A. No later than December 31 of each year, the committee shall prepare and file its annual report to the City Council.

B. The annual report shall include a summary of key activities from the preceding year and any specific suggestions or recommendations which the committee believes would be noteworthy to the Council. The annual report shall not be submitted unless approved by the committee.

SECTION 12. AMENDMENTS

These bylaws are adopted by resolution of the Tigard City Council, are binding on the committee, and may be amended by the city council. The committee may propose amendments for council consideration.

AIS-5688 **9.**

Business Meeting

Meeting Date: 12/10/2024

Length (in minutes): 30 Minutes

Agenda Title: Briefing on Food Cart Development Code Amendments

Authored By: Schuyler Warren

Presented By: Community Development Director Sambo Kirkman

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Briefing to Council on an upcoming development code amendment package related to food carts and food cart pods.

ACTION REQUESTED

The Community Development team requests Council feedback and direction on a draft development code framework for food cart regulations.

BACKGROUND INFORMATION

Since the adoption of the Tigard MADE development code amendments in April of 2024, the Community Development team has been closely tracking the implementation of the code to identify any issues that would require further amendments. One major issue that has been identified is the lack of standards and procedures to allow food cart pods.

Prior to the MADE code updates, the city did not have food cart specific regulations, and therefore could only approve food carts as an accessory use, using existing development code standards and policies. This approach did not provide a vested approval for these carts and did not allow food cart pods as a standalone use.

The MADE code was intended to address these issues by providing regulations for food carts and food cart pods. However, as adopted, the code only allows food carts as an accessory use similar to the previous policy, and did not provide a means to approve larger food cart pods. Since the time of adoption, the city has seen an interest in food cart pods as a standalone use. In order to accommodate these uses, the development code will need to be amended.

The Community Development team has been working to draft regulations that provide a pathway to approval while ensuring that food carts and food cart pods are operated in a safe way that is compatible with surrounding uses. The team has been coordinating with our teammates in Public Works, the Tigard Chamber of Commerce, and prospective food cart pod proprietors to develop these regulations.

This presentation will provide an overview of the current regulatory framework for Council feedback

prior to upcoming hearings before the Planning Commission and Council.

Dates of Previous and Potential Future Considerations
January 28, 2025 - Council hearing on development code amendments

Public Involvement
Outreach to Tigard Chamber of Commerce
Meetings with food cart proprietors
Planning Commission Meetings (Winter 2025)

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

ALTERNATIVES & RECOMMENDATION
No formal action is being requested with this agenda item, so no alternatives have been provided.

ADDITIONAL RESOURCES

Attachments

Presentation



CITY OF Tigard

Food Cart Regulations Project Briefing

City Council

December 10, 2024

Purpose

- Receive Council feedback on food cart regulations
  - Project Objectives
  - Additional standards and processes?
  - SDC requirements for food carts/food pods?

What Are We Seeking to Achieve?

- Provide entrepreneurial opportunities
- Encourage a variety of eating and drinking establishments
- Activate street frontages with pedestrian-friendly amenities
- Encourage the use of underutilized parking areas
- Ensure proper design and installation of public infrastructure
- Protect public health, safety, and welfare
- Clear direction for food cart developments

Prior to Tigard MADE

- No standards / approvals for food carts
- Code / policy interpretation allowed carts
- Allowed as accessory use only
- Created issues with vested rights, lacked clarity

Adoption of Tigard MADE

- Defined food carts vs food cart pods
- Listed as an allowed use under indoor sales and services
- Codified standards and approval process for food carts
  - Food carts allowed as temporary uses
  - Codified standards from previous policy

The Issues

- No process for approving food cart pods as a standalone use
- Lack of clarity in standards
- Address impacts associated with concentration of food carts
- Food carts as an indefinite temporary use

Proposed Solution

- New food cart-specific chapter in Development Code
- Regulations narrowly tailored to that use
- Separate approval process
- Separate application type with a reduced fee

Two Different Sets of Regulations

- Food Carts
  - 1-3 carts per property
  - Associated with existing legal use

- Food Cart Pods
  - 4 or more carts per property
  - Standalone use

What Do Food Carts Look Like?





What Do Food Cart Pods Look Like?



What Do Food Cart Pods Look Like?



What Standards are Proposed for Food Carts?

- Must be on paved surface
- Minimum setbacks from property lines and residential zones
- Minimum separation between carts
- No permanent utility connections
- Must manage fats, oils, and grease
- Awnings must be collapsed when not in operation

What Standards are Proposed for Food Cart Pods?

- Must have proper zoning – same zone as restaurants allowed
- Must include permanent building with restrooms
- Buildings over 800 square feet and accessory structures must meet setbacks
- No temporary storage containers

What Standards are Proposed for Food Cart Pods?

- No more than 20 food cart stalls
- Stalls must:
  - Be marked on pavement
  - Be 375 square feet or less
  - Meet minimum setbacks
  - Be separated by five feet
  - Include permanent utility connections

What Standards are Proposed for Food Cart Pods?

- Food cart pod must provide centralized management of fats, oils, and grease
- Temporary awnings or membranes must be:
  - 200 square feet or less in area
  - 15 feet in height or less
  - Adequately anchored to prevent windthrow
- Provide adequate transportation and utility connections

Who Are We Engaging with in the Community?

- Internal stakeholders – Public Works, Economic Development
- Colleagues in Beaverton, Gresham, and Portland
- Tigard Chamber of Commerce
- Food cart entrepreneurs
- Planning Commission
- Council

What is the Timeline?

- Planning Commission hearing in January
- City Council hearing late January / early February
- Requesting emergency clause for ordinance to take effect immediately to help food cart entrepreneurs

Discussion and Questions



CITY OF Tigard

Questions

- Does project's objective align with the Council?
- Are there additional standards and processes that should be considered?
- How would Council feel about SDC requirements associated with food carts/food pods?

AIS-5704 **11.**

Business Meeting

Meeting Date: 12/10/2024

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 Answers

Supplemental Questions and Answers

December 10, 2024 - City Council Meeting

Agenda Item No. 5B. - MCDONALD STREET ENGINEERING SERVICES

Q: (Councilor Wolf) Appreciate the breakdown of scoring and the follow-up with cost request. I look forward to the new software capital budget tool so we can review the accounts directly from AIS. Also, does Kittelson offer greater experience or a different approach that ranks them the highest?

A: (Contracts and Purchasing Manager McGown) Kittelson scored the highest among the consultant proposals due to their expertise and breadth of knowledge in traffic analysis and safety tasks. For example, the Kittelson team has developed relevant national guides such as NCHRP (National Cooperative Highway Research Program) Research Report 1036: Roadway Cross Sections Reallocation, NCHRP 1043: Roundabout Guide and NCHRP Research Report 926: Pedestrian and Bicycle Safety at Intersections. This in-depth knowledge will be integral in successfully handling this challenging roadway improvement project, especially related to context-sensitive solutions and effective traffic calming measures. Additionally, Kittelson demonstrated a thorough project understanding and approach, with identification of corridor specific challenges, best approach, and relevant similar experience.

Agenda Item No. 7. – UPDATE ON THE EQUITABLE ENGAGEMENT PROJECT

Q: (Councilor Wolf) EnviroIssues - Do they have examples that support these comments below? For example, what were the specific examples that our consultants heard when listening/interviewing community members? Should we (the city) be listening to the examples or stories of our community members better than we are?

Deepen and build long-term relationships
- Go to where communities are to learn and understand, not with an agenda
- Listen deeply and then follow up
- Recognizing a face makes it easier to connect
- Engage in storytelling
- Focus on priority needs; make data driven decisions

A: (Enviroissues, the equitable engagement consultant)

<u>Deepening and Building Long-Term Relationships</u>

One inspiring example of fostering long-term relationships was Mayor Lueb's participation in the Housing Justice Forum at St. Anthony's in November. The event, organized by the community, provided a platform for individuals to share deeply personal stories about housing insecurity. Mayor Lueb navigated these challenging conversations with vulnerability, humanity, and grace, leaving a lasting impression on attendees. Many participants shared afterward that they hadn't known who the Mayor was before the event but found the experience of meeting her and other City representatives both meaningful and affirming. The City's attendance demonstrated genuine care and a willingness to support the community's efforts, reinforcing the importance of showing up for community-led initiatives.

Building Trust and Understanding of the City's Role and Resources

A community member shared their experience attending the Tigard Police Department's Community Academy, which they found informative and valuable in making the department feel more approachable. However, their participation wasn't without challenges—they had to overcome personal reservations and were the only person of color in the group. Additionally, some members of their community expressed skepticism about their involvement, viewing it as aligning with a system they distrusted. This highlights the need for the City to meet communities where they are, particularly in environments that feel safe and welcoming, to address distrust and build meaningful connections outside of formal City programs.

Clear Policies and Consistent City Culture

Feedback from community organizations suggests a need for more coordinated and consistent relationships with the City. Some groups shared that they have multiple surface-level contacts within City departments but lack a single point of deeper connection. This can lead to confusion, such as receiving multiple, uncoordinated requests for the same project or event. Additionally, organizations expressed a desire for clearer communication about the City's goals and desired outcomes, noting that inconsistent messaging can make collaboration challenging.

Should the City Listen More to Community Stories?

Absolutely, there is always room for more listening and storytelling. A recurring theme is the importance of leaning into spaces where stories are shared naturally and being present with the intent to listen and connect on a human level. While Council meetings and public hearings serve a purpose, they can feel intimidating and formal, limiting participation. Communities are seeking more individual and genuine interactions in spaces that feel comfortable and accessible. This could mean attending community-based events, workshops, places of worship, or schools—places where people are already gathering. It's also crucial to internalize the lessons learned from these experiences and thoughtfully share them across City teams to strengthen overall engagement and connection.

By being intentional about listening and participating in these organic spaces, the City can foster trust, build stronger relationships, and better align its efforts with the needs of the community.

Agenda Item No. 9 – BRIEFING ON FOOD CART DEVELOPMENT CODE AMENDMENTS

Q: (Councilor Wolf) Eager to hear more from the continued conversations about food cart pods when it comes before Council in January. Really appreciate the City bringing this forward to address. Does this address the issues brought forward by Ky Le – Baller Park? Is requiring a permanent structure and restrooms for FOUR or more carts the business standard? Four seems low to require restrooms so I'm just curious.

I know I personally enjoy Beaverton's Food Cartel quite a bit. I hope our criteria ensure high health and safety standards, but vendors are supported, and the City is an effective partner.

A: (Community Development Director Kirkman) The CD team has been engaging with stakeholders as we develop these draft regulations; these include colleagues in other jurisdictions, our teammates in Public Works, the Tigard Chamber, as well as cart entrepreneurs. The team feels we are striking the right balance between the issues you raise, as around protecting public safety while promoting entrepreneurship. The City team will continue requesting feedback throughout the process.

In response to your question about a permanent structure and restrooms, let me offer the following which informs our thinking:

- **We define food carts as three or less carts at one location, and**
- **food cart pods as more than three carts at one location.**

We consider the distinction between these as about their permanency.

A food cart pod is treated as a stand-alone use, the same as any brick and mortar restaurant. To ensure equity with the requirements of those free standing restaurants as well as public health, we believe that permanent development should provide permanent sanitation facilities. This does not mean that a new building must be constructed. In most cases, smaller food cart pods choose to locate on sites with existing buildings, where restrooms can be made available. New food cart pod developments with associated new permanent buildings tend to have a higher number of carts. In our meetings with stakeholders, we have not had anyone raise concerns about the permanent restroom facilities requirement for food cart pods.