Tigard Business Meeting
AGENDA

TIGARD CITY COUNCIL, LOCAL CONTRACT REVIEW BOARD & TOWN CENTER DEVELOPMENT AGENCY

MEETING DATE AND TIME: FEBRUARY 25, 2025 - 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: February 25, 2025 Council Meeting (https://www.tigard-or.gov/Home/Components/Calendar/Event/8720/372).

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 contacting: City Recorder Carol Krager at 503-718-2419 (voice) / carolk@tigard-or.gov, or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

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.

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TIGARD CITY COUNCIL, LOCAL CONTRACT REVIEW BOARD & TOWN CENTER DEVELOPMENT AGENCY
MEETING DATE AND TIME: FEBRUARY 25, 2025 - 6:30 p.m. Business Meeting
MEETING LOCATION: Hybrid - City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

6:30 p.m.

1. BUSINESS MEETING

   A. Call to Order

   B. Pledge of Allegiance

   C. Roll Call

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

2. PUBLIC COMMENT

   A. Public Comment – Written

   B. Public Comment – In Person

   C. Public Comment – Phone-In

   D. Public Comment – Video

3. CITY MANAGER REPORT **6:40 p.m. estimated time**

4. CONSENT AGENDA: (Tigard City Council) 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.

A. IGA WITH ODOT FOR FANNO CREEK REGIONAL TRAIL CROSSING SAFETY IMPROVEMENTS FOR OREGON COMMUNITY PATHS GRANT

B. CONTRACT FOR CURED IN PLACE PIPE REHABILITATION

- *Consent Agenda - Items Removed for Separate Discussion: Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Council has voted on those items which do not need discussion.*

5. JOINT MEETING WITH THE TOWN CENTER DEVELOPMENT AGENCY BOARD AND TOWN CENTER ADVISORY COMMISSION **6:50 p.m. estimated time**

6. REPORT AND POLICY REVIEW ON STREET MAINTENANCE FEE **7:30 p.m. estimated time**

7. TRANSIENT LODGING TAX POLICY UPDATE **7:50 p.m. estimated time**

8. NON-AGENDA ITEMS

9. EXECUTIVE SESSION: The Tigard City Council will go into Executive Session to discuss real property negotiations, under ORS 192.660(2) (e). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. **8:20 p.m. estimated time**

10. ADJOURNMENT **8:40 p.m. estimated time**

AIS-5756 **4. A.**

Business Meeting

Meeting Date: 02/25/2025

Length (in minutes): Consent Item

Agenda Title: IGA with ODOT for Fanno Creek Regional Trail Crossing Safety Improvements for Oregon Community Paths Grant

Authored By: Courtney Furman

Presented By: Courtney Furman, Principal Engineer

Item Type: Motion Requested

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

An IGA with ODOT is required for project delivery to receive Oregon Community Paths grant funding for the Fanno Creek Regional Trail Crossing Safety Improvements. The project is included in the Capital Improvement Plan as CIP 95083. The project would support a safer roadway crossing for non-motorized users on the Fanno Creek Regional Trail at Hall Boulevard. The existing Fanno Creek trail crossing at SW Hall Boulevard has a history of crashes and near misses related to the trail crossing, sight distance is limited, and the existing pedestrian-activated beacon is non-compliant. The proposed improvements include the installation of a pedestrian hybrid beacon (PHB), curb extensions, upgraded lighting, improved safety signage and pavement markings.

ACTION REQUESTED

Approval of the IGA with ODOT in support of the project.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

This project was identified in Tigard's Transportation System Plan.

Public Involvement

There was a thorough public involvement process as part of the Tigard Transportation System Plan, which developed this project. There will be public feedback during the design process and construction.

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

The crossing improvement will contribute to the larger regional trail network and will support the vision statement in Tigard's Strategic Plan: "Tigard: an equitable community that is walkable, healthy, and accessible for everyone."

ALTERNATIVES & RECOMMENDATION

Approval of the IGA with ODOT is recommended. If the IGA is not approved, the project will not be able to start and the City will be unable to receive the grant funding.

ADDITIONAL RESOURCES

None

Fiscal Impact

Cost:	$1,215,069
Budgeted (yes or no):	Yes
Where Budgeted (department/program):	CIP#95083 – Fanno Creek Regional Trail Crossing Safety Improvements

Additional Fiscal Notes:

Total Project Cost: $1,215,069
Oregon Community Paths (OCP) Grant: $1,000,069
City of Tigard Cost: $215,000 (for internal project management and project match)

Attachments

No file(s) attached.

AIS-5741	**4. B.**
Business Meeting	
Meeting Date:	02/25/2025
Length (in minutes):	Consent Item
Agenda Title:	Cured-in-Place Pipe Rehabilitation
Authored By:	Toni Riccardi
Presented By:	Andy Newbury, 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 the award of a contract to Sarkinen Plumbing Inc. for Cured-in-Place Pipe Rehabilitation.

ACTION REQUESTED

It is recommended that the Tigard City Council, also serving as the Local Contract Review Board, award a contract to Sarkinen Plumbing Inc. for Cured-in-Place Pipe Rehabilitation in the amount of $577,070.00 and direct the City Manager to take the steps necessary to execute the contract.

BACKGROUND INFORMATION

Project Overview:

As part of the city's maintenance of public sanitary and storm sewer lines, video inspections are done to check pipe condition. Through these inspections, our public works crews are able to prioritize lines needing repair. Further, many sewer lines can be repaired without digging a trench, using "trenchless technology." For sewer lines in this category, a cured-in-place pipe (CIPP) process will be used. This will limit the traffic disruption compared to traditional digging and pipe replacement methods, which are also more expensive. The CIPP process involves a resin type liner that is placed within the pipe between two manholes. The liner is then cured resulting in a tight-fitting form, jointless and corrosion resistance liner for the pipe. The liner will also increase the structural integrity of the pipe which will extend the service life of the pipe by decades.

Project Timeline:

Construction to last approximately two months with substantial completion this summer.

Strategic Vision:

This project relates to Economy goal of the Council's Community Promise. The repair of the existing storm and sanitary sewer lines is being completed by a trenchless method. This method is more cost effective than a typical dig and replace method. The trenchless method is also quicker to complete and will greatly minimize impacts to the traveling public

Procurement Process:

The City issued an Invitation to Bid (ITB) for the project on December 12, 2025, with notice published in the Daily Journal of Commerce The Engineer's estimate for the project was $640,000. Upon closing on January 9, 2025, at 2:00 PM, the City received five (5) bids from the following firms, with amount of bid:

- Sarkinen Plumbing Inc. - $577,070.00
- SAK Construction LLC - $582,160.00
- Insituform Technologies LLC - $614,039.00
- Iron Horse LLC - $637,800.00
- Allied Plumbing & Design - $630,750.00

The project team, including central contracting, has completed responsibility determination reviews in accordance with ORS 279C.375, including reviewing bidder's statement of qualifications, reviewed the bids for errors, and, after these reviews, determined that Sarkinen Plumbing Inc. has submitted the lowest responsible bid. Sarkinen Plumbing Inc. has no State of Oregon Construction Board violations and is not on the Bureau of Labor and Industries ineligible list. Accordingly, it is recommended that the city award the Cured-in-Place Pipe Rehabilitation contract to Sarkinen Plumbing Inc.in the amount of $577,070.00.

ALTERNATIVES & RECOMMENDATION

The Tigard City Council, also serving as the Local Contract Review Board, may reject this contract award recommendation and direct staff to rescope and resolicit for the work.

ADDITIONAL RESOURCES

ITB 2025-12 Cured-in-Place Pipe Rehabilitation
https://www.tigard-or.gov/Home/Components/RFP/RFP/170/199
FY 2025 Capital Improvement Plan, Project on Page 240: https://www.tigard-or.gov/home/showpublisheddocument/4764/638615502956270000
CIP Project Webpage:
https://www.tigard-or.gov/Home/Components/FacilityDirectory/FacilityDirectory/214/384

Fiscal Impact

Cost: $577,070.0

Budgeted (yes or no): yes

Where budgeted?: CIP Project 93061 - Construction

Additional Fiscal Notes:

Contract is within the construction budget for the project in the current fiscal year, no budget action needed.

Attachments

No file(s) attached.

AIS-5737 **5.**

Business Meeting

Meeting Date: 02/25/2025

Length (in minutes): 40 Minutes

Agenda Title: Joint Meeting with Town Center Advisory Commission

Authored By: Sean Farrelly

Presented By: Town Center Advisory Commission Members

Item Type: Joint Meeting-Board or Other Juris.
Town Center Development Agency

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Annual joint meeting between the Board of the Town Center Development Agency and the Town Center Advisory Commission.

ACTION REQUESTED

Teammates recommend the TCDA Board hold a joint meeting with the Town Center Advisory Commission to discuss the TCAC's 2024 Annual Report and their 2025-2026 strategic plan.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations
The TCAC meets annually with the Town Center Development Agency Board. The last joint meeting was March 5, 2024.

Public Involvement

The Town Center Advisory Commission (TCAC) makes recommendations to the Board of the Town Center Development Agency (TCDA) on Tax Increment Financing (TIF) District policies, budget and implementation measures for both the Tigard Triangle and the City Center TIF Districts. The TCAC meets annually with the Board of the TCDA to share information and receive feedback. At their January 2025 meeting, TCAC leadership elected Chair Gabriel Velasquez and Vice-Chair Robert Tomasovic. The team liaison to the TCAC is Redevelopment Manager Sean Farrelly.

Two items will inform the joint meeting discussion - the TCAC's 2024 Annual Report, and the 2025-26 strategic plan. The 2024 Annual Report was previously provided to the Board in early December and is included as an attachment for the Board's review.

The TCAC updated their strategic plan for 2025-26 at their January 8, 2025, meeting; it includes areas of emphasis, aspirational goals, strategies, and action plans. The TCAC will review the strategic plan with the TCDA Board. The TCAC’s adopted strategic plan, as well as the City Center Redevelopment Action Plan and the New Tigard Triangle: Planning for Equitable Development documents, will guide the implementation of TIF District plans.

Impacts (Community, Budget, Policies and Plans/Strategic Connection)
Tigard Strategic Plan 2020-2025
Strategic Priority 3: Ensure development and growth supports the vision.

- Objectives
  - 3.1 Pursue land development that maximizes public health benefits while increasing connections between people and community destinations.
  - 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 to Tigard's natural systems and the climate
  - 3.3 Understand the effects of development on vulnerable Tigard residents and mitigate these impacts within projects and over time.
  - 3.4 Proactively intervene as necessary to meet the housing needs of all community members.
  - 3.5 Plan and create in a manner that reduces climate impacts to the maximum extent practicable, especially for those most vulnerable.

Tigard Triangle TIF Plan
Goal 1: Encourage meaningful involvement by citizens , interested parties, and affected agencies throughout the life of the urban renewal district to ensure that it reflects the community's values and priorities.

City Center TIF Plan7y

ALTERNATIVES & RECOMMENDATION

No action requested. Discussion only.

ADDITIONAL RESOURCES

Attachments

2024 TCAC Annual Report

2025-6 TCAC Strategic Plan

TCAC Powerpoint

2024 Annual Report of the

Town Center Advisory Commission

To the Board of the Town Center Development Agency
December 1, 2024

The Town Center Advisory Commission (TCAC) updated the strategic plan for 2023-2024 at the February 14, 2024 meeting. The plan includes a vision, and three areas of emphasis, with Key Performance Indicators (KPIs).

Vision*:* As a commission and through our TIF districts, we will enable, encourage and support redevelopment in the goal of becoming "An equitable community that is walkable, healthy and accessible for everyone."

Aspirational Goal: Continue to facilitate and promote opportunities for the development of affordable housing, provide support for equitable business development, and advance efforts toward improved walkability, equity, and connectivity within and between both TIF districts.

A. Equitable Business Development

Strategies: Advocate for stakeholders in all TIF districts using data collection, analysis and summary in the focus areas of: parking, safety, unconventional business opportunities, program and service awareness and possible locations for business development.

Action Plans:

(1) Advocacy and Support for Business Owners in TIF Districts
(2) Analysis and Summary of the Parking Survey
(3) Planning for Unconventional Business Opportunities

Accomplishments:

- Improvement grants committee (two TCAC members) awarded seven grants in 2024.
- Downtown and Triangle parking implementation getting ready to launch. Downtown Parking Committee had TCAC representation.
- Parking enforcement contract will include regular parking utilization data gathering.
- Harvest Moon graduated from Launch Pod to a Main Street storefront.
- Two new food carts opened at Universal Plaza.
- Staff coordinated with TDA on filling vacancies and marketing grants.
- Discussed updates to the TIF Building Improvement Grant Program.

B. Connectivity and Access
Strategies: Advocate for funding in all TIF districts through intentional, strategic support in the form of letters of support, position statements and advisory recommendations to decision-makers. Active support for acquisition of Hall Blvd. by City of Tigard. Perform ad-hoc research to identify walkability issues and potential solutions. Document and report on pertinent studies, such as the Red Rock Creek Trail Study, and legislative actions that may impact safety, pedestrian projects, walkability and wayfinding.

Action Plans:

(1) Advocacy and Support for adequate connectivity, access, mobility and safety related funding: Hall Blvd and 72nd Ave Improvement projects
(2) Active support for ownership of Hall Blvd. by the City of Tigard
(3) Ad-hoc (personal) research on walkability issues within and between two TIF districts
(4) Planning for wayfinding, signage and technology solutions to encourage multi-modal connectivity between and within TIF districts

Accomplishments:

- Downtown Wayfinding Design Advisory Committee (TCAC representation) selected a preferred design. Final plan will start to be implemented next FY.
- TCAC was briefed on the Downtown Reimagined project with recommendations for Hall Blvd and other street improvements, and a new Downtown connectivity plan. City Council adopted related Comprehensive Plan amendments, but not final report.
- Design and engineering of 72nd Ave is underway.
- Hall Blvd jurisdictional transfer (with funding) is under consideration at legislature.
- Received briefings on Red Rock Creek Trail.
- TCAC advocated for Triangle park land.

C. Affordable Housing and Houselessness
Strategies: Attend, update, monitor, report and present with new and pertinent information from housing and houseless stakeholder groups. Coordinate and share information acting as liaisons to TCAC with local organizations to ensure information flow and coordination to improve efficiency. Develop suggested strategies and policies to address housing issues within the purview/scope of TCAC to city officials and decision makers. Support funding needs and development assistance available for shelter, transitional and affordable housing.

Action Plans:

(1) Identify liaisons to attend regular housing and houseless stakeholder meetings.
(2) Active participation and information sharing from stakeholder organizations (in item 1 above) to TCAC
(3) Monitor data obtained by city pursuant to desired outcome: "Grow Collaborative Partnerships"
(4) Consider providing development assistance.

Accomplishments:

- TCAC recommended $500K Development Assistance grant to Community Partners for Affordable Housing Woodland Hearth project, later approved by TCDA Board.
- TCAC recommended $200K Development Assistance for Just Compassion (TCDA Board will re-consider in December.)
- Family Promise renovation project is underway (partially funded through Development Assistance.)
- TCAC member attends CHART meetings.

On Behalf of the Town Center Advisory Commission,

Gabriel Velásquez, TCAC Chair

Robert Tomasovic, TCAC Vice Chair

Town Center Advisory Commission (TCAC)

Tigard, Oregon

Strategic Plan 2025-2026 Revised 1/16/25

Vision	As a commission and through our TIF districts, we will enable, encourage and support redevelopment with the goal of creating an equitable community that is walkable, healthy, and accessible for everyone by all modes of transportation.		
Aspirational Goal	Continue to facilitate and promote opportunities for the development of affordable housing, provide support for measures to reduce houselessness, provide support for equitable business development, and advance efforts toward improved walkability, equity, and connectivity within and between both TIF districts.		
Areas of Emphasis	***Equitable Business Development***	***Connectivity and Access***	***Housing and Shelter***
Strategies	*Advocate for stakeholders in both TIF districts using data collection, analysis and summary in the focus areas of: parking, safety, unconventional business opportunities, program and service awareness, and possible locations for business development.*	*Support city's goal to obtain funding to improve and take ownership of Hall Blvd. Support the city's grant request for 72nd Ave. improvements. Look for other opportunities in the Triangle for pedestrian improvements.*	*Support for physical facilities and additional shelter space and services for persons experiencing houselessness. Development of additional shelter space and affordable housing through a consciously-integrated programmatic response that includes the city, public and private entities, and local housing nonprofits working effectively in Tigard to address that deficiency.*

TCAC supports Tigard's Strategic Priorities:

- Set the standard for excellence in public service and customer experience.
- Create a well-connected, attractive, and accessible pedestrian network.
- Ensure that development and growth support the vision.

Our plan will incorporate the principles of **equity**, **environment**, **economy**, **engagement** and **excellence** in our work as an advisory commission.

The four goals of the City of Tigard City Council (2023-2025):

1) **Reduce Houselessness**
2) **Address Climate Change**
3) **Enhance Community Safety and Access**
4) **Modernize and Improve City Services**

Area of Emphasis	***Equitable Business Development***
Aspirational Goals	**Safety and security for businesses in both TIF districts. Outreach programs for new businesses seeking to open in Tigard. A plan for unconventional business opportunity/development and support and for identifying potential locations for these businesses. Awareness of the current and needed services and resources available for equitable development. New, diverse and active participation in forums to better understand business and development needs and goals, including interest in expansion.** ***SUPPORTS CITY GOALS 3, 4**
Strategies	*Advocate for stakeholders in all TIF districts using data collection, analysis and summary in the focus areas of: parking, safety, unconventional business opportunities, program and service awareness and possible locations for business development.*
Action Plans	1) Advocacy and Support for Business Owners in TIF Districts a. Communication process such as a survey or listening session with a data collection process to understand the needs for safety, security, beautification and interest in business expansion b. Ongoing support with business owners' groups to continue conversations and communication in support of needs analysis c. TCAC member liaison attendance at TDA meetings to listen and learn the business needs of TIF District business owners
	2) Analysis and Summary of the Parking Management a. Formal review of parking data report to be obtained by with enforcement activities b. Report-out to TCAC at a commission meeting with the analysis and potential next steps
	3) Planning for Unconventional Business Opportunities a. Use community-generated list to make calls to potential businesses b. Create a plan and script to contact by phone with follow-up materials or calls c. Create outreach program with marketing materials and strategy for new TIF district businesses that can also be used to support recruitment of new businesses that the community wants i. Identify locations that would be viable for food carts or other unconventional businesses d. Develop an inventory/list of available current programs, services and resources that support TIF district businesses i. Work with social media coordinator and economic development manager to share marketing strategies and resources

Area of Emphasis	***Connectivity and Access***
Aspirational Goals	**Adequately-funded, improved Hall Blvd., with Tigard ownership. Approved and activated grant funding for 72nd Ave improvement projects. Improved environmental impact and connectivity for pedestrian and multi-modal improvements between and within TIF districts.** ***SUPPORTS CITY GOALS 2, 3, 4**
Strategies	*Advocate for funding in all TIF districts through intentional, strategic support in the form of letters of support, position statements and advisory recommendations to decision-makers. Active support for acquisition of Hall Blvd. by City of Tigard. Work with the Tigard Transportation Advisory Committee on walkability issues and potential solutions. Document and report on pertinent studies, such as the Red Rock Creek Trail Study, and legislative actions that may impact safety, pedestrian projects, walkability and wayfinding.*
Action Plans	1) Advocacy and Support for adequate connectivity, access, mobility and safety related funding: Hall Blvd and 72nd Ave Improvement projects a. Hall Blvd: Support adequate funding leading to enhanced community safety and accessibility for all modes of transportation for Hall Blvd. transfer of ownership b. 72nd Ave: Support for 72nd Ave. grant funding leading to enhanced community safety and accessibility for all modes of transportation
	2) Active support for ownership of Hall Blvd. by the City of Tigard a. Support the securing of funding to complete transfer
	3) Advocate and work with the Tigard Transportation Advisory Committee and other city committees on addressing walkability issues within and between two TIF districts a. TCAC representative serves on Safe Streets Task Force
	4) Receive regular updates on the implementation of the Downtown wayfinding plan.

Area of Emphasis	***Housing and Shelter***
Aspirational Goals	**Measurable improvements in available shelter and services to relieve the humanitarian crisis of houselessness. Measurable improvements in available affordable housing to address the deficit of rental housing inventory. Improved coordination of programs, providers and funding.** ***SUPPORTS CITY GOALS 1, 4**
Strategies	*Attend, update, monitor, report and present with new and pertinent information from housing and houseless stakeholder groups. Coordinate and share information acting as liaisons to TCAC with local organizations to ensure information flow and coordination to improve efficiency. Develop suggested strategies and policies to address housing issues within the purview/scope of TCAC to City officials and decision makers. Support funding needs and development assistance available for shelter, transitional and affordable housing.*
Action Plans	1) Identify liaisons to attend regular housing and houseless stakeholder meetings. a. TCAC chair or alternate to attend CHART (Community Homeless Assessment & Response Team) meetings b. Designate time on the agenda for sharing information from affordable housing and community service providers
	2) Monitor data obtained by City pursuant to desired outcome: "Grow Collaborative Partnerships" a. Monitor data obtained by City b. Arrange for presentations to TCAC by local, county, regional, and/or national experts i. Work with City staff to schedule TCAC presentation
	3) Consider providing development assistance for affordable housing



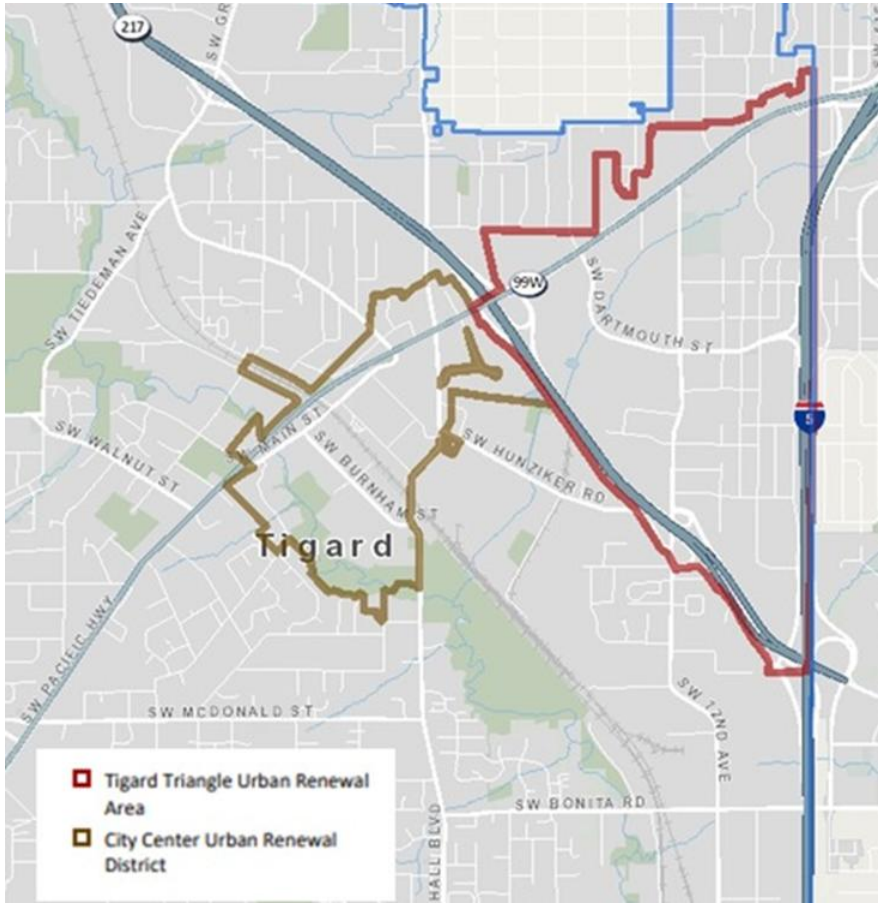
Board of the Town Center Development Agency
Joint Meeting with the
Town Center Advisory Commission

February 25, 2025

CITY OF Tigard

Agenda

- City staff liaison opening remarks
- Introductions
- 2024 Annual report & 2025-26 Strategic Plan
- TCDA Board feedback on strategic plan and discussion



CITY OF Tigard

Town Center Advisory Commission

- Advises the TCDA Board on TIF Plan policy, budget, and implementation
- One of Tigard's 12 boards and commissions
- 11 voting members appointed by City Council
- Monthly hybrid meetings the 2nd Wednesday of the month at Town Hall
- TCAC accepts public comment and input
- City Council Liaison: Councilor Yi-Kang Hu

  Alternate Liaison: Councilor Jake Schlack

Town Center Advisory Commission

- Gabriel Velasquez (Chair)
- Bob Tomasovic (Vice Chair)
- Alvin Bautista
- Sarah Erickson
- JoJo Keating
- Patty Lofgren
- Arlie Peyton
- Michele Powers
- Sarah Serata
- Elise Shearer
- Chris Sjolin
- John Goodhouse (Alternate)
- Dan Hayes (Alternate)

TCAC 2025-26 Strategic Plan Areas of Emphasis

Equitable Business Development

Advocate for stakeholders in both TIF districts using data collection, analysis and summary in the focus areas of: parking, safety, unconventional business opportunities, program and service awareness, and possible locations for business development.

Connectivity and Access

Support city's goal to obtain funding to improve and take ownership of Hall Blvd. Support the city's grant request for 72nd Ave. improvements. Look for other opportunities in the Triangle for pedestrian improvements.

Housing and Shelter

Support for physical facilities and additional shelter space and services for persons experiencing houselessness. Development of additional shelter space and affordable housing through a consciously-integrated programmatic response that includes the city, public and private entities, and local housing nonprofits working effectively in Tigard to address that deficiency.

Equitable Business Development

Aspirational Goals:

Safety and security for businesses in both TIF districts. Outreach programs for new businesses seeking to open in Tigard. A plan for unconventional business opportunity/development and support and for identifying potential locations for these businesses. Awareness of the current and needed services and resources available for equitable development. New, diverse and active participation in forums to better understand business and development needs and goals, including expansion.

2024 Accomplishments	2025 Action Plan
• Improvement grants committee (two TCAC members) awarded seven grants in 2024. • Downtown and Triangle parking implementation getting ready to launch. • Downtown Parking Committee had TCAC representation. • Parking enforcement will include regular parking utilization data gathering. • Harvest Moon graduated from Launch Pod to a Main Street storefront. • Two new food carts opened at Universal Plaza. • Staff coordinated with TDA on filling vacancies and marketing grants. • Discussed updates to the TIF Building Improvement Grant Program	• Advocacy and Support for Business Owners in the TIF Districts • Analysis and Summary of Parking Management Program • Planning for Unconventional Business Opportunities

Connectivity and Access

Aspirational Goals: Adequately-funded, improved Hall Blvd., with Tigard ownership. Approved and activated grant funding for 72nd Ave improvement projects. Improved environmental impact and connectivity for pedestrian and multi-modal improvements between and within TIF districts.

2024 Accomplishments	2025 Action Plan
• Downtown Wayfinding Design Advisory Committee (TCAC representation) selected a preferred design. Final plan will start to be implemented next FY. • TCAC was briefed on the Downtown Reimagined project and code change recommendations. Council adopted related Comprehensive Plan amendments. • Received briefings on 72nd Ave design and engineering. • Hall Blvd jurisdictional transfer (with funding) is under consideration at legislature. • Received briefings on Red Rock Creek Trail. • TCAC advocated for Triangle park land	• Advocacy and support for adequate connectivity, access, mobility, and safety related funding • Active support for ownership of Hall Blvd by the City of Tigard • Advocate and work with the TTAC and other city committees on walkability issues within and between the two TIF districts • Receive regular updates on the implementation of the Downtown wayfinding plan

Housing and Shelter

Aspirational Goals:

Measurable improvements in available shelter and services to relieve the humanitarian crisis of houselessness. Measurable improvements in available affordable housing to address the deficit of rental housing inventory. Improved coordination of programs, providers and funding.

2024 Accomplishments	2025 Action Plan
• TCAC recommended $500K Development Assistance grant to CPAH's Woodland Hearth project, later approved by TCDA Board. • TCAC recommended $200K Development Assistance for Just Compassion, later approved by TCDA Board • Family Promise renovation project is underway (partially funded through Development Assistance.) • TCAC member attends CHART meetings.	• Identify liaisons to attend regular housing and houseless stakeholder meetings • Monitor data obtained by the City pursuant to desired outcome: "Grow Collaborative Partnerships" • Consider providing development assistance

Feedback and Discussion







THANK YOU

CITY OF Tigard

AIS-5732 **6.**

Business Meeting

Meeting Date: 02/25/2025

Length (in minutes): 20 Minutes

Agenda Title: Report and Policy Review on Street Maintenance Fee

Authored By: Joseph Barrett

Presented By: PW Admin, Finance, and Kittleson Engineering

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

The Street Maintenance Fee, detailed in TMC 15.20, is calculated based on the number of parking spaces. The city and the state no longer have minimum parking requirements. As such, Council directed staff to explore a change in the methodology. The most common methodology is to base an individual's fee on the number of trips generated by their use, according to the Institute of Transportation Engineers (ITE) Trip Generation Manual.

ACTION REQUESTED

Staff will seek feedback from Council about a proposed Street Maintenance Fee code update with the new trip generation methodology. The discussion will also include program decision points required before the implementation of the new methodology.

BACKGROUND INFORMATION

The City of Tigard has an inventory of more than 150 miles of streets, all of which must be monitored and maintained. To help maintain this critical infrastructure investment, the city charges a Street Maintenance Fee (SMF) to Tigard residents and businesses that is assessed monthly on utility billings. The Street Maintenance Fee was adopted on January 5, 2010, by the Tigard City Council and is calculated based on the minimum number of off-street vehicle parking spaces required under the Tigard Community Development Code for commercial and industrial customers, and on a “per unit” basis for residential customers. This revenue supports pavement maintenance and reconstruction of existing city-owned roadways. It also covers a limited amount of landscape maintenance within the rights of way of collector and arterial streets where residents' properties back up to them (double-frontage lots). State and County roadways are not covered by the SMF, with one exception - certain portions of Highway 99W are covered for right of way landscape maintenance.

Tigard is one of roughly two dozen Oregon cities that has adopted street maintenance fees to close the funding gap between local needs and state gas tax revenues. For more than 20 years, the city has used its SMF to supplement the lack of funding from the state gas tax. By having a locally-based fee, communities are provided with a stable source of revenue to pay for maintenance and repairs in a timely and efficient manner. There are two common methods used in calculating a transportation utility fee: a flat fee, and the more complicated trip generation methodology. Cities using a trip generation methodology establish different rates for different categories of use. Most cities use the

Institute of Transportation Engineers (ITE) manual as the source for their trip generation methodology. Tigard's current methodology is neither of those, but one based on the minimum number of parking spaces required by the Development Code.

The primary purpose of this methodology update is to acknowledge a significant change in the Development Code related to parking. In 2018, the Development Code was changed with respect to the Tigard Triangle area such that minimum parking standards were removed. In 2023, the State enacted a new standard that called for the elimination of minimum parking standards in certain areas in 61 cities and eight metro regions throughout the state. In November 2023, Tigard's Development Code was changed again to remove minimum parking space requirements for all zones. Because of these changes, the current methodology for the SMF is no longer valid and must be amended.

In January 2021, the City contracted with Kittelson & Associates (Consultant) to update the Street Maintenance Fee methodology to one based on trip generation. Kittelson is a highly-respected transportation and traffic engineering firm who has helped many jurisdictions establish street maintenance fee methodologies based on trip generation. Originally, the contract was for five months with a draft ordinance to be completed by June 30, 2021. The contract has since been extended due to the data cleanup process taking much longer than anticipated.

The data cleanup has now been finalized and now the actual breakdown of options will need to be finalized, specifically the level of revenue required from residential versus non-residential/business uses. The initial goal was to keep the revenue requirement the same for residential and business uses. However, the difference between the two methodologies makes that goal harder to achieve, which means property owners will see some changes to their monthly fees. For example, Costco was previously assessed based on parking stalls and received one utility bill. With the new methodology, they will receive two separate SMF assessments, one for the warehouse and one for the gas station, because the two use types have very different trip generation rates.

One of the last bits of work on this project is to establish protocols around data management. Another task is to simplify the number of use types that are assigned to non-residential properties. The ITE manual has hundreds of use types to pick from, and in order to make the new methodology easier to administer, teammates and Kittelson are working toward establishing use type groups, or "buckets", each with their own trip generation rate. The draft methodology includes the proposed buckets.

ALTERNATIVES & RECOMMENDATION

Information only

ADDITIONAL RESOURCES

Attachments

Presentation



City *of* Tigard Respect and Care | Do the Right Thing | Get it Done

BR0

Funding Pavement Management Program
Converting to Trip Based Fee Methodology

Presenters

Tony Roos, PE
Kittelson & Associates

Nichole George, PMP
Engineering Public Works

February 2025

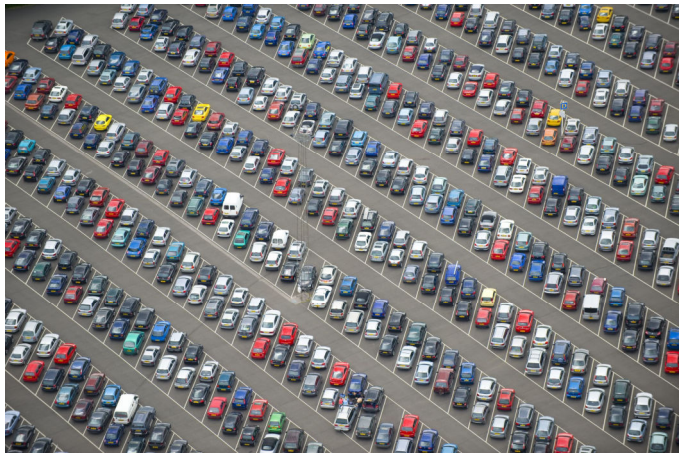
TIGARD

Slide 1

BR0 I recommend the second line say, "Converting to a Trip Based Street Maintenance Fee Methodology"
Brian Rager, 2025-02-11T16:51:52.035

Street Maintenance Fee Code Update 15.20

- Adopted in 2010 with fees associated with parking spots
- Current, SMF is outdated
- Previous council requested staff explore trip-generation based methodology for SMF



Pavement Maintenance Program (PMP)

- PMP is funded by Street Maintenance Fee (SMF) to keep Tigard streets in the best condition possible.

- Council update from January 14th, 2025 on PMP.

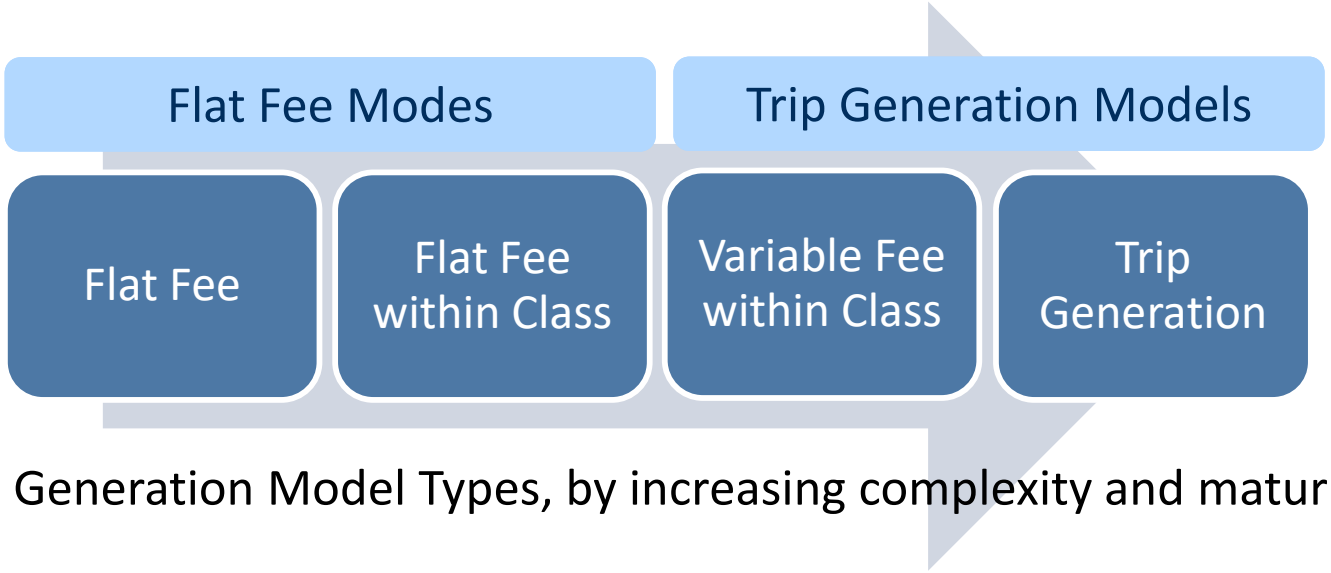
What is the Current Methodology?





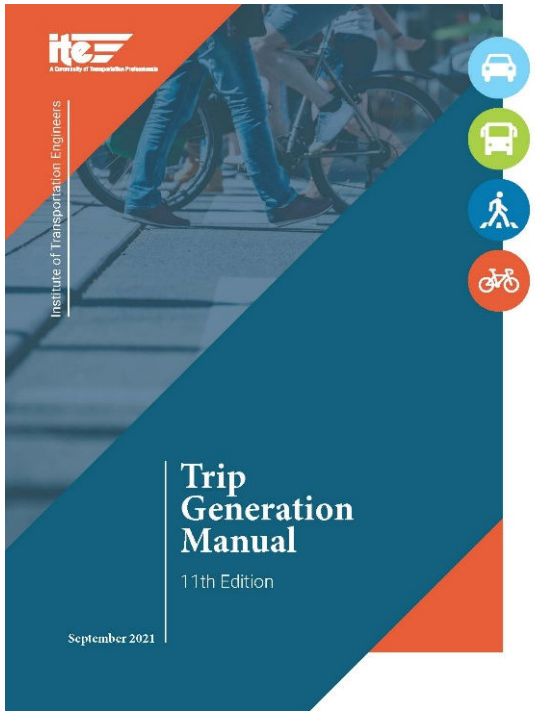


Model types to consider?



Trip Generation Model Types, by increasing complexity and maturity

Why Change to Trip Generation?

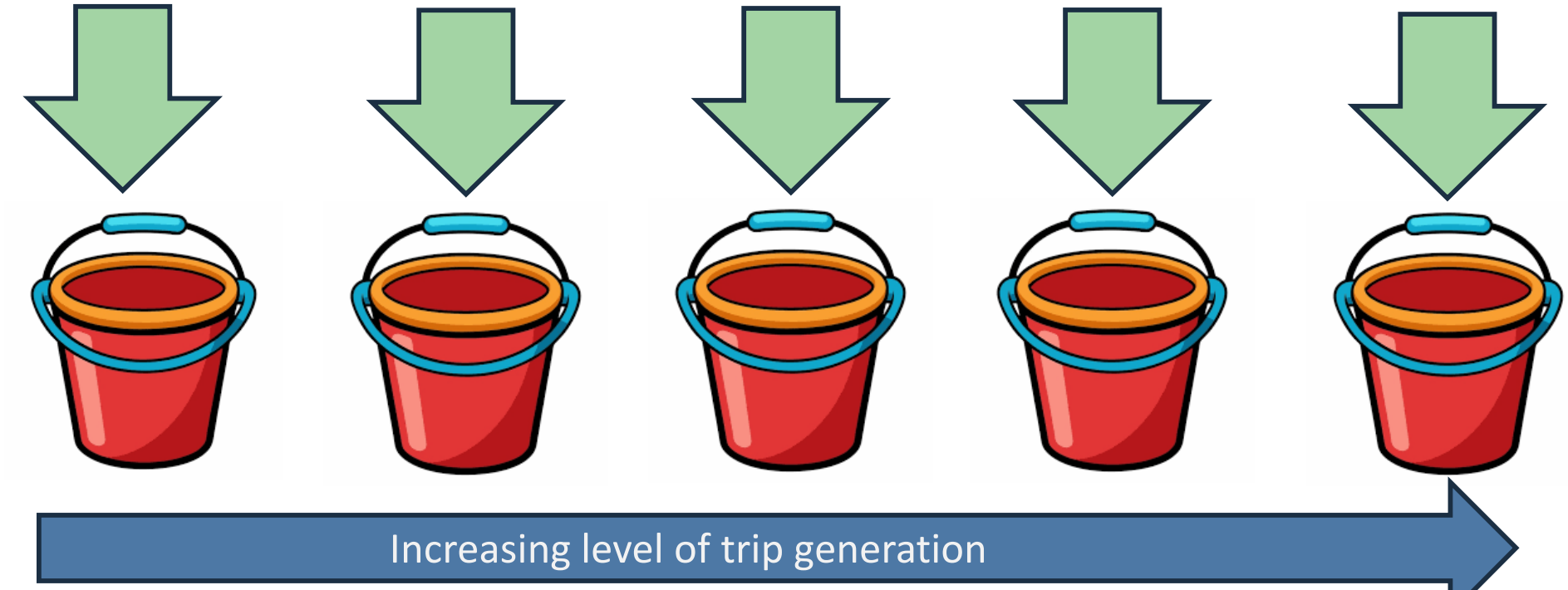


- Closer represents use/damage to roadways by trip generators
- Fairness/equity in applying fees
- Accounts for increased delivery trips
- Accounts for trips generated by zero-parking residential units

ITE: Institute of Transportation Engineers

Variable Fee within Class

Total Trips Generated in the City



Increasing level of trip generation

Process to Change?

- Working Group to advise Council
  - 3-4 meetings
- Public meetings
- Council Presentations
  - Review recommendations from the Working Group
  - Review Ordinance Change
  - Approve Ordinance Change



Stakeholders member types
Chamber of Commerce
Residents
Small Business (Coffee Shop)
Church
TTSD School District
Retirement Community
Large Business (2)

Direction Sought Tonight?

- Does the Council support Trip Generation Model?
- Does Council Support Staff's plan to create a working group?
- Are there questions the Council has about the SMF that Staff should explore before coming back?



AIS-5753 **7.**

Business Meeting

Meeting Date: 02/25/2025

Length (in minutes): 30 Minutes

Agenda Title: Transient Lodging Tax Policy Update

Authored By: Eric Kang

Presented By: Eric Kang, Finance Director

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

The Transient Lodging Tax, detailed in Tigard Municipal Code 3.85, was approved by Council in 2017 to impose a 2.5% lodging tax on room rates in the City. Revenue from the Transient Lodging Tax is expected to collect approximately $750,000 per year and currently has a reserve balance of $2.2M. 30% of the revenues are used to support operations as statutorily allowed, and the remaining portion has been used to fund community events.

ACTION REQUESTED

Staff is seeking policy direction from Council on the use of Transient Lodging Tax.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

Transient Lodging Tax was discussed during the FY25 budget development process. For the fiscal year 2025 budget, the Transient Lodging Tax Fund is budgeted to fund $189K for General Operations, $94K for Community Event Grants, and $100K for the 4th of July Drone Show with a remaining $383K unbudgeted. The remaining unbudgeted portion may only be used to fund tourism related purposes as outlined in ORS 320.350; notably this requires a customer, visitor, or guest to travel more than 50 miles from their community of residence or include an overnight stay.

Public Involvement

Discussions have been held with the budget committee and the grant sub-committee on the use of transient lodging tax for community event grants.

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

Transient lodging tax is a revenue source that could be used to modernize and improve city services specifically to draw tourism from outside the region to stimulate the economic vibrancy of the city.

ALTERNATIVES & RECOMMENDATION

Not applicable

ADDITIONAL RESOURCES

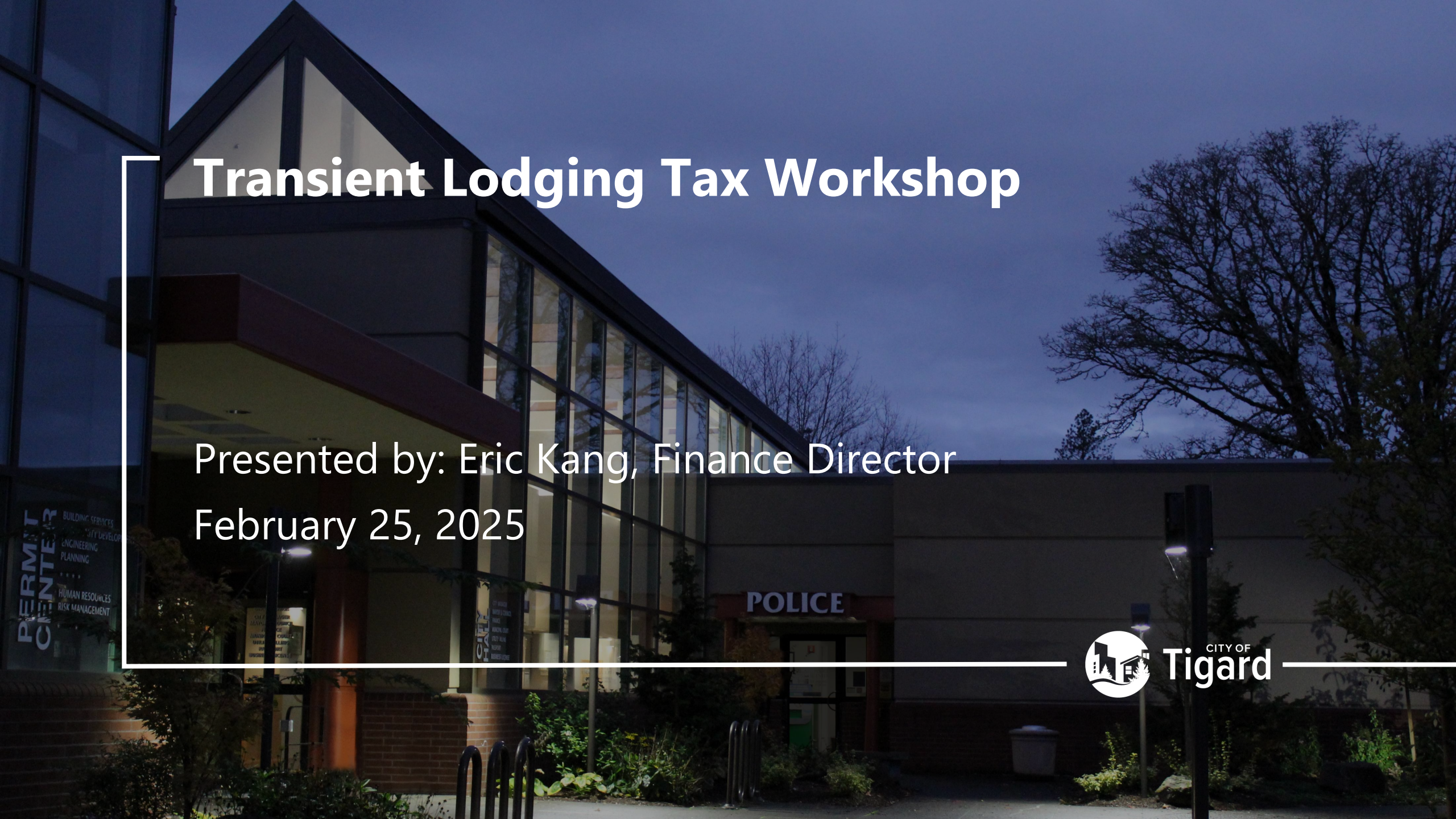
Attachments

Transient Lodging Tax Workshop Presentation

Transient Lodging Tax Workshop

Presented by: Eric Kang, Finance Director

February 25, 2025



CITY OF Tigard

Transient Lodging Tax

In 2017, City Council approved a Transient Lodging Tax of 2.5% that was well supported by the business community including the Tigard Chamber of Commerce and the Tigard Downtown Alliance.

The Transient Lodging Tax is assessed on room rates in hotels/motels within Tigard.

Transient Lodging Tax Uses

ORS 320.350

Transient Lodging Taxes Imposed after July 2003 must be used for:

30% may be used for general operations (General Fund)

70% must be used for tourism-related purposes

Transient Lodging Tax Uses

Tourism Related Purposes is defined as:

a) Fund tourism promotion or tourism-related facilities

b) Finance or refinance the debt of tourism-related facilities and pay reasonable administrative costs incurred in financing or refinancing that debt.

Transient Lodging Tax Uses

ORS 320.300 defines Tourist:

"a person who, for business, pleasure, recreation or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the person's community of residence, and that trip requires the person to **travel more than 50 miles** from the community of residence **or includes an overnight stay**.

Transient Lodging Tax Uses

Tourism Promotion

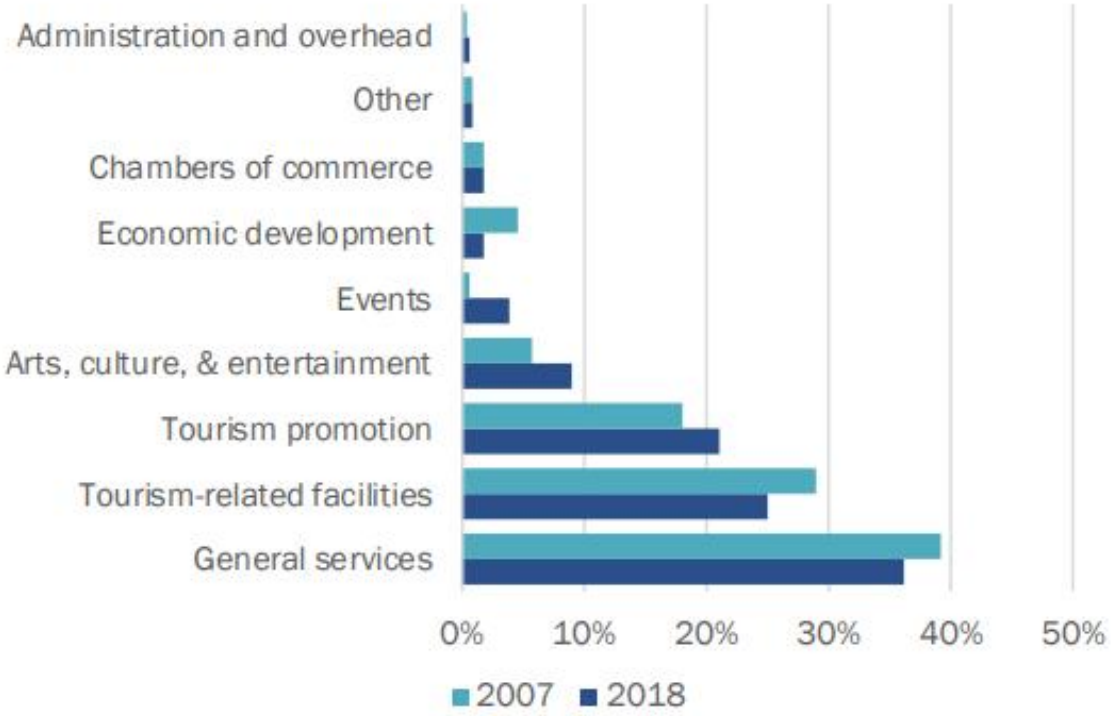
- Advertising, publicizing or distributing information for purpose of attracting and welcoming tourists
- Conducting strategic planning and research necessary to stimulate future tourism development
- Operating tourism promotion agencies
- Marketing special events and festivals designed to attract tourists.

Tourism Related Facility

- A conference center, convention center or visitor information center
- Other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

Transient Lodging Tax Uses

Across the State, aside from General services, Transient Lodging Tax funds are largely used for tourism-related facilities and promotion.



Source: Transient Lodging Tax Survey (2008) and Local Transient Lodging Tax: Expenditures and Administration (2019), ECONorthwest

Transient Lodging Tax Uses

In the FY25 Budget:

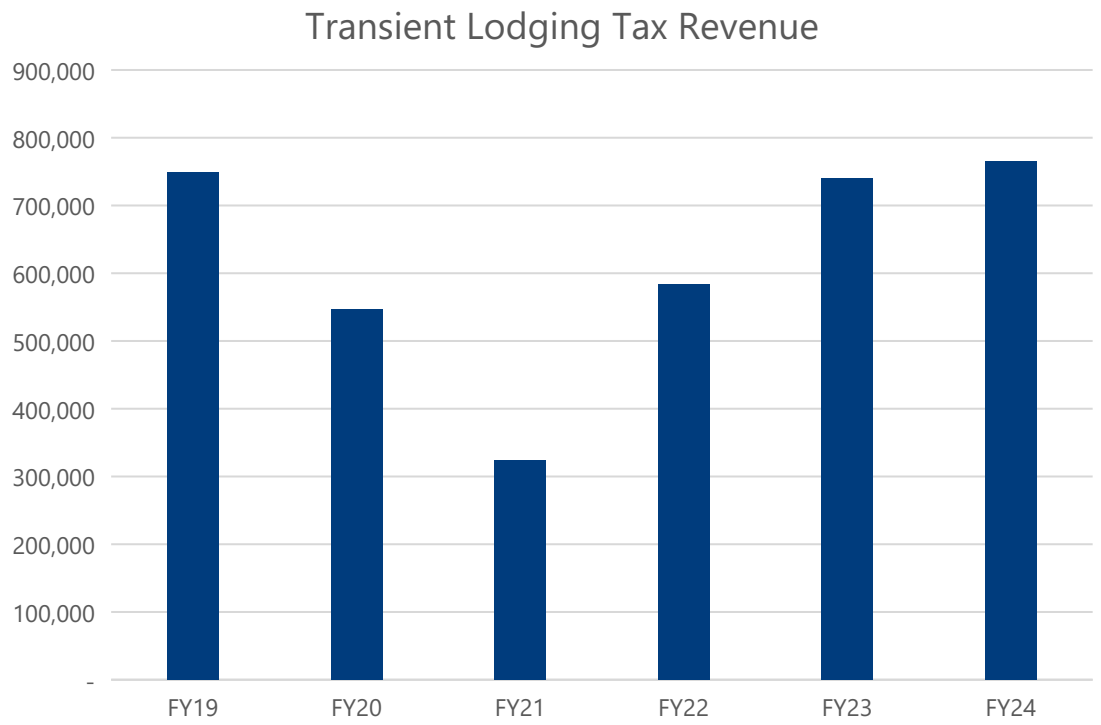
$189K for General Operations

$94K for Community Event Grants

$100K for 4th of July Drone Show

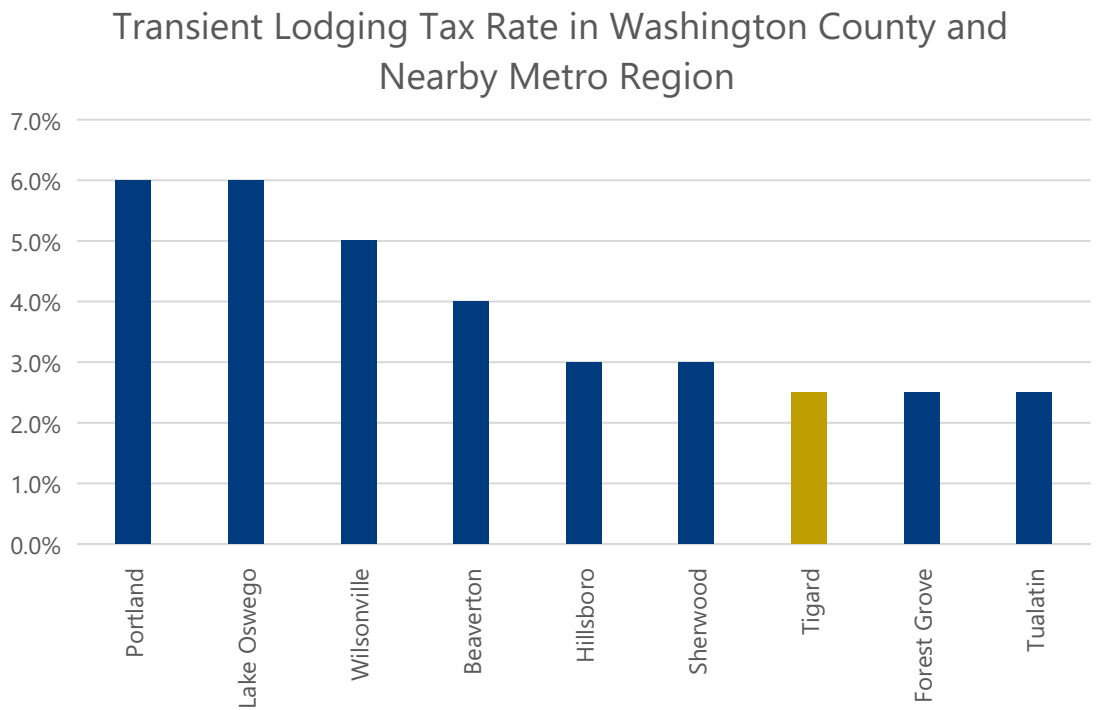
Transient Lodging Tax Revenue

Outside of COVID years, the average annual collection has been $750K/year. Current reserve balance is at $2.2M.



Transient Lodging Tax Revenue

Tigard has the lowest Transient Lodging Tax Rate in the region.



Transient Lodging Tax Bond

- Transient Lodging Tax could be used to pay for a bond issuance estimated between $6M - $7M and continue to support grants and general operations at its current level.
- Fund reserve balance is forecasted to be $2.2M by the end of FY25.
- Total capital available $8.7M – $9.2M with bond issuance.

Policy Considerations

Should the city continue the path of mostly expending TLT funds on grants?

Should the city explore other applicable uses of Transient Lodging Tax funds?



Questions?

CITY OF Tigard