Tigard Business Meeting
AGENDA

TIGARD CITY COUNCIL & LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME:	MAY 6, 2025 - 6:30 p.m. Business Meeting **May 5, 2025 - Revised Presentation Attached for Agenda Item 9**
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: May 6, 2025 Council Meeting (https://www.tigard-or.gov/Home/Components/Calendar/Event/8990/372).

Upon request, the City will endeavor to arrange 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 971-724-1565 (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.

Tigard Business Meeting
AGENDA

TIGARD CITY COUNCIL & LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME: MAY 6, 2025 - 6:30 p.m. Business Meeting **May 5, 2025 - Revised Presentation Attached for Agenda Item 9**

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

2. PROCLAMATIONS AND RECOGNITION **6:35 p.m. estimated time**

   A. PROCLAMATION HONORING THE LIFE AND SERVICE OF SENATOR AARON WOODS

   B. ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH

   C. PROCLAMATION HONORING TIGARD HIGH SCHOOL THESPIANS

   D. MOVE WITH THE MAYOR/MOVE4MAY PROCLAMATION

3. PUBLIC COMMENT **7:00 p.m. estimated time**

   A. Public Comment – Written

   B. Public Comment – In Person

C. Public Comment – Phone-In

D. Public Comment – Video

4. CITY MANAGER REPORT **7:05 p.m. estimated time**

5. APPROVE EMPLOYMENT CONTRACT WITH EMILY TRITSCH AS INTERIM CITY MANAGER **7:10 p.m. estimated time**

6. TIGARD YOUTH ADVISORY COUNCIL 2025 NATIONAL LEAGUE OF CITIES CONFERENCE REVIEW **7:15 p.m. estimated time**

7. LOCAL CONTRACT REVIEW BOARD (LCRB) PUBLIC HEARING: EXEMPTION TO COMPETITIVE BIDDING AND APPROVAL OF FINDINGS FOR THE POLICE AND PUBLIC WORKS FACILITY **7:25 p.m. estimated time**

8. TIGARD/LAKE OSWEGO ENTERPRISE ZONE EXPIRATION **7:45 p.m. estimated time**

9. FOOD CART DISCUSSION **8:00 p.m. estimated time**

10. DOWNTOWN PARKING MANAGEMENT PROGRAM UPDATE **8:45 p.m. estimated time**

11. EXECUTIVE SESSION: The Tigard City Council will enter into an Executive Session called under ORS 192.660 (2) (e) for real estate negotiations. 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. The City Council will adjourn after the Executive Session. **9:15 p.m. estimated time**

12. ADJOURNMENT **9:30 p.m. estimated time**

AIS-5829 **2. A.**

Business Meeting

Meeting Date: 05/06/2025

Length (in minutes): 5 Minutes

Agenda Title: Proclamation Honoring the Life and Service of Senator Aaron Woods

Authored By: Nicole Hendrix

Presented By: Mayor Heidi Lueb

Item Type: Proclamation

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

This proclamation honors the life and service of Senator Aaron Woods who dedicated his life to the betterment of Oregon and to the city of Tigard. Senator Woods passed away on Saturday, April 19, 2025 surrounded by his family.

ACTION REQUESTED

To recognize and honor the life and service of Senator Aaron Woods with this proclamation.

BACKGROUND INFORMATION

Senator Woods served as the elected representative for Oregon Senate District 13, encompassing Tigard, Wilsonville, and other communities across three counties, since 2023. He was a passionate advocate for equitable access, high-speed internet, transportation safety, affordable housing, economic development, and so much more.

Senator Woods' legacy is marked by his unwavering commitment to public service, his deep care for his community, and his tireless efforts to improve the lives of all Oregonians.

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

N/A

Attachments

No file(s) attached.

AIS-5836 **2. B.**

Business Meeting

Meeting Date: 05/06/2025

Length (in minutes): 5 Minutes

Agenda Title: Asian American and Pacific Islander Heritage Month

Authored By: Rebecca Hathaway

Presented By: Mayor Heidi Lueb

Item Type: Proclamation

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Asian American and Pacific Islander (AAPI) Heritage Month is celebrated in May to recognize and honor the contributions of AAPI communities to American history, society, and culture. The first AAPI Heritage celebration was proclaimed in May 1979. Asian American, Native Hawaiian and Pacific Islander Heritage recognizes the contributions and influence of Asian Americans, Native Hawaiians and Pacific Islander Americans to the history, culture, and achievements of the United States. The month of May was chosen for AAPI Heritage Month because it commemorates the immigration of the first Japanese people to the United States on May 7, 1843. May is also a significant month because it recognizes Golden Spike Day, May 10, 1869, which marks the completion of the transcontinental railroad that was built with significant contributions from Chinese workers.

ACTION REQUESTED

Mayor Lueb received a request from Tigard Team member and Finance Director Eric Kang to proclaim May as Asian American and Pacific Islander Heritage Month.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

The City previously proclaimed AAPI month beginning in 2024

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

This proclamation reinforces the City's commitment to celebrating diverse cultures and recognizing both the historical experiences and contributions of Asian American, Native Hawaiian and Pacific Islander to the Tigard community.

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

Asian American and Pacific Islander Heritage Month

Attachments

AAPI Month Proclamation

Proclamation

City *of* Tigard

PROCLAMATION IN RECOGNITION OF ASIAN AMERICAN and PACIFIC ISLANDER HERITAGE MONTH MAY 2025

WHEREAS, each year, Americans observe Asian American and Pacific Islander (AAPI) Heritage Month by recognizing and celebrating the diverse histories, cultures, and contributions of Asian American citizens, residents, and immigrants of this region; and

WHEREAS, May is nationally recognized as a month-long celebration of the rich culture and heritage, and the remarkable contributions of Asian Americans and Pacific Islanders to the American story; and

WHEREAS, the month of May was chosen with two important milestones: the arrival of the first Japanese immigrants in the United States on May 7,1843 and contributions of Chinese workers to the building of the transcontinental railroad, completed on May 10, 1869; and

WHEREAS, in 1992, Congress expanded the observance to a monthlong celebration that is known as Asian American and Pacific Islander Heritage Month; and

WHEREAS, the City of Tigard is committed to equity, cultural diversity, and inclusion, and appreciates the rich tapestry of interconnected cultures that form and enrich our community

NOW THEREFORE BE IT RESOLVED, the City of Tigard Mayor does hereby proclaim her support for designating May as

ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH

and invites the Tigard community to take time to reflect and celebrate the important role that Asian Americans, Native Hawaiians, and Pacific Islanders (AANHPIs) have played in our shared history.

Dated this 6th day of May 2025

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

_____
Heidi Lueb, Mayor
City of Tigard

Attest:

_____
Carol A. Krager, City Recorder

AIS-5832 **2. C.**

Business Meeting

Meeting Date: 05/06/2025

Length (in minutes): 5 Minutes

Agenda Title: Proclamation Honoring Tigard High School Thespians

Authored By: Rebecca Hathaway

Presented By: Mayor Heidi Lueb

Item Type: Proclamation

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

We are issuing this proclamation to recognize the outstanding achievements of Tigard High School thespians, who recently earned top honors at the Oregon Thespian State Festival. Their success—including multiple first-place awards in performance, technical theater, and design—has qualified several students to represent Tigard at the International Thespian Festival this June in Bloomington, Indiana. Their dedication, creativity, and teamwork reflect the very best of our community's youth and arts education.

ACTION REQUESTED

Mayor Lueb would like to recognize the student thespians for their recent achievements.

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

N/A

ALTERNATIVES & RECOMMENDATION

ADDITIONAL RESOURCES

Tigard High Thespian Website

Attachments

Tigard High School Thespians Proclamation

Proclamation

City *of* Tigard

RECOGNIZING THE OREGON THESPIAN STATE FESTIVAL AWARD RECIPIENTS FROM TIGARD HIGH SCHOOL

May, 2025

WHEREAS, the theatre students at Tigard High School have demonstrated remarkable talent, passion, and dedication through their participation in the Oregon Thespian State Festival held in Salem, Oregon this past April; and

WHEREAS, these students received multiple accolades and awards at the Festival, distinguishing themselves among their peers across the state through excellence in performance, technical theatre, and artistic expression; and

WHEREAS, the achievements of these students have earned them the prestigious opportunity to advance to the International Thespian Festival, to be held in Bloomington, Indiana in June of this year, where they will represent Tigard, Oregon, on a national stage; and

WHEREAS, the accomplishments of these students reflect not only their individual talents and hard work but also the unwavering support and guidance of their teachers, mentors, families, and the broader school community; and

WHEREAS, the City of Tigard is proud to celebrate the arts and recognize the positive impact that creative expression and theatrical education have on youth development, confidence, teamwork, and cultural enrichment;

NOW, THEREFORE, I, Mayor Heidi Lueb of the City of Tigard, Oregon do hereby proclaim recognition and commendation for the Tigard High School Thespians, their director, and their entire support team for their outstanding accomplishments at the Oregon Thespian State Festival and extend our full support and congratulations as they prepare to attend the International Thespian Festival in June.

FURTHER, the City of Tigard encourages all residents to join in recognizing and celebrating the achievements of these talented young artists, whose hard work and passion exemplify the vibrant spirit of our community.

Dated this 6th day of May, 2025

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

_____
Heidi Lueb, Mayor
City of Tigard

Attest:

_____
Carol A. Krager, City Recorder

AIS-5812 **2. D.**

Business Meeting

Meeting Date: 05/06/2025

Length (in minutes): 5 Minutes

Agenda Title: Move with the Mayor/Move4May Proclamation

Authored By: Rebecca Hathaway

Presented By: Mayor Heidi Lueb

Item Type: Proclamation

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

The Move with the Mayor® Spring Mental Health and Physical Activity Challenge continues to be a powerful initiative that promotes physical activity while fostering meaningful social connections, directly supporting the U.S. Surgeon General's call to action for improved community health. Tigard's Move4May program complements this effort by encouraging residents to spend time outdoors and stay active throughout the month of May—reinforcing the vital link between physical activity, social connection, and overall well-being.

ACTION REQUESTED

Support the MWTM program by proclaiming May as MOVE WITH THE MAYOR and MOVE 4 MAY MONTH

BACKGROUND INFORMATION

Dates of Previous and Potential Future Considerations

The Mayor previously proclaimed Move with the Mayor month in 2024.

Public Involvement

Meetup and Move with the Mayor + Fanno Creek Trail Grand Opening May 10, 2025 | 10:00 AM
Yoga in the Park May 22, 2025 | 5:30 PM – 6:15 PM

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

Move with the Mayor has numerous benefits for individuals and communities, including:

Improved physical health: Regular physical activity improves cardiovascular health, which reduces the risk of high blood pressure, high cholesterol, and diabetes.

Enhanced social connection: Participating in physical activity with others can help foster social connections while improving mental well-being by reducing feelings of loneliness and isolation.

Stronger communities: By promoting physical activity and community engagement, Move with the Mayor® helps create stronger, more connected communities.

ALTERNATIVES & RECOMMENDATION

N/A

ADDITIONAL RESOURCES

Move With the Mayor Website

Attachments

MWTM/Move4May Proclamation

Proclamation

City *of* Tigard

MOVE WITH THE MAYOR and MOVE4MAY MONTH
MAY 1 - 31, 2025

WHEREAS, loneliness and social isolation remain significant health concerns in the United States; and

WHEREAS, current research has found that one-third of American adults report feeling consistently lonely or isolated, with even higher rates among certain populations such as older adults, young adults, the LGBTQ+ community, and veterans; and

WHEREAS, these feelings of loneliness and isolation can increase the risk of chronic diseases, mental health disorders, and mortality; and

WHEREAS, over the past few decades, social and technological changes, such as the rise of social media and increased work demands, have impacted our ability to form meaningful connections with others; and

WHEREAS, the United States Surgeon General has issued a call to action to address loneliness and isolation through social connection, recognizing the critical role that social support plays in promoting overall health and well-being; and

WHEREAS, the Move with the Mayor® Spring Mental Health and Physical Activity Challenge continues to be a powerful initiative to promote physical activity while fostering social connections among our residents, directly addressing the Surgeon General's call to action; and

WHEREAS, Tigard's Move4May program encourages the community to spend time outdoors while being active throughout the month of May, further reinforcing the importance of social connection and physical activity for overall well-being.

NOW, THEREFORE, BE IT RESOLVED that the City of Tigard officially supports the Surgeon General's call to action to address loneliness and isolation through social connection by declaring May as

MOVE WITH THE MAYOR and MOVE4MAY MONTH

and encourages all residents to actively participate in the Move with the Mayor® Spring Challenge and Tigard's Move4May program, promoting physical activity, engaging in outdoor activities, and forging meaningful social connections to strengthen our collective health and resilience.

Dated this 6th day of May, 2025

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

_____
Heidi Lueb, Mayor
City of Tigard

Attest:

_____
Carol A. Krager, City Recorder

AIS-5833 **5.**

Business Meeting

Meeting Date: 05/06/2025

Length (in minutes): 5 Minutes

Agenda Title: Approve Employment Contract with Emily Tritsch as Interim City Manager

Authored By: Shelby Rihala

Presented By: Shelby Rihala, City Attorney

Item Type: Motion Requested

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Because the City Manager is appointed by Council pursuant to the City's Charter, Council action is necessary to appoint Emily Tritsch as Interim City Manager from now until the arrival of incoming City Manager Brent Stockwell on June 1, 2025.

ACTION REQUESTED

Approve the amendment to Emily Tritsch's employment contract to allow her to serve as interim city manager.

BACKGROUND INFORMATION

The City's next city manager, Brent Stockwell, will begin with the City on June 1, 2025. Until that time, Council will need to appoint an interim city manager to comply with the City's Charter and clarify authorities. Deputy City Manager Emily Tritsch has agreed to fill the interim City Manager position until Mr. Stockwell's arrival, at which time she will return to her current position. Council's action tonight will approve an amendment to Emily Tritsch's current employment agreement to fill this interim role.

ALTERNATIVES & RECOMMENDATION

ADDITIONAL RESOURCES

Attachments

Agreement

Amendment to Employment Agreement

This Amendment to Employee's October 19, 2021 Employment Agreement ("Employment Agreement") is entered into between the City of Tigard ("City") and Emily Tritsch ("Employee").

I. The following is added to Section 2 of the Employment Agreement:

City agrees to employ Employee as Interim City Manager, effective April 28, 2025 until May 31, 2025, after which time Employee will return to her current position.

If a majority of City Council votes to remove Employee from the position of Interim City Manager at a duly authorized public meeting, she will return at that time to her current position.

II. In consideration for Employee's service as Interim City Manager, City agrees to provide an additional forty (40) hours of paid time-off to Employee, which must be used prior to September 30, 2025. This additional accrual is not eligible to be cashed out, except as otherwise required by City policy or law.

III. All other provisions of Employee's Employment Agreement remain in full force and effect.

Agreed to this ____ date of May, 2025.

Heidi Lueb, Mayor	Employee
Date	Date

AIS-5800	**6.**
Business Meeting	
Meeting Date:	05/06/2025
Length (in minutes):	10 Minutes
Agenda Title:	Tigard Youth Advisory Council 2025 National League of Cities Conference Review
Authored By:	Alexandra Richardson
Presented By:	Alex Richardson, Management Analyst, TYAC Pres. Madi Vogel, Vice Pres. Chloe Wilson, YCC Shriya Myneni
Item Type:	Update, Discussion, Direct Staff
Public Hearing Legal Ad Required?:	No
Publication Date:	

Information

EXPLANATION OF ISSUE

The purpose of this item is to debrief the Council on the experiences of the three Tigard Youth Advisory Council (TYAC) delegates at the National League of Cities Congressional Cities Conference from March 7-12, 2025 in Washington, D.C. Management Analyst Alex Richardson chaperoned Youth Councilor Shriya Myneni, TYAC President Madi Vogel, and TYAC Vice President Chloe Wilson on this trip. For this presentation, each youth delegate will highlight their most memorable experiences of the trip, what they learned, and how the conference sessions affected their view of government.

ACTION REQUESTED

Informational only; no action requested.

BACKGROUND INFORMATION

Each year, the Washington, D.C. Congressional Cities Conference (CCC) includes a Youth Delegation track with sessions for youth advisory council members. New this year, the youth sessions were offered as a preconference to the full CCC. The preconference allows the teens to network with other youth delegates, observe how their councils work, and learn new strategies for making change in their home communities. Youth sessions this year revolved around solving simulated community challenges, and were led by UNLEASH. UNLEASH is a non-profit organization with a mission to accelerate positive change toward the Sustainable Development Goals by mobilizing young people.

The general conference sessions, which youth also attended, included speakers such as Vice President Vance, West Hollywood Mayor Chelsea Bryer, Rosie Rios, Chair of America250, and a POLITICO reporter-led panel on Department of Government Efficiency (DOGE).

In addition to attending conference sessions, the three students visited the Smithsonian American Art Museum, the Lincoln Memorial, the Vietnam Veterans Memorial, the White House, and the U.S. Capitol. During Hill Day at the Capitol, Youth Councilor Myneni and TYAC President Madi Vogel met with Representative Andrea Salinas, and participated in the League of Oregon Cities delegation meeting with other Oregon Congresspeople. They had the opportunity to ask questions of their elected officials.

Dates of Previous and Potential Future Considerations
Members of TYAC were able to travel to DC for the CCC prior to 2019. The program paused during the pandemic and was brought back in 2022. Participants report their conference experience and learnings to City Council each spring.

Public Involvement
N/A

Impacts (Community, Budget, Policies and Plans/Strategic Connection)
The City team pursues sponsorships each year from organizations such as Portland General Electric and the Chamber of Commerce. Portland General Electric provided $610 in sponsorship funding to cover the attendance of two youth delegates' pre-conference fees. The rest of the expenses were covered by budgeted line items in the City Council budget.

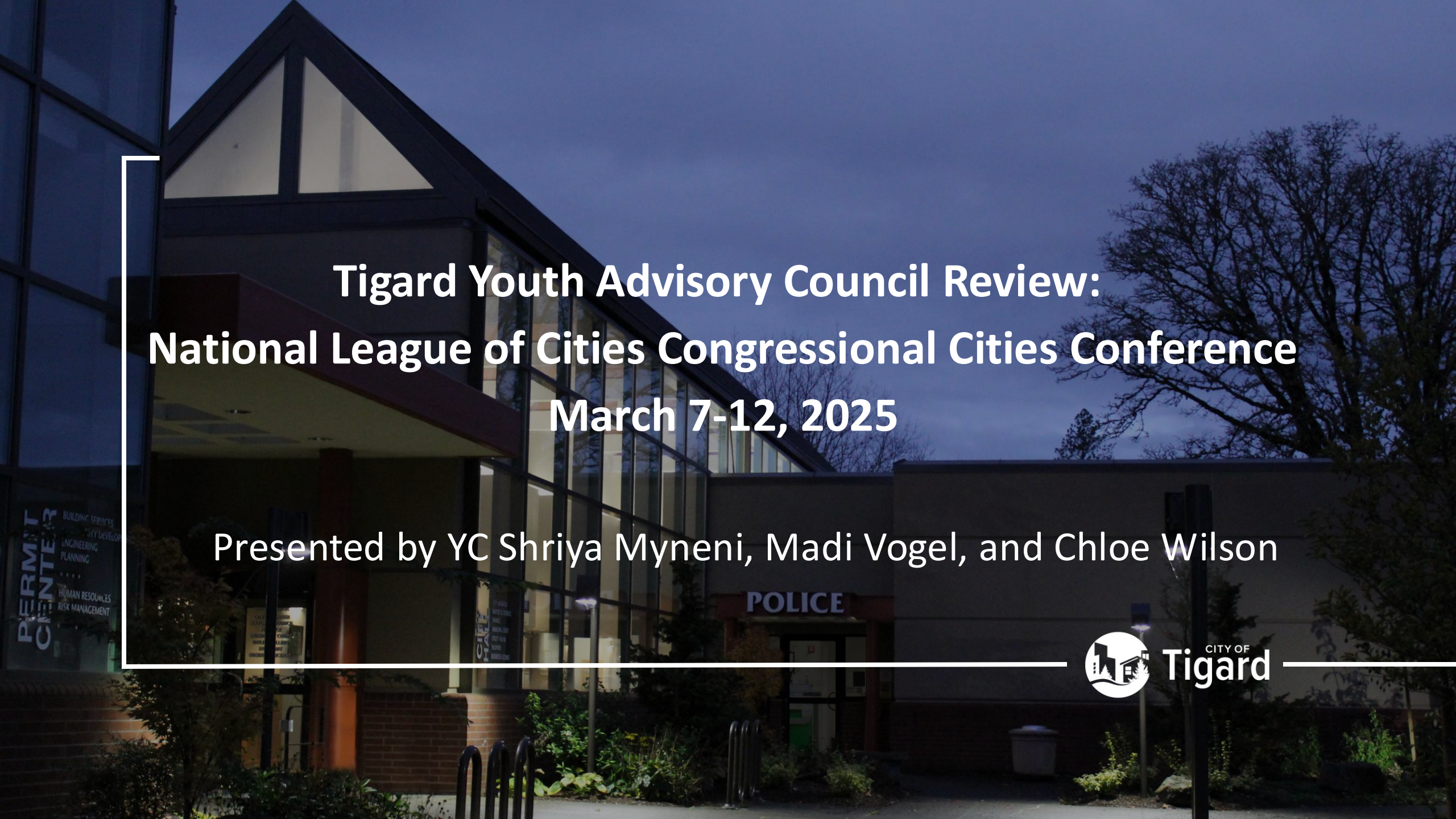
This program aligns with Strategic Plan Priority 1.4 "Enhance community awareness and engagement with City activities and services" by supporting the importance of this opportunity for Tigard's emerging leaders.

ALTERNATIVES & RECOMMENDATION

ADDITIONAL RESOURCES

Attachments

2025 TYAC NLC PPT



Tigard Youth Advisory Council Review: National League of Cities Congressional Cities Conference March 7-12, 2025

Presented by YC Shriya Myneni, Madi Vogel, and Chloe Wilson

CITY OF Tigard

2025 Congressional Cities Conference
Tigard Youth Delegation





Youth Sessions







General Conference Sessions



Rosie Rios, former Treasurer of the United States, Chair of America250



West Hollywood Mayor Chelsea Byers



POLITICO panel on the Department of Government Efficiency (DOGE)

Hill Day







left: with Rep. Janelle Bynum; right: with Rep. Andrea Salinas

Sightseeing









Thank you!



AIS-5801	**7.**
Business Meeting	
Meeting Date:	05/06/2025
Length (in minutes):	20 Minutes
Agenda Title:	Exemption to Competitive Bidding and Approval of Findings for the Police and Public Works Facility
Authored By:	Rosie McGown
Presented By:	Rosie McGown, Contracts and Purchasing Manager
Item Type:	Motion Requested Resolution Public Hearing Local Contract Review Board
Public Hearing Newspaper Legal Ad Required?:	Yes
Public Hearing Publication Date in Newspaper:	04/21/2025

Information

EXPLANATION OF ISSUE

The purpose of this action is to exempt the Police and Public Works Facility from traditional low bid and allow Alternative Project Delivery.

ACTION REQUESTED

It is recommended that the Tigard City Council, also serving as the Local Contract Review Board (LCRB), approve the findings and allow an Alternative Project Delivery (APD) method rather than low bid for the solicitation and contract of the Police and Public Works Facility.

BACKGROUND INFORMATION

Project Overview:

For years, Tigard has faced a serious challenge: facilities are aging, seismically unsafe, overcrowded, and too costly to Tigard taxpayers to repair and rehabilitate. This includes critical first-responder facilities for Public Works, Police, and Tigard's Emergency Operations Center.

A 2009 study found that the Police Department's 42-year-old facility is overcrowded and a follow-up study in 2013 determined the Police Department is operating in about half the space it needs to function efficiently. Additionally, a seismic assessment in 2016 determined that the building could be unusable for days or weeks after an earthquake. This would hamper the City's ability to respond effectively during an emergency.

The Public Works building is 30 years old and was not built to house the full Public Works Department of the City. The Public Works site is approximately 3.0 acres and cannot safely store the equipment needed by the Department. Employees regularly hold staff meetings outside the building because it does not have meeting rooms to accommodate their teams.

In 2024 the City purchased a 9.5 acre parcel to address these needs and combine the two

departments efficiently on a new campus. The facility will serve as the operations and maintenance center for Water, Sewer, Storm, Parks and Recreation, Streets, Engineering, Public Works Administration, Fleet and Facility functions, and the Police Department. This facility will also function as the Emergency Operations Center and host the field staff, equipment, and materials needed to respond to emergencies.

Procurement Process – Exemption Requirements:
The City has contracted with Otak to provide services as Project Director for this project. Through evaluation of project documents, information and field services, Otak assisted the City in determining the best delivery method for the Police and Public Works Facility Project.
Staff evaluated different design and construction delivery methods taking the following into consideration:

- Project challenges
- City of Tigard resources and technical expertise
- Project delivery alternatives and their features
- City and State compliance review
- Evaluation of advantages for each delivery alternative

Due to a combination of complexity, size of project, and overall schedule, staff recommend a Construction Manager/General Contractor (CM/GC) delivery method. As required under Oregon Revised Statute 279C.335 and Tigard's Public Contracting Rules 10.105 and 10.108, all public improvement contracts must be competitive low bid except if the Local Contract Review Board exempts the project and approves findings in support of an Alternative Project Delivery. The findings must address the following:

- It is unlikely that the exemption will encourage favoritism or substantially diminish competition in awarding the public improvement contract.
- Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency that seeks the exemption. In approving the findings, the LCRB shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement, the following:
    - How many persons are available to bid;
    - The construction budget and the projected operating costs for the completed public improvement;
    - Public benefits that may result from granting the exemption;
    - Whether value engineering techniques may decrease the cost of the public improvement;
    - The cost and availability of specialized expertise that is necessary for the public improvement;
    - Any likely increases in public safety;
    - Whether granting the exemption may reduce risks to the contracting agency, or the public that are related to the public improvement;
    - Whether granting the exemption will affect the sources of funding for the public improvement;
    - Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
    - Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;
    - Whether the public improvement involves new construction or renovates or remodels an existing structure;
    - Whether the public improvement will be occupied or unoccupied during construction;

- Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
- Whether the contracting agency has retained under contract, and will use contracting agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that will be used to award the public improvement contract and to help negotiate, administer and enforce the terms of the contract.

As required by PCR 10.108, the City must hold a public hearing for the purpose of taking comments on the draft findings for an exemption from competitive bidding. Notification of the public hearing must be in at least one trade newspaper of general statewide circulation a minimum of 14 days before the hearing. On April 21, 2025, the City published such a notification in the Daily Journal of Commerce. At the time of notice, copies of the draft findings were made available to the public.

ALTERNATIVES & RECOMMENDATION

The Tigard City Council, also serving as the Local Contract Review Board<(LCRB) may choose not to approve the findings and exemption. Should the LCRB not approve the CM/GC method, Otak and the professional team would need to reevaluate delivery options that provide the best benefit to the city and least risk. This review would delay the project schedule and challenge the organizational structure and team designing and delivering this project.

ADDITIONAL RESOURCES

Public Notice and Findings on City of Tigard Bids and Proposals Site - https://www.tigard-or.gov/Home/Components/RFP/RFP/192/199
Contracting Methods document provided to Council on March 20, 2025.

Attachments

Resolution granting exemption
Draft Findings in Support of Exemption
Contracting Methods

CITY OF TIGARD, OREGON
LOCAL CONTRACT REVIEW BOARD
RESOLUTION NO. 25-

A RESOLUTION GRANTING AN EXEMPTION FROM COMPETITIVE SEALED BIDDING FOR A PUBLIC IMPROVEMENT CONTRACT FOR THE POLICE AND PUBLIC WORKS FACILTIY PURSUANT TO OREGON REVISED STATUTE 279C.335 AND ADOPTING FINDINGS IN SUPPORT

WHEREAS, ORS 279C.335(1) provides that all public improvement contracts shall be based upon competitive bids; with certain exceptions including an exemption for a specific contract for a public improvement which is approved in accordance with the provisions of 279C.335(2), (3), (4), and (5); and

WHEREAS, the City's Local Contract Review Board Public Contracting Rules authorize the use of alternative contracting methods for public improvement contracts as an alternative to the requirements of competitive bidding; and

WHEREAS, ORS 279C.335(2) requires that certain findings be adopted by the Local Contract Review Board in order to grant an exemption from the competitive bidding requirement for an alternative contract method for public improvement contracts; and

WHEREAS, pursuant to ORS 279C.335(5)(b), the City published notice of a public hearing for the purpose of taking public comment on the City's draft findings for the exemption from the competitive bidding requirement, for more than 14 days prior to the hearing date of May 6, 2025; and

WHEREAS, on May 6, 2025 the City Council, acting as the Local Contract Review Board, held a public hearing, reviewed the proposed findings, and desires to proceed with granting the exemption from the requirement for competitive bidding pursuant to the provisions of ORS 279C.335 and the City's Local Contract Review Board Public Contracting Rules,

NOW, THEREFORE, BE IT RESOLVED by the Tigard Local Contract Review Board that:

SECTION 1: The findings in support of the requested exemption, attached hereto as Exhibit "A", are hereby approved and adopted.

SECTION 2: Based upon the findings set forth in Exhibit "A", the exemption from competitive bidding requirements to allow a Construction Manager/General Contractor (CM/GC) Competitive Selection Process and Contracting Method for the Police and Public Works Facility is hereby granted.

SECTION 3: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2025.

_____
Local Contract Review Board Chair - City of Tigard

ATTEST:

_____
Local Contract Review Board Recorder - City of Tigard

EXHIBIT A

DRAFT FINDINGS IN SUPPORT OF AN EXEMPTION FROM COMPETITIVE SEALED BIDDING FOR A PUBLIC IMPROVEMENT CONTRACT PURSUANT TO OREGON REVISED STATUTES CHAPTER 279C.335(2): POLICE AND PUBLIC WORKS FACILTIY

Otak, as Project Director, will direct the City's Project Team to manage the Tigard Police and Public Works Facility Project ("Project") and it is anticipated that Tigard City Council will allocate adequate funding for the Project. The City proposes to utilize the alternative contracting method of Construction Manager/General Contractor ("CM/GC") for the Project.

Oregon Law and the City of Tigard's ("City") Local Contract Review Board Public Contracting Rules ("PCRs") authorizes the City, acting as a Local Contract Review Board ("LCRB"), to exempt public improvement contracts from competitive sealed bidding and select a team to construct public improvements through an alternative contracting method when:

a) The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts; and
b) Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency.

Public Notice and Public Hearing

As required by PCR 10.108, the City must hold a public hearing for the purpose of taking comments on the draft findings for an exemption from competitive bidding. Notification of the public hearing must in at least one trade newspaper of general statewide circulation a minimum of 14 days before the hearing. On April 21, 2025, The City published such a notification in the Daily Journal of Commerce. At the time of notice, copies of the draft findings were made available to the public.

I. BACKGROUND

Project Need: For years, Tigard has faced a serious challenge: facilities are aging, seismically unsafe, overcrowded, and too costly to Tigard taxpayers to rehabilitate. This includes critical first-responder facilities for Public Works, Police, and Tigard's Emergency Operations Center.

A 2009 study found that the Police Department's 42-year-old facility is overcrowded and a follow-up study in 2013 determined the Police Department is operating in about half the space it needs to function efficiently. Additionally, A seismic assessment in 2016 determined that the building could be unusable for days or weeks after an earthquake. This would hamper the City's ability to respond effectively during an emergency.

The Public Works building is 30 years old and was not built to house the full Public Works Department of the City. The Public Works site is approximately 3.0 acres and cannot safely store the equipment needed by the Department. Employees regularly hold staff meetings outside the building because it does not have meeting rooms to accommodate their teams.

Project Description: In 2024 the City purchased a 9.5-acre parcel to address these needs and combine the two departments efficiently on a new campus. The facility will serve as the operations and maintenance center for Water, Sewer, Storm, Parks and Recreation, Streets, Engineering, Public Works Administration, Fleet and Facility functions, and the Police Department. This facility will also function as the Emergency Operations Center and host the field staff, equipment, and materials needed to respond to emergencies.

Operations and Maintenance Impact: A new modern, efficient, centralized, and resilient public facility will have significantly lower operations and maintenance impacts each year from what is currently required across all the existing Police and Public Works facilities.

Project Requirements: The Project design must comply City standards applicable to building performance and must conform to the Project scope for construction and technical specifications requirements. The Project must also comply with other applicable federal, state, and local codes and regulations. Under these requirements, the City, to the maximum possible extent, must utilize the most cost effective and sustainable design approach, accomplish space and energy savings, and encourage other innovative construction features.

The project goals are:

- Seismically Sound Facility — Provide a seismically sound facility that improves life safety outcomes during a seismic event for the structure and non-structural assemblies.
- Modern and Energy Efficient Building Systems — Provide energy efficient mechanical, electrical, plumbing and fire sprinkler systems for the building including cost-effective energy conservation measures meeting the State Energy Efficiency Design program ("SEED"), and other statutory programs for resilient landscaping, lighting efficiency, and reducing greenhouse gas emissions. Utilize innovative methods (e.g., design, materials) to maximize building sustainability and resilience.
- ADA Compliance – A building compliant with current American Disability Act requirements.
- Greatest Long-Term Value — Obtain the greatest long-term value for the City, which results in the prudent expenditure of public funds within the constraints of the program, context, and budget.

Oregon Revised Statutes require that a construction contractor for a public improvement contract be selected based on the lowest responsive bid, unless an exemption from competitive bidding is granted or an exception is available. The standard design/bid/build ("DBB") approach is typically an acceptable method for public contracting for most construction projects. However, for construction projects that have unique aspects, an alternative contracting method may be more appropriate than the DBB approach. The City has determined that the Project involves site specific issues and technical issues related to public safety that may present unforeseen or unknown conditions as well as the need for managing work with early work amendments, multiple permitting packages, and a fast-track construction start and end date to accommodate executive staff schedules

for move out and return. Additionally, given construction market volatility on material cost and supply chains, and labor costs and availability a CM/GC process would provide budgetary assurances early in the Project to guide the Project Team on constructability, costs and schedule during this volatile time.

Therefore, the City continuously striving to improve its project delivery and, taking these factors into consideration, proposes using the CM/GC process as an alternative to the DBB process, for the Project. In accordance with the applicable statutes and administrative rules, the City, will use a selection process utilizing a single-phase Request for Proposals ("RFP") competitive procurement selection process where price, qualifications, and other non-price evaluation factors will be evaluated.

The planned services and work under the resulting CM/GC contract provided by the selected CM/GC contractor will consist of pre-construction services (including Mechanical, Electrical and Plumbing ("MEP") design-assist, phasing, scheduling and budgeting support), value engineering ("VE") services, demolition and preservation, equipment pre-purchasing, renovation and construction services, and all related support services needed to complete the Project (collectively, the "Work").

II. FINDINGS REGARDING REQUIRED INFORMATION

ORS 279C.330(1) provides that: "As used in ORS 279C.345 and 279C.350, "findings" means the justification for a contracting agency conclusion that includes, but is not limited to, information regarding:

1. Operational, budget and financial data;
2. Public benefits;
3. Value engineering;
4. Specialized expertise required;
5. Public safety;
6. Market conditions;
7. Technical complexity; and
8. Funding sources."

The City finds that the information regarding these criteria as set forth below supports the City's decision to use the CM/GC contracting method for the Project.

1. Operational, Budget and Financial Data: While it is anticipated the Project will obtain adequate funding through the appropriate City process, a precise determination of the overall Project budget cannot be made at this time. The current budget estimate of the total Project is not to exceed $150 million, which includes the initial estimate of the target Guaranteed Maximum Price ("GMP") for the construction of approximately $100 million. If the CM/GC contracting method is available, the CM/GC contractor would assess the scope and phasing of the Work and provide a more detailed cost estimate during the design phase and through the possible use of various work

packages. This additional input would allow the City to more accurately determine funding requirements or obtain additional funds as needed. These phased Project budget adjustments cannot be effectively accomplished with a traditional DBB contracting process. The City anticipates a lower overall cost and better value using the CM/GC contracting method, as described more fully in this Section II and in Section IV below.

The CM/GC process will assist in developing a scope of work and construction documents that meet the requirements of the Project with significantly lower risk of cost runs, particularly with the use of a GMP where most of the risk of unforeseen costs will be absorbed by the CM/GC contractor. The resulting CM/GC contract will establish, within the GMP, the allowable fees, allowances and Project costs of the Work. Under the CM/GC process, any savings in Project costs will remain with the City.

2. Public Benefits: Use of CM/GC as an alternative contracting method will allow construction work to commence relatively rapidly on some portions of the Work while design continues on the remaining portions. This will shorten the overall duration of the construction maintaining both the schedule and the budget of the Project while ensuring coordination with the Design Team. Early coordination also has benefits to reducing project risk (e.g., to schedule and budget) and creates opportunities for innovation

Further, as described in Section IV below, the CM/GC delivery method will benefit the public generally as it will save both time and costs.

3. Value Engineering: Value Engineering ("VE") is encouraged by the City on all City projects. VE can be defined as an organized effort directed at analyzing designed building features, systems, equipment, and material selections for the purpose of achieving essential functions at the lowest lifecycle cost consistent with required performance, quality, reliability, and safety. Full lifecycle will be considered to avoid high downstream costs from selecting materials with low upfront costs that require substantial O&M. The CM/GC method of project delivery will result in earlier, more reliable, and higher quality VE since a sizable amount of project design and planning will be accomplished with the involvement of and in conjunction with the CM/GC contractor during the design development phase. The City can expect to realize substantial benefits of a lower construction cost and a well-developed scope of work for the Project.

The unique relationship of the owner, construction contractor, and the Design Team under the CM/GC process for Project delivery fosters a team approach, which should result in significant VE benefits. The standard DBB method procures a contractor and pricing only after the design has been fully completed, which does not allow for pertinent input from the construction contractor as to the chosen means and methods. Design plans and specifications that utilize alternative materials and methodology identified by the CM/GC that add value or save costs can be developed during the design phase when using the CM/GC delivery method. Alternative materials or methods identified by the CM/GC could be considered in the pricing before the GMP amendment is executed, reducing the number of change orders during construction of the Project.

An identified design driver of the Project is to preserve as much of the existing sitework as possible. The CM/GC delivery method will allow for the CM/GC's input as to the preservation of these items, as well as incorporation of furnishings and repurposing of equipment, which would not be possible in a traditional DBB project

4. Specialized Expertise Required: The means and methods, phasing plan and equipment integration into the existing infrastructure will require the expertise of a contractor familiar with large-scale projects. Additionally, the contractor will need to be familiar with managing site specific water management method. Further, due to the forward-facing future working environment, the need for mock-ups, and acoustical testing, may be needed to test the space prior to move in.

The City recognizes that the architect and engineering team cannot perfectly document all unforeseen or unknown conditions due to the variables involved with Site run-off and conditions. It will be incumbent on the CM/GC, the CM/GC's trade partner team, and subcontractors to determine the best way to phase and integrate the sitework and weather timing issues to optimize the schedule.

For successful Project completion within the target schedule, expertise and an innovative approach are required in: (a) managing and coordinating both design and construction; (b) implementing performance specifications; (c) providing VE and constructability reviews; (d) scheduling and estimating with particular attention to supply chain issues and the changing Tariff environment; (e) assessing risk; and (f) providing a completed Project through a collaborative CM/GC delivery method.

The Project requires the knowledge, craftsmanship, special expertise and experience of a contractor team that has worked on fast-track sitework and public safety buildings. Due to the foregoing material, it is paramount that the Project be delivered by a contractor selected based on price and qualifications and not one based on a low bid. The selected CM/GC contractor and its expert subcontractors will be critical team members for the Project.

5. Public Safety: Mitigation of public risk concerns requires the inclusion of the required approach, skills and experience as criteria when selecting a qualified contractor through a CM/GC competitive procurement process. The CM/GC procurement method would result in the selection of a well-qualified CM/GC contractor capable of delivery of safe and seamless performance of the Project Work.

6. Market Conditions: The general economy and regional construction market is experiencing volatility in commercial construction, which appears to be trending beyond 2022 and is likely to continue with added impacts due to changing tariff markets. The City has reason to believe the current market conditions will result in a large amount of interest in this CM/GC procurement. The bidder pools for most low-bid construction contract awards presently include a number of contractors that are not familiar with the specialized work that is required for a particular project, but will nonetheless bid on this Project in order to secure work. This practice may result in a contract award to a low-bid contractor that is not able to sufficiently perform and is at a higher risk

for safety or financial issues on a complex project. Due to these market conditions and risks, the CM/GC procurement process will best allow the City to control these risks by evaluating the qualifications of interested proposers to select a contractor who can successfully deliver this fast-tracked Project. Given market volatility, the utilization of the CM/GC delivery method will allow the team to use Target Value Design tools and early work amendments to procure long lead item materials with design-assist subcontractors to provide cost savings and assurances. This Project would benefit from a CM/GC contractor with in-depth technical expertise of the current supply chain and labor issues that contribute to the national and regional volatility of the construction market. As described above, the Project involves early work packages, phased permitting, management of varied subcontractors, within a fast-track schedule.

7. Technical complexity: This Project would benefit from a CM/GC contractor with in-depth background knowledge of the technical issues that contribute to the complexity of the Project. The Project involves complex site-specific groundwater and surface water management techniques. In addition, special public safety design measures. A CM/GC contractor with specialized skills and expertise will be required to identify and price multiple possible solutions reuse, as well as to identify current and hidden conditions that may impact the Project. A high level of communication and coordination among The City team, the design professional ("A&E") and the construction contractor as a team is required, which would be facilitated by utilizing the CM/GC approach for the Project. A CM/GC contractor with technical expertise will be required to identify and price multiple possible solutions, as well as to identify current and hidden conditions that may impact the Project at multiple points of design and during construction. A high level of communication and coordination among the City Team, the design professional ("A&E") and the construction contractor as a team is required, which would be facilitated by utilizing the CM/GC approach for the Project.

The Project scope will require nimble pricing to quantify work in the moment for both conditions and assess risk. Costs and constructability will vary for both due to market pricing, age of the building and access. Nimble pricing, constructability and schedule input will inform the decision. A CM/GC can provide this input during early design work to inform the Contract Documents and can help the team pivot if unknown conditions arise that would affect installation and reduce the risk of a scope reduction due to cost constraints

8. Funding Sources: The total estimated project budget at this time is $150 million, with a $100 million target GMP for construction. It is anticipated that citywide Bond measure in May of 2026 will be presented to voters. It will be necessary to have a CM/GC contractor that can help with cash flow projections and other financial models to assist the City with timing of funds and possible development of Work phases for the Project.

III. FINDINGS REGARDING COMPETIION

ORS 279C.335(2) and PCR 10.108 require that an agency make certain findings as a part of exempting public improvement contracts or classes of public improvement contracts from competitive bidding. ORS 279C.335(2)(a) requires an agency to find that: "The exemption is unlikely

to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts."

The City finds that granting an exemption from the requirement for competitive bidding to allow for the selection of a CM/GC, as described in this document, is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts. This finding is supported by the following:

1. The Solicitation Process: The City proposes to use the CM/GC process as an alternative to the DBB process for the Project. In accordance with applicable public contracting statutes and administrative rules, The City, will use a selection process utilizing a single-phase RFP competitive procurement selection process in accordance with PCR 10.105(A).

2. Solicitation Advertisement: Pursuant to ORS 279C.360, the CM/GC solicitation will be advertised in the Daily Journal of Commerce. In addition, solicitation documents will be available on the City's Bids and Request for Proposal website. Solicitation documents will not be available in hard copy form.

3. Full Disclosure and Competitive Process: The City will ensure full disclosure of all Project information using a competitive single phase RFP procurement process pursuant to ORS 279A.337 and other applicable provisions of ORS 279C.300 through 279C.875 and PCR 10.105(A) requirements for the procurement of CM/GC services. The RFP process will include the following elements:

A. A detailed description of the Project;
B. A selection process description;
C. Evaluation criteria and the weight City staff will give for each criterion;
D. Applicable protest processes and remedies;
E. A description of how the City will use interviews in the process and how the City will evaluate interview information received;
F. A description of how the City will combine scores from RFP proposals, interviews and any other evaluation criteria;
G. A statement that any savings the CM/GC contractor realizes in performing the CM/GC contract will accrue to the City;
H. A specification of terms and conditions that will govern how the GMP will be determined, whether the GMP will include or be based on unit pricing and whether the Project Work will be constructed in phases;
I. A statement that the City will not pay any amount that exceeds the GMP, unless the amount results from material changes to the contract scope of work and the parties agree in writing to the material changes;
J. A statement that the City will conduct the RFP in accordance with the City's Rules applicable to CM/GC services;

K. A specification of the deadlines and time periods for the RFP process that will allow interested CM/GC contractors a reasonable opportunity to submit proposals and otherwise meet RFP requirements; and
L. A vendor pre-proposal conference, open to all interested parties, giving the opportunity for potential proposers to ask questions, request clarifications and suggest changes to the solicitation documents.

4. Evaluation and Selection Process: The evaluation and selection process will include the following steps:

A. The City will evaluate proposals for completeness and compliance with the requirements listed in the procurement document;
B. Proposals considered complete and responsive will be further evaluated under the criteria of the procurement document;
C. The members of the Evaluation Committee will meet and share their observations about the CM/CG proposals and will independently score proposals.
D. The Evaluation Committee may conduct interviews with one or more of the highest-scoring proposers.
E. The Evaluation Committee will rank the proposers according to the proposal and, if applicable, interview criteria, and provide an award recommendation.
F. The City will attempt to negotiate a contract with the top-ranked proposer. If negotiations are not successful, at the City's discretion, negotiations will be conducted with the next highest-ranked proposer and so on, until the City has successfully negotiated a contract or determined that further contract negotiations would not be in the best interest of the City and that the RFP process should be terminated.
G. The City will notify proposers of the final selection by posting of a Notice of Intent to Award.

5. Growing Pool of Contractors: With the increase in the use of alternative contracting in the construction industry, the City anticipates an adequate pool of contractors qualified to lead the CM/GC effort. The selection process will be open and available to all qualified contractors

6. Good Competition: An open and competitive solicitation process will provide an opportunity for qualified contractors with experience in the CM/GC method for project delivery and with key qualifications associated with the unique subject matter involved in the Project. It is anticipated that the level of competition will be similar to the satisfactory levels experienced in other City projects of this type and size. The final selection will be made on the basis of price and non-price factors, and thereby expands the basis of competition beyond price alone, to include qualifications, experience, specialized expertise, innovation, and best practices factors.

IV. FINDINGS REGARDING SUBSTANTIAL COST SAVINGS AND OTHER SUBSTANTIAL BENEFITS TO THE PUBLIC CONTRACTING AGENCY

ORS 279C.335(2) and PCR 10.108 require that a public agency make certain findings as part of exempting public improvement contracts or classes of public improvement contracts from competitive bidding. ORS 279C.335(2)(b) requires, in pertinent part, that a contracting agency find that: "Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency or the state agency that seeks the exemption... " ORS 279C.335(2)(b) further provides, in pertinent part, that:

"In approving a finding under this paragraph, the City shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

A. How many persons are available to bid;
B. The construction budget and the projected operating costs for the completed public improvement;
C. Public benefits that may result from granting the exemption;
D. Whether value engineering techniques may decrease the cost of the public improvement;
E. The cost and availability of specialized expertise that is necessary for the public improvement;
F. Any likely increases in public safety;
G. Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;
H. Whether granting the exemption will affect the sources of funding for the public improvement;
I. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
J. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;
K. Whether the public improvement involves new construction or renovates or remodels an existing structure;
L. Whether the public improvement will be occupied or unoccupied during construction;
M. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
N. Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract."

These factors are further discussed in Section IV.6 below.

The City finds that selecting a CM/GC through an exempted selection process will likely result in substantial cost savings and other substantial benefits to the contracting agency. This finding is supported by the following:

1. Fewer Changes at Less Cost: Under a CM/GC contract, the only changes that affect the cost of the building improvements to the owner are changes to the scope of work that are made by the owner, Authorities Having Jurisdiction, and unforeseen circumstances. Careful project planning that includes a clearly defined scope of work is critical to the success of a CM/GC project by limiting the number of contract change orders. In addition, a GMP for a CM/GC contract provides assurance that risk associated with costs within the scope of work are borne by the CM/GC contractor.

2. Better Informed Decisions: The unique project team relationship between the design and construction entities in a CM/GC contract provides early input on design decisions that allow for innovative methods and value engineering, which may provide significant cost reductions without affecting the overall schedule. In addition, better informed and timely decisions within the design and construction team facilitates schedule reductions, resulting in substantial cost savings to the City. In past CM/GC projects, cost savings to the City due to the reduction in overall schedule, value engineering construction and value-based design components have reached 10% of the original construction estimate.

3. Matching Budget and Scope: Having the CM/GC as a part of the project team and developing an early GMP helps to ensure that the project scope is aligned with a more refined budget analysis. The RFP process will seek to ensure that the Project incorporates budget-based design constraints and appropriate contingencies. The CM/GC contractor will have to reconcile its budget estimate with an estimate provided by the A&E to establish a GMP for the Project. This process will offer the City an opportunity to maximize its budget value by ensuring that the scope closely matches budget estimates, with the further reduced risk provided by a GMP. Additionally, a more concise cost estimate at the beginning of construction will save costs to the Project by reducing change orders. The CM/GC contract will allow the City to include alternate work packages (such as alternative materials and techniques and early work packages) so the Project scope can be managed to budget requirements if budget projections change.

Additional cost savings will result from the active involvement of a CM/GC contractor during the design process in the following ways:

- The CM/GC contractor's input regarding the constructability and cost-effectiveness of various alternatives will guide the design toward the most economical choices;
- Consideration of the specific equipment and building systems available to the CM/GC contractor will allow the designer to implement solutions that utilize the capacity of that equipment;

- The CM/GC contractor will be able to provide current and reliable information regarding the cost of materials that are experiencing price volatility and the availability of scarce materials and recommend alternative materials if necessary or more cost effective; and
- The CM/GC contractor will also be able to order materials while design is being completed in order to avoid inflationary price increases and provide the lead-time that may be required for scarce materials.

4. Size and Technical Complexity: The CM/GC project delivery method will provide the City with the opportunity to identify, evaluate and rank CM/GC teams' proficiency with performing comparable projects in size and complexity, which would not be available in the traditional DBB process. This Project requires the expertise of a team that is familiar with seismic upgrades, design-assistance, early work packages, and nimble cost estimating to reduce risks to the City.

5. Value Engineering: The CM/GC project delivery method will provide the opportunity for value engineering at all phases after CM/GC joins the Project team. Such early collaboration would not be available in the traditional DBB process. Past projects administered by the City using the CM/GC method have resulted in substantial cost savings to the City through utilizing various value engineering components in the selection of construction materials and methods, site layout, pre-construction services, and selection of overall finish elements. The early involvement of the contractor will assist with establishing design methods that will facilitate construction in the field, and establish value-based construction phasing, as well as contractor's means and methods, early in the design process. Under the traditional DBB approach, the means and methods are established only after a project has been completely designed, creating the potential for significant cost impact. The CM/GC method provides the opportunity for a compressed design and construction schedule, with lower change order rates and schedule extensions.

6. Additional considerations under ORS 279C.335(2)(b):

A. How many persons are available to bid:

See Sections III.5 and III.6. The procurement process has been formulated to encourage competition. Further, the construction contractor and architect and engineering communities recognize that those public agencies that have used the CM/GC model perceive it to be efficient and cost effective, and have been able to demonstrate tangible benefits, including substantial cost savings, other substantial benefits and expedited project completion. These communities therefore have increasingly sought to participate, directly or indirectly, in procurements involving the CM/GC method, to gain industry recognition in this area and to participate with owners in striving for project success.

B. Construction budget and projected operating costs for the completed public improvement:

The target GMP for the Project is initially assessed at $100 million. Due to the time critical nature of the Project and for the reasons described in Section II.1 (Operational, Budget and Financial Data),

the CM/GC model, when compared with the standard DBB contracting method, may be more appropriate, produce a better project, and reduce the time period during which on-site work is performed. This reduced duration of on-site work will result in reduction of general conditions costs, supervision costs and Project management fees, both for the CM/GC contractor and the owner, over the life of the Project as well as overall cost savings to the City and better management of the construction budget and operating costs.

C. Public benefits that may result from granting the exemption:

The use of the CM/GC solicitation and award process as an alternative contracting method provides a higher level of confidence in completing the Project within the established budget. CM/GC teams have brought certain perspectives to the design and construction process that have proven valuable to the City in many projects. See Section 11.2 (Public Benefits).

D. Whether value engineering techniques may decrease the cost of the public improvement:

See Section 11.3 (Value Engineering). Through the use of the CM/CG project delivery method, the City expects to significantly reduce the cost to the City for the Project by providing a systematic application of recognized techniques by a multi-disciplined team that identifies the function of a product or service, proves a value for that function, generates alternatives through creative thinking, and provides the needed functions for the lowest overall life-cycle cost.

E. The cost and availability of specialized expertise that is necessary for the public improvement:

See Section II.4 (Specialized Expertise Required). The growing pool of experienced CM/GC contractors should ensure that a high level of expertise is available for the Project. Employment of an open and competitive solicitation process should contribute to lower overall Project costs. The Project will require a CM/GC contractor special sitework expertise, as well as the effects of that complexity on the Project schedule, quality and budget particularly in this time of labor and material availability and volatility. Complex staging in and around active sites in conjunction with close interaction with the A&E team and Project stakeholders are required to ensure overall Project success. Design services performed by Architect/Engineer firms cannot prescribe, in a cost-effective manner, all of the necessary means and methods by which a DBB contractor performs the construction. Therefore, in the traditional DBB approach, the DBB contractor's means and methods would not be available until the contractor determines them after reviewing the completed construction documents. This Project's means and methods will have a significant impact on the schedule, quality, and budget. The CM/GC process allows the earliest possible input and collaboration from the CWGC contractor, reducing the risk of later changes in Project design that can be costly once construction begins. The CM/GC process will assist in quickly developing a scope of work and construction documents that meet the requirements of the Project with significantly lower risk of cost overruns.

F. Any likely increases in public safety:

See Section II.5 (Public Safety).

G. Whether granting the exemption may reduce the risks to the contracting agency or the public that are related to the public improvement:

See Sections 11.2 (Public Benefits), II.5 (Public Safety), IV.1 (Fewer Changes at Less Cost), and IV.2 (Better Informed Decisions). Early involvement and pre-planning by the CM/GC Contractor will mitigate risk to the City and the public by selection of the best means and methods for the Project using experienced-based proven techniques and systems.

H. Whether granting the exemption will affect the sources of funding for the public improvement:

Granting the exemption will not affect the sources of funding for the Project.

I. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement:

See Section II.6 (Market Conditions). The team relationship fostered by the CM/GC approach will allow for early material sourcing and their availability to be reviewed by the A&E, CM/GC contractor, and the City Project Director during the design phase of the Project. This communication allows for the selection, as the design evolves, of the best materials based on cost, availability, and long-term value.

J. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement:

See Section II.4 (Specialized Expertise Required) and Section II.7 (Technical Complexity). With the increase in the use of alternative contracting methods, there is a growing pool of contractors qualified to lead the CM/GC effort. The selection process will be open to all qualified contractors who possess relevant experience and an understanding of the complex requirements of structural, mechanical and electrical, and public safety systems as well as the execution of seismic essential facility standards that will need to be addressed as these systems are implemented to ensure overall Project success.

K. Whether the public improvement involves new construction or renovates or remodels an existing structure:

This public improvement contemplated for the Project is new construction.

L. Whether the public improvement will be occupied or unoccupied during construction:

The public improvement is unoccupied, new construction.

M. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions:

It is currently anticipated that the Project will involve a continuous single phase of construction work utilizing an early sitework package. Phases will include early site evaluation inform the design, early work amendments to provide selective site work and ground/surface water work, a building permit for site improvements, and construction work necessary to complete the renovation.

N. Whether the contracting agency has, or has retained under contract, and will use contracting agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contacting agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract:

The City's legal counsel, project management, and procurement team have the necessary expertise, substantial experience, and substantial knowledge in using the CM/GC and other alternative procurement and contracting methods to successfully deliver multiple projects varying in scope, size, and complexity within schedule and budget constraints. The City's legal counsel and procurement team will review and authorize for release the final solicitation documents and will review and approve the resulting CM/GC contract for legal sufficiency prior to execution. Furthermore, the City's legal counsel and Project team will be available to assist in any resulting CM/GC contract negotiations, as well as in the ongoing administration, amendment, and enforcement of the resulting CM/GC contract.

The City's staff has the experience needed to make this Project a success while utilizing the CM/GC process. The City's Project Director has been assigned to lead this Project, and has the necessary training, skills, and experience to manage this CM/GC Project including considerable expertise in alternate forms of contracting, including the use of the CM/GC delivery method for the past 5 years. In addition, the City's project management team has other experienced project managers who will provide support during the Project. The City will continue to ensure that all staff assigned to the Project will have the necessary skill set to effectively manage the Project.

7. Post-Project Evaluation: Upon completion of the Project, the City will evaluate the Project in accordance with the requirements of ORS 279C.355 and PCR 10.120 and will summarize the evaluation in a public report. The evaluation will include actual Project costs, the GMP amount, the number of Project change orders, a narrative description of the successes and failures during the design, engineering and construction of the Project and an objective assessment of the impact of the CM/GC process as compared to the findings in this exemption request.

V. CONCLUSION

Use of the CM/GC alternative contracting method for the City of Tigard Police and Public Works Project is an appropriate use of the alternative contracting method for the Project. An exemption

from the competitive bidding requirements for the Project is justified under the criteria outlined in ORS 279C.335(2) and ORS 279C.330, and based on the findings the City has set forth in this request for exemption, which are in compliance with ORS 279C.330 and 279C.335(2).

Based upon the findings outlined in this request for exemption, the City concludes as follows:

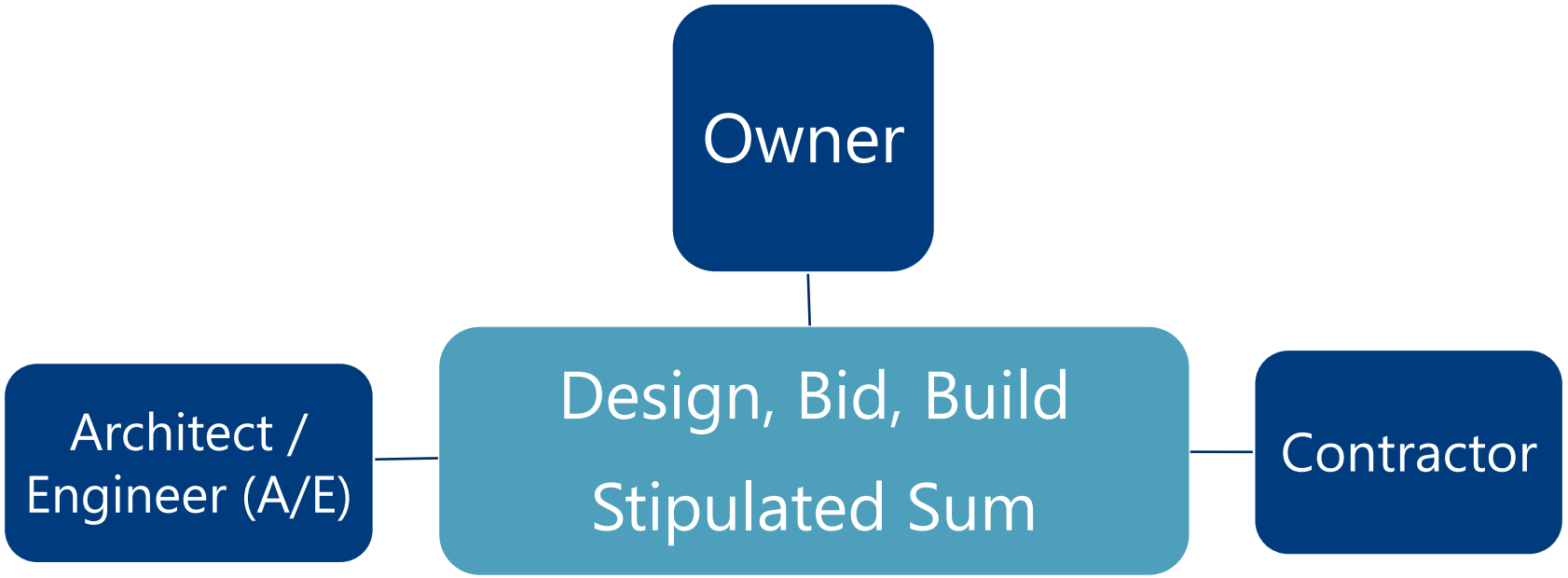
A. Following the described competitive selection process, an exemption is unlikely to encourage favoritism in the awarding of public improvement contracts or substantially dimmish competition for public improvement contracts; and
B. Award of a public improvement contract pursuant to the exemption will likely result in substantial cost savings and other substantial benefits to the City.



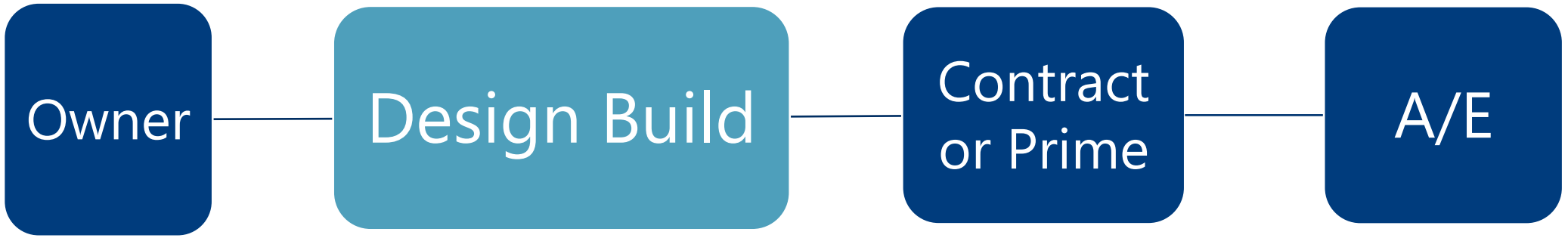
Comparison of Contracting Methods

CITY OF Tigard

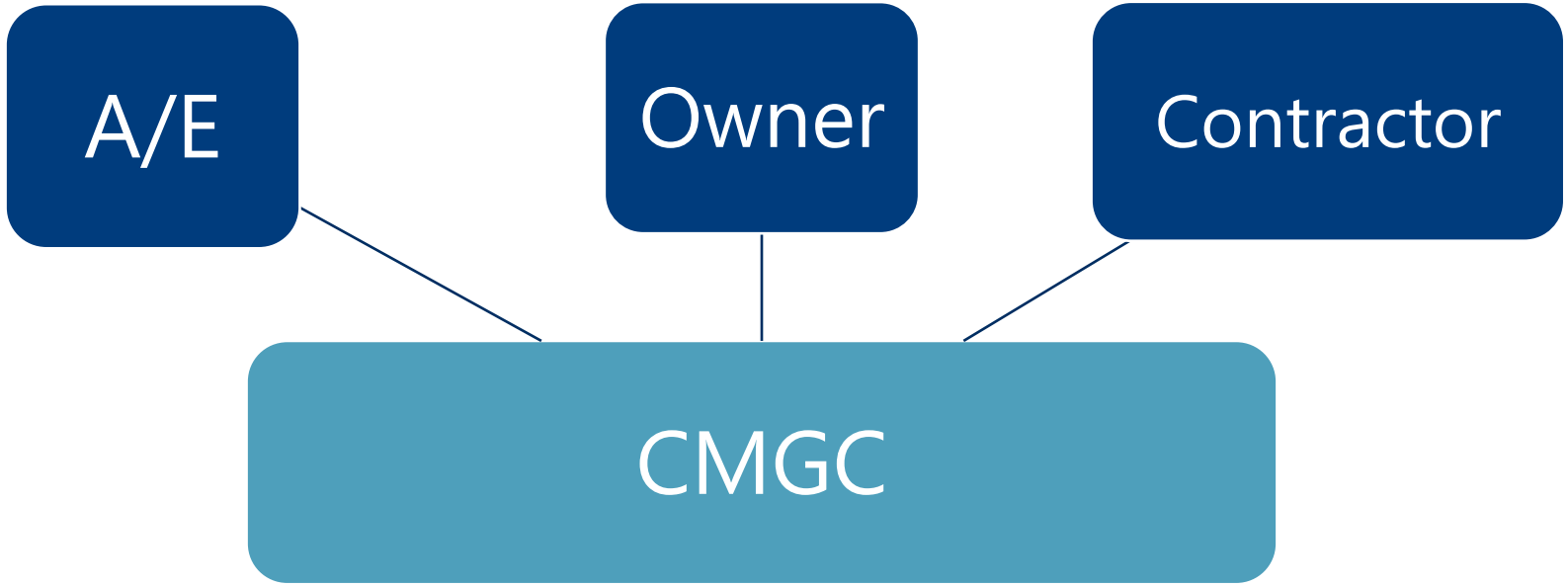
Design, Bid, Build



Design Build



Construction Manager General Contractor (CMGC)



Method	Financial Risk	Project Control	Project Cost	Schedule
DBB (Design, Bid, Build)	Owner - Very high risk: No control over contractor selection.	Owner – Design must be complete prior to construction with no input from contractor.	Fixed Cost – Low initial higher final and prone to litigation.	Longest overall duration – Prone to delays.
DB (Design Build)	Contractor - Risk transfer in procurement. Contractor owns design errors and omissions and construction risk.	Contractor – Less owner control during design and construction. Single point of contact through design and construction. Limited input from client in oversight of Quality assurance.	Fixed Cost – No changes: Less flexible to Owner program changes: GMP established in Procurement phase. After award changes may result in cost growth.	Longer front end selection process: Approximately 12-14 months. Ability to overlap design and construction may not compensate for delays in getting to selection.
CM/GC (Construction Manager / General Contractor)	Contractor and Owner - Risk items managed proactively by Owner and CM/GC. Design Risk mitigated through collaborative process with risks quantified.	Owner – Optimization of control over design and quality where A/E works directly for the Owner. Highly collaborative process that engages Owner, Contractor, and Design team.	Reliable initial cost GMP established at 50% Design. Best opportunity to work with Contractor to optimize quality and minimize cost and schedule impacts.	Shortest overall project duration w/ early procurement and overlap of design and construction.

Construction Manager / General Contractor (CM/GC) – Alternative Contracting Method

Introduction Outline

Procurement

The Oregon Attorney General Model Rules (Oregon Revised Statutes) for contracting and procurement and Tigard's Public Contract Rules (PCR) require a competitive bidding process for Public Improvement Contracts unless a statutory exception applies, a class of Contracts has been exempted from Competitive Bidding, or an individual Contract has been exempted from Competitive Bidding. The City may enter into Public Improvement Contracts without competitive bidding by use of an alternative contracting method if the individual Contract exemption process outlined in PCR 10.108 is followed.

Typically, large projects are designed, bid, and the Public Agency awards the bid to the low bidder.

The Attorney General Model Rules provide Boards with alternative contracting methods, as an exemption to the low bid approach.

One alternative contracting method is called, Construction Manager / General Contractor (CM/GC).

The CM/GC method of construction allows the Public Agency to avoid using the "low bid" method of selecting a contractor and instead use a competitive Request for Proposal process to select a contractor.

Schematic Design documents will be included in the RFP package to provide the proposing CM/GC firms with a basic understanding of the project to help them develop all three financial figures they need to provide (Contractor fee as a percentage of contract, General Conditions, and Pre-Construction services cost). These costs received by each submitting firm is only a percentage of the scoring criteria.

The Public Agency receives proposals and interviews contractors. They can select the best contractor based on criteria that may include (for example) qualifications, successful history of similar projects, resumes of staff proposed, amount of fee, and approach / strategies manage to the project.

Pre-Construction (Phase 1)

This method also enables the Public Agency to start using a Construction Manager / General Contractor early during the design process.

The CM/GC joins the design team with the Public Agency and collaborates on the development of the design and preparation of the design documents. This interaction allows for improving constructability, estimating, scheduling, and value engineering reviews.

This value engineering, estimating, and constructability reviews help in selecting the most cost-effective materials and systems to be included in the project. The CM/GC will also suggest changes in the design that minimize potential errors, delays, unexpected costs, risks, and other problems during construction.

The CM/GC provides a guaranteed maximum price (GMP) for the project. This GMP which should align with the target GMP named in the RFP; will be accepted by the Owner, negotiated if not acceptable and rejected if a final GMP is not agreed upon.

Construction Phase

The CM/GC solicit competitive subcontractor bids. The CM/GC works on behalf of the client.

Approval of CM/GC

The local governing board will provide an opportunity for public input before approving findings (justifications) that will allow for the exemption from bidding and enable the use of the alternative contracting method, CM/GC.

The findings will describe:

(a) The exemption is unlikely to encourage favoritism or substantially diminish competition.

(b) Awarding a CM/GC contract under the exemption will likely result in substantial cost savings and other substantial benefits.

The findings will provide information regarding:

(a) Operational, budget and financial data;

(b) Public benefits;

(c) Value engineering;

(d) Specialized expertise required;

(e) Public safety;

(f) Market conditions;

(g) Technical complexity; and

(h) Funding sources.

A formal public hearing (posted 14 days in advance) to allow public comment on the findings can be opened and closed during a regular board meeting before the board deliberates to approve the findings to use the CM/GC alternative contracting method. The draft findings will be available for public review at the time of posting.

The local governing boards could likely hear comments from:

1) Contractors who bid projects and do not compete on CM/GC projects
2) Local contractors who want preferential treatment
3) Trade unions who want preferential treatment
4) Contractors or others who have examples that the using the CM/GC method is more expensive

AIS-5788 **8.**

Business Meeting

Meeting Date: 05/06/2025

Length (in minutes): 15 Minutes

Agenda Title: Tigard/Lake Oswego Enterprise Zone Expiration

Authored By: Danelle Hauther

Presented By: Danelle Hauther, Economic Development Manager

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

The Tigard/Lake Oswego Enterprise Zone is set to expire on June 30, 2025. Staff is seeking Council guidance whether to let the zone expire without renewal, or seek re-designation for another 10-year zone authorization. Johnson Economics was hired as a consultant to conduct a performance analysis for the previous designation period and a feasibility study for potential re-designation. The report, in full, is attached to the Council packet. City staff will present an overview of the findings report along with considerations for decision-making on the pursuit of re-designation or not.

ACTION REQUESTED

Council is asked to give staff direction to either let the current zone expire or pursue the re-designation process.

BACKGROUND INFORMATION

In 2014, the cities of Tigard and Lake Oswego formed a joint Enterprise Zone, comprising mostly of the eastern side of Tigard in the industrial and commercial areas along with a sliver of property in Clackamas County/Lake Oswego. Enterprise Zones offer qualified businesses that are located within a defined boundary, a three-to-five-year tax exemption on new investment (equipment, buildings, and facilities) when the firm also invests in new employees by increasing its workforce by 10% or more per year. Once the abatement period of three to five years is over, the entire asset enters the tax roll. The Enterprise Zone tax exemption is especially useful for manufacturers, headquarters locations, exporters and traded-sector firms that are making capital investments and increasing their workforce. Standard Enterprise Zones are allowed to be a three-to-five-year opportunity; however, Tigard local requirements removed the years four and five options when too many firms failed to qualify for the additional jobs and public service requirements of the extended participation timeline. As it stands, Tigard EZ is a three-year program only.

Evaluation of the current zone does generally support a decision to pursue sponsorship of an Enterprise Zone in Tigard, either through re-designation of the current zone and pursuing zone updates in the future, or by letting the current zone expire and working through a new zone creation in the future. However, there are additional challenges and considerations before deciding to pursue re-designation. Indicators in favor of pursuing re-designation:

- Although not widely used, program participation has yielded 410 quality jobs that exceed 200% minimum wage. However, it is unclear how many of these jobs were double-counted under post-covid rebuilding by the two program participants who participated in two phases of investment in the program.
- An average foregone tax revenue of $1,115 per job created is in alignment with zone performance expectations, and lower than comparable regional performance.
- Enterprise Zones are a widely used economic development incentive, and they are allowable in the state of Oregon.

Indicators in favor of zone expiration:

- Enterprise Zones are most impactful for jurisdictions that have land to expand and welcome new development. The City of Tigard does not have land for new facilities or infrastructure; therefore, the only eligible investments are in new equipment. This limits the businesses who are able to participate in the program.
- The current zone is not in alignment with eligible industries/businesses. The boundary line includes areas like Washington Square Mall, where retail is the heaviest use, which is not an eligible participation category. The zone as currently delineated pre-dates the current city-wide zoning following the MADE project. It is not expected that the HOME project will significantly impact the eligibility areas of the current zone.
- Many of the impacted tax jurisdictions who forego the tax revenue during program participation are seeking additional public funding in the coming years, including the Tigard-Tualatin School District, Portland Community College, City of Tigard, and Tualatin Valley Fire & Rescue.

The project team met with the City of Lake Oswego to see if they wanted to continue being a part of this Enterprise Zone for their portion or to add new locations. They chose not to continue with the Enterprise Zone.

Dates of Previous and Potential Future Considerations
This is the first Council action since the original work to designate the Tigard-Lake Oswego Enterprise Zone was conducted in 2014
If the decision is reached to let the Enterprise Zone expire: no further action required.
If the decision is reached to pursue a re-designation: Council will be asked to formally adopt a resolution to re-designate in early July following a mandatory public meeting.

Public Involvement
If the decision is reached to let the Enterprise Zone expire: no further action required.
If the decision is reached to pursue a re-designation: All taxing jurisdictions will receive notification of intent to re-designate and be given a 21-day period to comment or attend a public meeting prior to the formal request for Council to adopt a resolution to re-designate.

Impacts (Community, Budget, Policies and Plans/Strategic Connection)
Tigard Strategic Plan 2020-2025
Strategic Priority 3: Ensure development and growth support the vision.
Objective 3.2: Focus development-associated resources in parts of the city that have capacity to serve, house, employ, and attract the most people with the least impact on Tigard's natural systems and climate.

Council Goals 2025-2026: Elevate Economic Opportunities for current and future residents

ALTERNATIVES & RECOMMENDATION

Economic Development supports either the option to let the current zone expire or the option to pursue re-designation of the zone.

Alternative 1: **Let the current zone expire.** The option to initiate a new zone remains eligible at any time. NOTE*: expiration of the zone designation does not negate any current program participants who have eligible years left in their participation agreements. Current program participants are still eligible to benefit from their full three-year agreement without penalty or early cancellation.

Alternative 2: **Pursue re-designation of the zone as-is (less the Lake Oswego portion)**. This leaves the option to pursue boundary adjustment at a future date following boundary and eligible participant study.

ADDITIONAL RESOURCES

Fiscal Impact

Cost:	600
Budgeted (yes or no):	yes
Where Budgeted (department/program):	3700 Economic Development

Additional Fiscal Notes:

Cost is to cover contractor support to conduct stakeholder notifications and facilitate public meeting prior to re-designation, if decision is reached to pursue re-designation.

Attachments

Enterprise Zone Analysis Report

EZ Boundary Map

EZ Program Flyer (2023 version)

JOHNSON ECONOMICS

April 28, 2025

Danelle Hauther
Economic Development Manager
City of Tigard

SUBJECT: Tigard Enterprise Zone Re-Designation - Feasibility

TIGARD ENTERPRISE ZONE RE-DESIGNATION
FEASIBILITY ANALYSIS

A. INTRODUCTION

Since 2014, the City of Tigard has sponsored a local Enterprise Zone (EZ) covering employment areas on the eastern side of the city, along the I-5 corridor as well as the Washington Square area. The zone is set to expire as of June 30, 2025, and the City is considering a re-designation of the zone to extend its duration.

At the same time, a portion of the EZ that is located east of I-5 in Lake Oswego jurisdiction, and the City of Lake Oswego has asked not to be included in a re-designation. EZ benefits are no longer needed in that area, and it is unlikely to qualify any longer as having an "economic hardship." Therefore, this area would be removed from the boundary upon re-designation.

Re-designation of an EZ carry most of the same requirements as the original designation, including demonstrating that the zone still meets the criteria to qualify. This memo discusses the feasibility of re-designating the zone with an amended boundary, and next steps to carry this out.

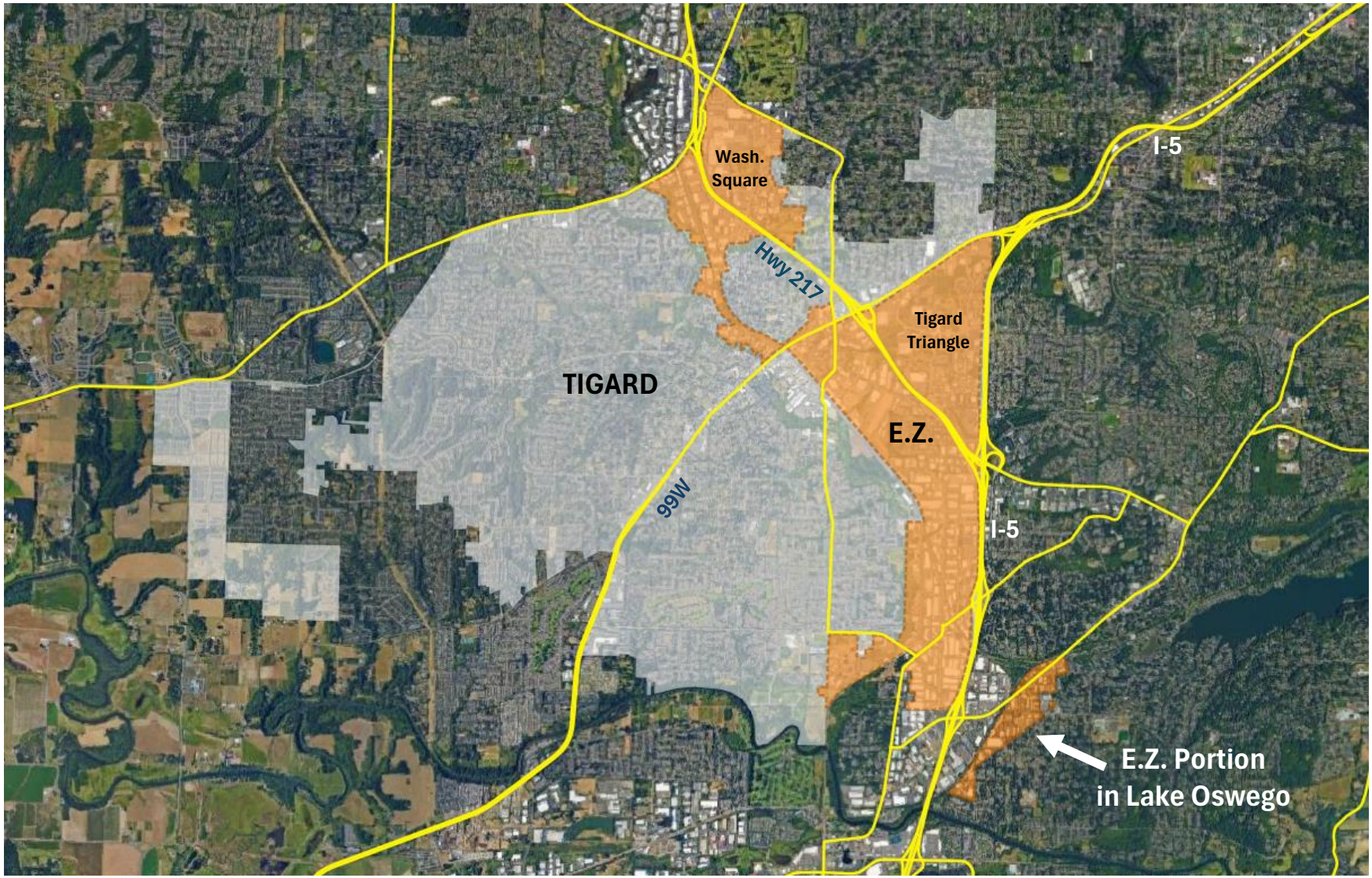
B. ENTERPRISE ZONE SIZE PARAMETERS

Enterprise Zones have various size and distance restrictions placed on them to limit how large or widespread they can be. An urban EZ, such as Tigard's has the following limitations:

- Are of no more than 12 square miles.
- The farthest two points within the EZ may not be more 12 miles apart.
- If the EZ is made of two or more separate areas, no area may be more than 5 miles from the others.
  (OAR 123-650-1000)

The Tigard EZ falls well within these limits: it is 2.9 mi^2 in area, and 5.5 miles across at its longest point (minus the Lake Oswego portion). Because these measures are well below the statutory limits, there would be significant capacity to make boundary changes if desired.

FIGURE 1: CURRENT TIGARD ENTERPRISE ZONE



Source: City of Tigard, Metro RLIS, Johnson Economics

C. ECONOMIC CONDITIONS QUALIFICATION

When originally designated or re-designated, Enterprise Zones must exhibit "economic hardship" using one of a range of metrics: median income, unemployment rate, poverty level, or slow growth (OAR 123-650-4200). At the time of designation in 2014, the City demonstrated that the Census tracts most closely conforming to the Tigard EZ had an elevated poverty rate that qualified as an economic hardship.

A re-examination of the EZ boundary area based on the metrics of economic hardship finds that the zone does still qualify. A first comparison of the Census tracts used in 2014 and *statewide* statistics reveals that the area is doing better by many of these measures. For instance, the Census tracts no longer feature a median income significantly lower, or a poverty rate significantly higher, than the statewide figures.

However, the Census tract areas that include the EZ boundary also extend significantly beyond the zone itself, including many neighborhoods of more residents and higher income that distort the conditions in the zone itself. Using Census block groups to further refine the boundary, so that it better matches the EZ boundary itself, and comparing the conditions to the Portland/Hillsboro/Vancouver Metropolitan Statistical Area (MSA), rather than the state finds that the zone still qualifies as having economic hardship. Comparing economic indicators to the MSA rather than the state is allowed under OAR 123-650-4200(3).

The following table presents a comparison of potential economic hardship metrics in the study area (defined by relevant Census block groups[1]) and those of the state and MSA areas. The EZ area no longer qualifies compared to state metrics but does qualify based on a comparison to metro area metrics.

FIGURE 2: ECONOMIC HARDSHIP INDICATORS
TIGARD ENTERPRISE ZONE BLOCK GROUPS, VS. STATE AND METRO

Geography	Median Income[1]	Per Capita Income[2]	%of Pop. in Poverty[3]
State of Oregon:	$80,160	$44,623	11.90%
Portland/Vancouver Metro:	$94,573	$50,158	9.20%
Census Block Groups:	$70,048	$41,694	14.24%
Block Groups vs. State:	87%	93%	2.34%
Block Groups vs. Metro:	**74%**	83%	**5.04%**
Qualifying Standard:	≤ 80%	≤ 80%	≥ 5%

Data Sources:
1: Census American Community Survey (ACS) Table B19013, 2023, 5-year
2: ACS Table S1902, 2023, 5-year
3: ACS Table B11021, 2023, 5-year

[1] Block groups that most closely match the boundary of the Tigard Enterprise Zone: Oregon, Washington County block groups 307(1); 307(2); 308.6(2); 309(2); 309(3); 320.5(1)

Based on data from the most recent American Community Survey (ACS), the analysis finds:

- The relevant block groups feature a median income ($70k) that is 80% or less than the MSA median income ($94.5k) meeting the standard of OAR 123-650-4200(1)(a).
- The relevant block groups feature a poverty rate (14.24%) that is 5 percentage points higher than the MSA-wide poverty rate (9.2%) meeting the standard of OAR 123-650-4200(1)(c).
- The EZ only needs to meet one of these measures of hardship to qualify.

Based on these findings, the enterprise zone still experiences economic hardship and qualifies as an enterprise zone.

D. ENTERPRISE ZONE PERFORMANCE ANALYSIS

The data available on the usage and returns to the workforce and city from the EZ are supportive of renewing the zone. The EZ was established in 2014 and has been used by multiple companies in the following decade.

The program has been used a total of nine times by seven different businesses. Two businesses are currently in round two of accessing EZ benefits in return for additional investment and job creation. Five EZ-qualifying projects have been completed, and four are currently underway.

Annual data on the program is available for the years between 2016 and 2023 (with the exception of 2020[2]).

- At the time of their applications, the projects estimated they would create a total of 151 new jobs, offering total compensation (wages and benefits) that exceed 200% of minimum wage and benefits that meet or exceed national averages.
- Through 2023, the businesses have created an reported 410 new jobs, well exceeding the estimates at time of program application. The 410 jobs represent 272% of the 151 jobs indicated.
- The assessed value of the EZ-qualified new investments made through 2023 were a reported $9.4M. in keeping with the EZ program, the assessed value of these investments were exempted from property taxes for the duration approved for each business.
- The amount of investment was less than estimated at time of application. $12.3M in new investment was estimated, while the eventual reported investment was assessed at $9.4M in taxable assessed value (AV). However, it is important to note that the taxes foregone by the City and other taxing jurisdictions via the EZ abatement are scaled to the size of the AV of investment. So if investment is lower than expected, the jurisdictions are forgoing a commensurately lower amount of revenue.

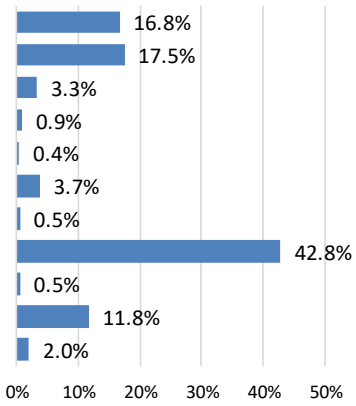
[2] Data for the year 2020 is incomplete, possibly due to disruptions from the COVID pandemic and unusual year for both government and business. While some data is available for the year 2020, it is not directly comparable to data from other years, and therefore this year is left out of the totals and summaries discussed in the bullet points in this section. And as noted, data for the year 2024 is not yet available.

- The exemption of the reported $9.4M in investments translated to a reported *total* amount of tax revenue foregone, for *all* jurisdictions, of $456,500 between 2017 and 2023, or $65,000 per year. (2017 was the first year any taxes were exempted.)
- This amounts to an average foregone revenue (or in other words, a public investment) of $1,115 per new job created. This is $1,115 *total* per new job, not annually.
- At the end of the three year period, the new investment becomes taxable. Even after depreciation of equipment, the majority of the investment value will be taxable. A longer abatement of four or five years is no longer offered as participants couldn't meet the higher requirements.

FIGURE 3: IMPACTS OF TIGARD EZ PROGRAM ON TAXING JURISDICTIONS BETWEEN YEARS 2016 AND 2023 (2020 EXCLUDED)

TAX CODE 23.74	Levy Rate/ $1,000 AV	Jurisdiction Share	Total Tax Rev. Foregone	Annual Tax Rev. Foregone	Total Tax Rev. Foregone per Empl.
Washington County	2.9422	16.8%	$76,473	$10,925	$187
City of Tigard	3.0711	17.5%	$79,824	$11,403	$195
Metro	0.5708	3.3%	$14,836	$2,119	$36
NW Regional ESD	0.1498	0.9%	$3,894	$556	$9
Port of Portland	0.0683	0.4%	$1,775	$254	$4
Portland Comm. College	0.648	3.7%	$16,843	$2,406	$41
Tigard/Tual. Aquatic Dist.	0.0872	0.5%	$2,266	$324	$6
Tigard/Tual. School Dist.	7.5183	42.8%	$195,415	$27,916	$477
Tualatin Soil & Water Dist.	0.0876	0.5%	$2,277	$325	$6
Tualatin Vly Fire & Rescue	2.0656	11.8%	$53,689	$7,670	$131
Urban Renewal - Tigard	0.3514	2.0%	$9,134	$1,305	$22
TOTAL:	***17.5603***	***100.0%***	***$456,426***	***$65,204***	***$1,113***

Share of Total Tax Revenues



Source: City of Tigard, Washington County Assessor, Johnson Economics

Tigard EZ Job Growth Compared to Baseline Growth

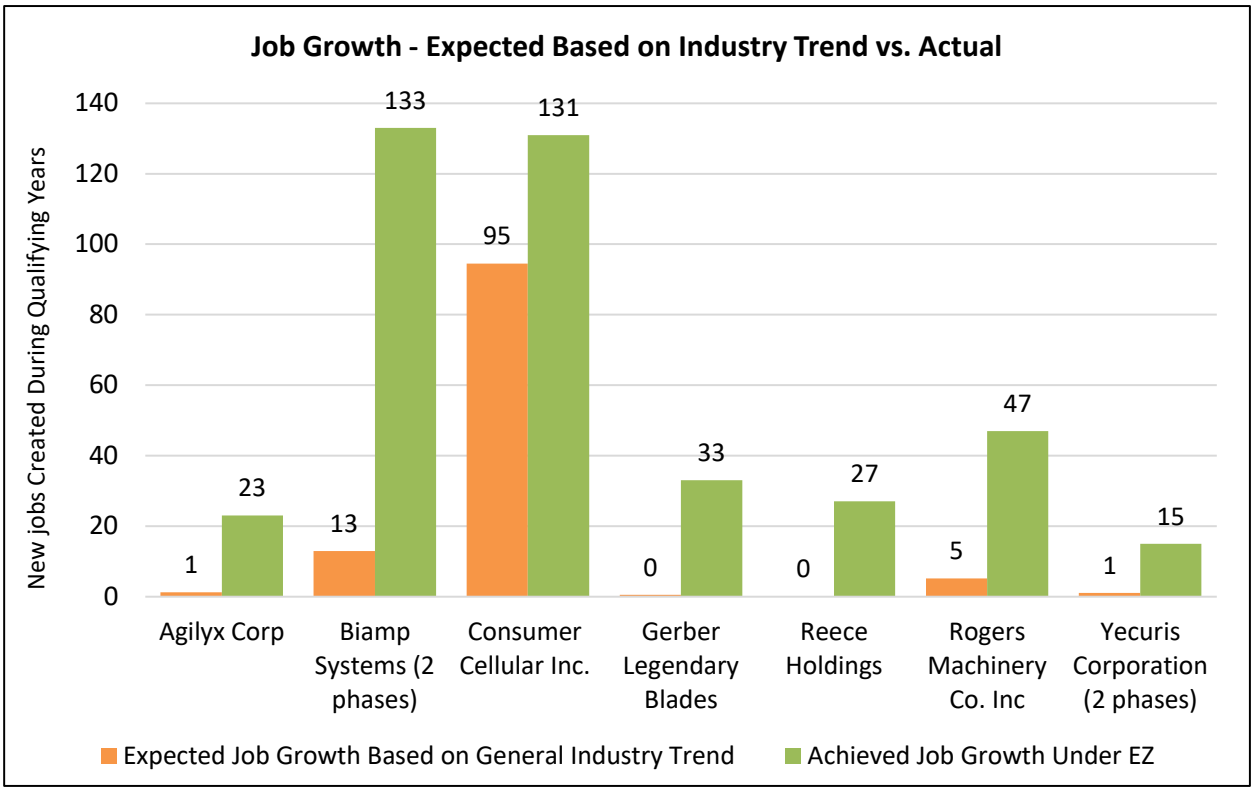
One consideration is whether certain investment and job creation would take place in the zone even absent the availability of EZ incentives. This is an unknown and is difficult to answer definitively. Many businesses are aware of locally available incentives such as EZ and other tax abatements, urban renewal resources, and similar programs. Cities often seek to have these economic development tools available, because the alternative is no incentive to offer new recruitments or existing businesses looking to grow.

Figure 4 (following page) shows a comparison of the job growth reported by the participating companies in the Tigard EZ program during their qualifying years, compared to the amount of job growth that would be expected if the companies had grown at the same rate that the general industry sector grew in those years. The comparison is based on the growth rate experienced in the general industry sector in which the EZ participant company is classified. Data on general sector growth rates is not available for the city of Tigard, so the trend for Washington County was used.

In all cases, the amount of job growth reported by the EZ companies during their years of participation (green) far exceeded the job growth that would be expected from the general growth trend in those sectors countywide (orange). In most cases, actual job growth reported was many times what would be predicted if these companies had followed the general sector trend.

While this is not definitive proof that this employment would not have materialized without EZ incentives, it provides one comparison to broader industry benchmarks. (See Appendix A for more detail.)

FIGURE 4: COMPARISON OF JOB GROWTH AT EZ BUSINESSES TO WASHINGTON COUNTY (ANNUAL GROWTH RATE IN YEARS OF EZ PARTICIPATION*)



Source: City of Tigard, Oregon Employment Department, Johnson Economics

* Years of participation vary by company. Growth rate is compared to the corresponding years in countywide data within appropriate industry sector.

E. FINDINGS & NEXT STEPS

A re-designation of the Tigard Enterprise Zone is feasible, and the area still qualifies under state statute. The EZ has seen active participation in recent years with seven participants.

- Through 2023, the businesses created a reported 410 new jobs, exceeding the companies' estimates at time of program application (151 jobs).
- The corresponding investments during that time created a reported $9.4 million in new taxable assessed value. This new investment becomes taxable once the company's program participation

ends, though typically some depreciation has occurred, so that the taxable amount remaining is less than $9.4 million.

- The exemption of the reported $9.4M in investments translated to an estimated *total* amount of tax revenue foregone, for all jurisdictions, of $456,500 between 2017 and 2023, or $65,000 per year. (2017 was the first year any taxes were exempted.)

- This amounts to an average foregone revenue (or in other words, a public investment) of $1,115 per new job created. This is $1,115 total per new job, not annually, shared among the taxing jurisdictions.

- The program is now a three-year program, because participants could not meet the higher requirements to qualify for the 2-year extension.

The following is a summary of steps needed to adopt the re-designation of the EZ:

- Decide upon exact boundary adjustment if any. (City and Consultant)

- Produce official map and GIS file of the proposed boundary (revised or otherwise). (Consultant)

- Document all tax lots included in revised boundary and include narrative description as necessary. (Consultant)

- Prepare brief cover memo that introduces the re-designation, summarizes the background analysis, and documents the qualifications of the new areas. (City and Consultant)

- Plan a meeting for the impacted local taxing districts regarding the re-designation. Provide notice to the districts at least 21 days prior to the meeting, and the meeting should take place 7 or more days prior to adoption of the EZ re-designation by the City. (City)

- Coordinate with the Port of Portland to get required consent to the EZ re-designation, preferably before June 30 (OAR 123-650-0500(a)(B)). (City)

- Conduct any other public information and involvement efforts the City deems necessary (not required). (City)

- Adopt revised EZ re-designation via resolution prior to July 1st and allowing sufficient time to complete the submission in the final step below also prior to July 1st. (City)

- Prepare final documentation, with submission form, copy of the executed resolution, and template of the notice provided. Submit to Business Oregon prior to July 1st. (City and Consultant)

APPENDIX A: Employment Growth by Enterprise Zone Participant Companies, Compared to Countywide Growth Rates in Broader Industry

TIGARD ENTERPRISE ZONE EMPLOYMENT GROWTH | **WASHINGTON COUNTY EMPLOYMENT GROWTH RATES**

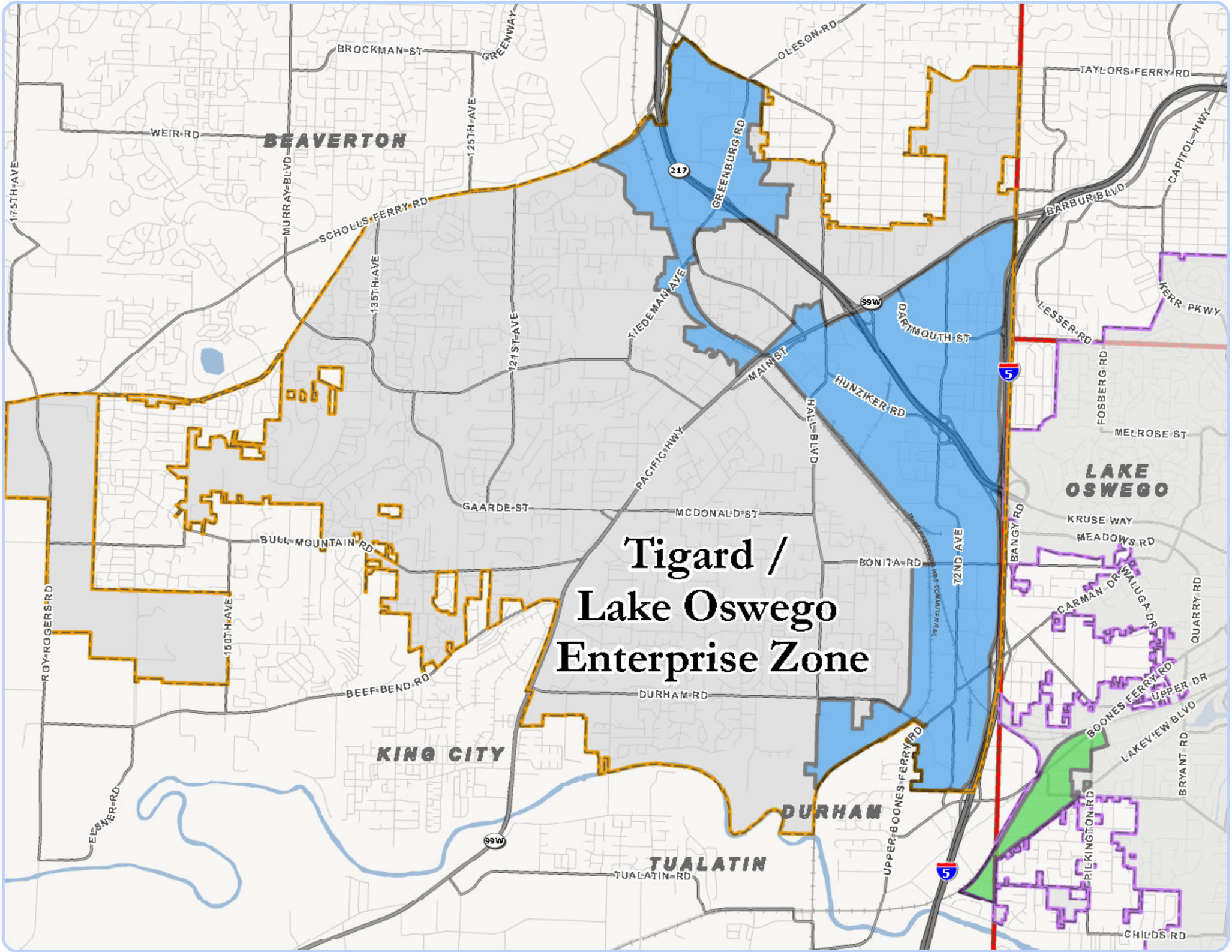
FIRM	NAICS Industry Sector Code	Naics Description	Preexisting Employ. (annual avg.)	2023 Zone Empl. (annual avg.)	New Empl. (2023)	Years	Annual Empl. Growth Rate	NAICS Industry Sector Code	Naics Description[1]	Washington Co. Growth Rates		NAICS Annual Growth Rate
										First Year	Last Year	
Agilyx Corp	325211	Plastics Material and Resin Manufacturing	20	43	23	3	29.1%	32-33	Durable Goods Manuf.	43,600	46,200	1.9%
Biamp Systems (2 phases)	334310	Audio and Video Equipment Manufacturing	208	341	133	6	8.6%	32-33	Durable Goods Manuf.	43,500	46,200	1.0%
Consumer Cellular Inc.	493110	General Warehousing and Storage	294	425	131	5	7.6%	49	Transport., Warehousing, Utilities	5,600	7,400	5.7%
Gerber Legendary Blades	332215	Metal Kitchen Cookware, ...Cutlery, etc. Manufacturing	215	248	33	4	3.6%	32-33	Durable Goods Manuf.	43,500	43,600	0.1%
Reece Holdings	561621	Security Systems Services	44	71	27	2	27.0%	56	Admin & Waste Services	21,900	21,900	0.0%
Rogers Machinery Co. Inc	333912	Air and Gas Compressor Manufacturing	102	149	47	3	13.5%	32-33	Durable Goods Manuf.	41,800	43,900	1.6%
Yecuris Corporation (2 phases)	541714	Research and Development in Biotechnology	9	24	15	7	15.0%	541	Professional, Scientific, and Technical Services	15,100	16,900	1.6%

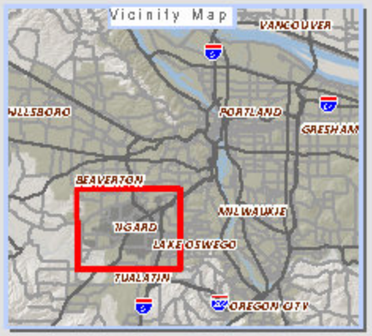
Sources: City of Tigard, Oregon Employment Department

[1] County data is presented on a broader sector level (as opposed to subsector) due to the limitations on public employment data. Likewise this data is not available for a more specific geography (e.g. Tigard).

Exhibit A

Tigard / Lake Oswego Enterprise Zone





- Lake Oswego Portion of Enterprise Zone
- Tigard Portion of Enterprise Zone
- Tigard City Boundary
- Lake Oswego City Boundary
- County Boundary

TIGARD MAPS

Map Created: 10/8/2015

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

TIGARD

Path: \\192.168.109.219\GIS_Projects\FIS_projects\2015\enterprise_zone\enterprise_zone1117.mxd

Tigard-Lake Oswego Enterprise Zone

Supporting business growth and job creation in Tigard & Lake Oswego



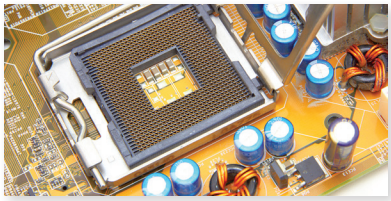
BUILDINGS



EMPLOYEES



EQUIPMENT



FACILITIES

ENTERPRISE ZONE OVERVIEW

Tigard-Lake Oswego Enterprise Zone supports local business growth and job creation within the zone.

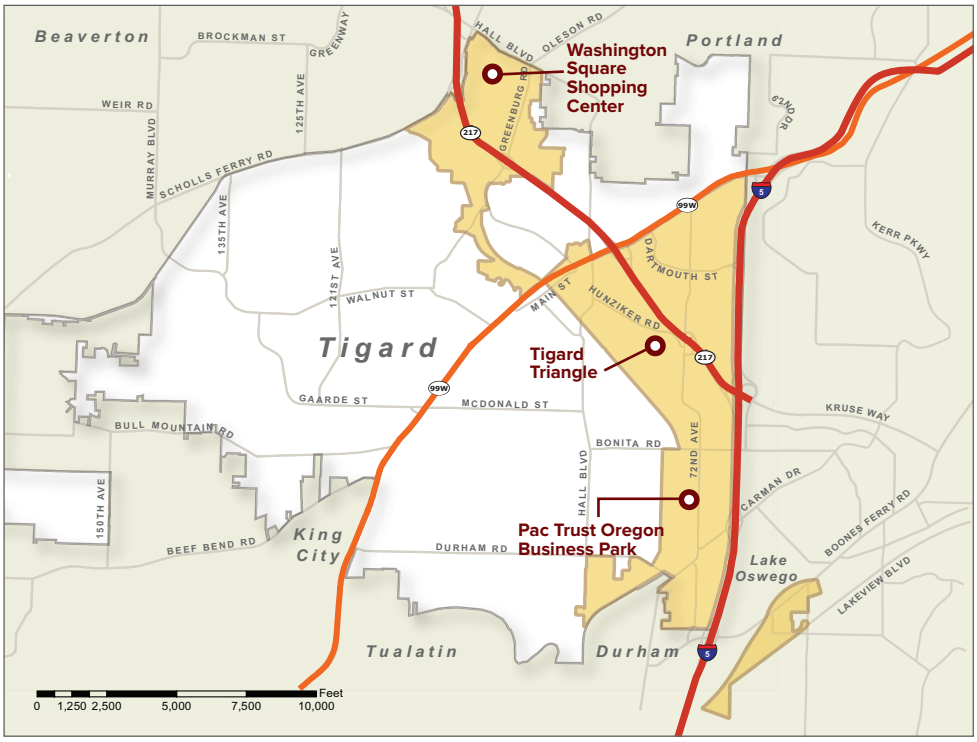
Businesses located in Tigard-Lake Oswego Enterprise Zone may be eligible for a three to five year tax exemption on ***new equipment, facilities and buildings***.

Tigard-Lake Oswego Enterprise Zone Program offers a 100 percent waiver of real property tax on eligible investments for up to five years. These investments must meet state and local requirements, including a ***10 percent increase in employment***.

Land and existing equipment are not eligible for the Tigard-Lake Oswego Enterprise Zone exemption. Once the abatement period of three to five years is over, the entire asset enters the tax roll

ENTERPRISE ZONE ELIGIBILITY

The property and investment for industrial, manufacturing and commercial firms must be located within the Tigard-Lake Oswego Enterprise Zone boundaries, and meet the state and local requirements found on the next page.



Tigard-Lake Oswego Enterprise Zone is shown above shaded in gold.

CITY OF Tigard

Community Development Department
13125 SW Hall Blvd., Tigard, OR 97223
www.tigard-or.gov

Tigard-Lake Oswego Enterprise Zone

Supporting business growth and job creation in Tigard and Lake Oswego

Tigard-Lake Oswego Enterprise Zone was created in 2014 to induce *additional private-sector investment and jobs* as well as a short-term benefit to a project's cash flow.

- Encourage Tigard and Lake Oswego based entrepreneurs and firms to start up and grow.
- Prompt bigger re/investments than might otherwise occur.
- Accelerate investment, expansion and hiring.
- Expand employment.
- Bolster early success of business projects.
- Attract investment and facilities that would move or locate outside of the cities of Tigard and Lake Oswego.

EXPRESSION OF INTEREST

If you are interested in participating in Tigard-Lake Oswego Enterprise Zone, please contact:

Lloyd Purdy
Economic Development Manager
503.718.2425
lloydp@tigard-or.gov

STATE REQUIREMENTS

Written Agreement: Participating business is required to enter into a written agreement with the municipality that will be based on the terms of the company's Authorization Application and Oregon Statute and Administrative Rules.

First Source Hiring Agreement (FSA): Prior to or concurrently with the execution of the written agreement, firm shall enter into an FSA with WorkSource Oregon Employment Department for employees hired at the qualified facility throughout the project's construction and tax exemption period.

Employment Qualifications: By the first exemption filing, firm must increase employment (and maintain that throughout the exemption period) at the qualified facility by 10 percent of the annual average employment of the firm

LOCAL INCENTIVES

Fee Waivers: The following fees are also waived by 50 percent:

A. Pre-application conference fees
B. Business registration fees
C. Sign permit
D. Land Use Review

LOCAL REQUIREMENTS

In addition to state requirements, the City of Tigard and the City of Lake Oswego have elected to add the following requirements to its Enterprise Zone program:

Minimum Investment: A minimum investment of $500,000 is required.

Procurement Plan: A procurement plan to increase purchasing with Tigard-based companies is required.

Job Quality:

A. Total compensation for 75 percent of company's zone facility jobs (wages plus benefits) must exceed 200 percent of Oregon minimum wage after one year of employment.
B. Must provide benefits to employees that meet or exceed the national average of non-mandated benefits for the size of the company.
C. Must offer sufficient training and advancement opportunities for all employees.

Application Fee: There is an application fee of one tenth of one percent (.001) of the value of the investment for qualified property that is proposed in the application, capped at $50,000.

Lower Carbon Emissions: Eligible businesses must complete a free Energy Trust consult before ordering or purchase of equipment. Contact Enterprise Zone manager for a referral.

AIS-5809 **9.**

Business Meeting

Meeting Date: 05/06/2025

Length (in minutes): 45 Minutes

Agenda Title: Food Cart Discussion

Authored By: Sambo Kirkman

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

This item is a follow-up with the Council to discuss the amended food cart regulations adopted in January 2025. City teammates will share the results of the April 24, 2025 Open House where members of the public were invited to learn more about food cart regulations and the history of the City's food cart program. In addition to City staff, members of Washington County's Health and Human Services Department presented at this session to explain their requirements related to food carts.

Several local businesses and food cart operators provided comments and feedback on the City's food cart regulations that the team will share with Council.

ACTION REQUESTED

The Community Development team will discuss the food cart program in the context of its historic food cart regulations, and provide Council with feedback submitted during an Open House event on April 24 at City Hall. Comments and feedback on adopted food cart regulations are welcome; Council may also direct staff to study modifications to the Code to bring back at a later date.

BACKGROUND INFORMATION

On May 23, 2024, the Tigard MADE code amendments went into effect. This code project updated the city's development code and zoning map related to employment lands. The changes were designed to accommodate new business and development types, increase employment density, protect industrial land resources, increase housing capacity, facilitate mixed-use commercial activity, and support urban neighborhood development. One element of the Tigard MADE code was a set of regulations to codify longstanding city policy relating to food carts and to explicitly allow food carts as an entitled use in the city. For nearly a decade, the City had been allowing food carts to operate as accessory uses in limited locations, subject to certain requirements. This allowance was made through policy interpretation and did not offer food cart entrepreneurs certainty through a vested right to an allowed land use.

While the Tigard MADE code provided an approval pathway for a vested land use for food carts through a temporary use permit, some of the provisions were inadequate to the purpose for which they were intended. Issues included:

- The temporary use permit process was an inappropriate approval type for a use that is more

permanent in nature.
- The standards that applied to food carts were not well-developed compared to the standards in other peer cities, sometimes lacked clarity, and could be inconsistently applied.
- There was no clear pathway to modify a food cart approval.
- There was no approval pathway or any standards for food cart pods (four or more carts) as a standalone use.

As the City began getting more requests for food carts, particularly for food cart pods, City staff made a determination to prioritize development code amendments to correct the deficiencies in the adopted code, to provide a more clear and consistent pathway for food cart entrepreneurs, and a better timeline for review. In addition, the City was seeing increasing impacts from fats, oils, and grease generated by food carts and needed clearer standards to address these impacts.

On January 28, 2025, the City held a Public Hearing to outline the recommended code changes. The adopted changes were proposed to take effect immediately through an emergency clause. This emergency clause was requested to respond to an immediate need to address fats, oils, and grease management and to provide regulatory relief to support food cart entrepreneurs who received city grants or had made significant investments in food cart businesses and their need for a clear pathway to an approved land use to complete their projects.

Since the adoption of the code, the City has received comments from existing and potential food cart operators about their concerns with the updated food cart regulations. The Council requested the project team come back to the Council for a workshop to discuss these comments. The project team provided an informational session/ open house to the public on April 24, with two goals in mind:

- To educate the community on the adopted Food Cart regulations and what an operator would need to know to start a food cart in the City.
- To collect questions and comments from the participants that would be presented to the Council during the workshop.

This informational session/ open house was attended by **11** members of the community and was recorded and posted on the City's Food Cart webpage. A copy of the materials (Exhibit 1 and 2), a summary of this meeting (Exhibit 3), and a copy of the comment cards collected (Exhibit 4) are attached.

Dates of Previous and Potential Future Considerations
December 2, 2025 - Planning Commission hearing to adopt a recommendation to the Council.
December 10, 2024 - Council briefing on upcoming code amendment package.
January 28, 2025 - Council public hearing to adopt the Food Cart code update.

Public Involvement
Stakeholder interviews and code review with Tigard Chamber of Commerce and food cart entrepreneurs
Site Visits to Food Carts
April 24, 2025 Informational Session/ Open House

Impacts (Community, Budget, Policies and Plans/Strategic Connection)
These code changes are in alignment with the City's adopted Comprehensive Plan policies as detailed in the Planning Commission recommendation.

The Community Development team reviewed the standards provided in the Code and believes them to be reasonable and in alignment with the City's adopted goals and strategies as well as the

standards and procedures that apply to other food-based businesses in the City.

ALTERNATIVES & RECOMMENDATION

The Council may direct teammates to continue implementing the Code as adopted, or to study modifications to Code language and return to Council for guidance on amendment through a legislative process.

ADDITIONAL RESOURCES

Attachments

Exhibit 1 Food Cart Meeting Summary

Exhibit 2 Starting a Food Cart in Tigard Guide

Exhibit 3 Code Memo Analysis

Food Cart Update PowerPoint

Food Cart Informational Session Summary
April 24, 2025

The City invited food cart operators, businesses, and property owners to an Information Session/Open House on food carts. Invitations were sent via email, and the event was advertised via social media and through the City of Tigard, Tigard Chamber of Commerce, and Tigard Downtown Alliance newsletters. The purpose of the meeting was two-fold: to give attendees information from a variety of agencies about what is required to start a food cart in Tigard and to provide the Community with an opportunity to ask questions and submit comments on the current Food Cart regulations. The meeting was recorded for others who were unable to attend and will be placed on the City's webpage related to food carts (https://www.tigard-or.gov/business-development/food-carts). A document was provided outlining the process for starting a food cart operation. The materials presented at the meeting can also be found on the City's Food Cart webpage.

Participating City of Tigard and Washington County Staff:

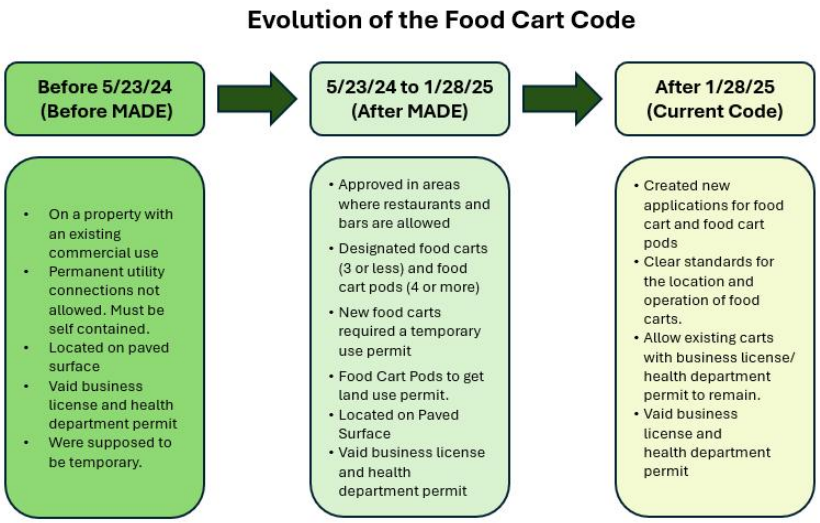
- Sambo Kirkman, Community Development Director
- Schuyler Warren, Assistant Community Development Director
- Mark Van Domelen, Building Official
- Windol Cador, Redevelopment Project Manager
- Tina Escalera, Economic Development Project Specialist
- Joe Coulter, Environmental Program Coordinator (Fats/Oils/Grease Program)
- Ashley Davis, Washington County Environmental Health Plan Reviewers
- Jeremy Mitchell, Washington County Environmental Health Investigator

Project Team Presentation

In January, the City implemented new updates to food cart regulations, which are in effect now. This meeting was to provide attendees with information on how the regulations currently apply.

History of Food Cart Regulations

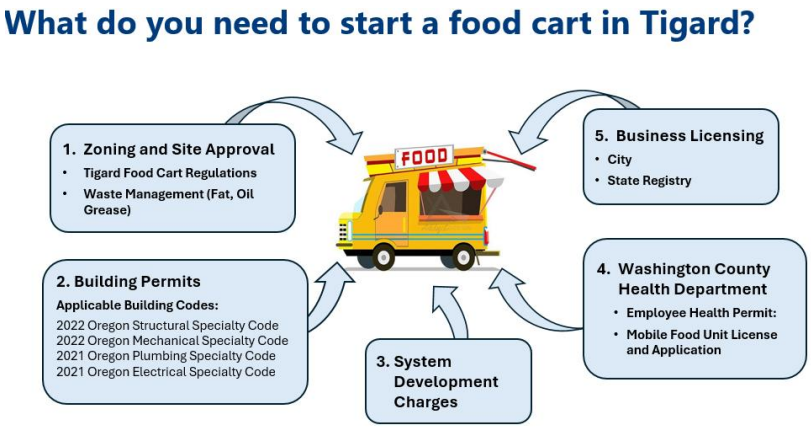
The project team shared a brief history of the evolution of food cart regulations in Tigard. With Tigard MADE in 2024, the City codified all the regulations that were already in place and added some others, including requiring food carts to obtain a local land use permit to operate. This became effective in May 2024. The following visual was provided illustrating the evolution of Tigard's food cart regulations.



The project team continued to encourage prospective business owners to come talk to the city team to help answer questions and pointed out that translation services could be provided for people who might have a primary language that's other than English.

What is needed to start a food cart in Tigard

A panel presented made up of City and County staff discussed what was needed to operate a food cart, covering six areas: 1) Zoning and Site Approval, 2) Wastewater Management,3) Building Permits, 4) System Development Charges, 5) Washington County Health requirements, and 6) Business Licensing. The following are some key points for each section:

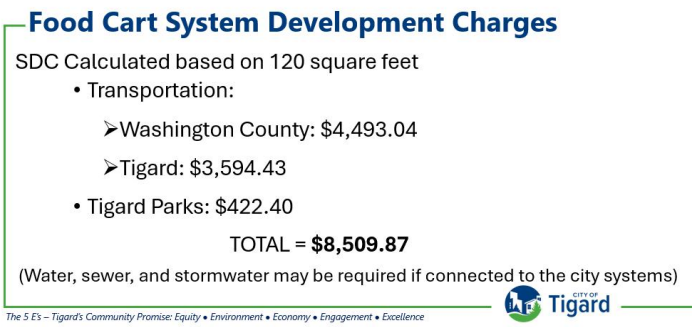


1. **Zoning and Site Approval:** This is the first step in the process. For any development project or new/changing business, the Planning team encourages people to come in and discuss their proposal so that we can help navigate the codes that are in effect at the time of development and walk potential applicants through the process. Much of the current code is a continuation of previous requirements. The goal of the food cart regulations is to protect the public health, safety and welfare as well as provide clear direction for the requirements.

2. **Waste Management:** Any food and beverage establishment must have a grease interceptor to pre-treat for their waste before entering the public sewer system, which Clean Water Services regulates with the city's assistance. The reason for the required pre-treatment is that fats, oils and grease (FOG) can accumulate over time and can damage pipes and affect the function of treatment plants, leading to possible sanitary sewer overflows, which are unlawful under Clean Water Services' NPDES permit through the Environmental Protection Agency. A grease interceptor helps prevent the introduction of FOG into our sanitary system. Food cart operators have options – installing an in-ground interceptor or storing waste in 20-gallon totes of a certain specification that can be dumped into a facility at Clean Water Services drop-off locations such as those at the Durham plant.

3. **Building Permits:** Operators need to first decide whether they are going to have a permanent food cart or remain mobile as a food truck. Because food carts have operational wheels and a tongue hitch to pull them or an operational engine to drive them, they are considered self-contained vehicles that are not regulated by the State Building codes. However, if the cart is attached to anything in a permanent manner, then it is treated as a structure and requires a permit. Food carts can make *temporary* connections to permanent permitted structures. Only **new** permanent structures (i.e. restrooms, patio covers) or utilities (i.e. yard hydrant, power outlet stand, gas outlets or sewer connections) would require permits. If there are already existing approved water connections that are safe and approved for potable water use (garden hoses are generally not approved) then a plumbing permit for a water connection may not be required. Similarly, only new wastewater connections require a plumbing permit. If connections to either water or sewer involve in-ground connections, then a permit is required. The project team recommends reaching out to our Building Division to confirm whether you need permits or not.

4. **System Development Charges (SDC):** System Development Charges are one-time charges applied to **new** development for the purpose of mitigating the impacts of that development on existing public systems (water, sewer, stormwater, traffic, and parks). The city provides and maintains a transportation system - streets, roads, paths, and sidewalks, as well as parks, sanitary sewer, and water service. The two types of SDC for any new cart on a site or for new food cart pods are for transportation and parks. Depending on the food cart proposal, there may be two additional SDCs required. SDCs are based on the square footage of the interior of the cart and the vehicle trips calculated for this type of business. Food carts are charged at the fast-food service rate, since they generate similar vehicle trips to that use. The square footage used to calculate SDCs for food carts is 120 square feet and is similar to the size used in other jurisdictions (i.e. Beaverton) for calculating their SDC. The current SDCs for transportation and parks total $8,590.87 per cart.



The calculated fee is lower than brick and mortar developments based on their square footage. The City must apply SDCs equitably to anyone operating a food establishment. It is important to note that these are one-time charges for any site that includes new development or an expanded use. For example, if four food carts are added to a site, the initial charge would be for those four carts. If one of those carts leaves and another takes its place, the new cart is not charged SDCs because the overall impact has not increased. A new SDC is only charged if the number of carts (and thus the impacts) increases. Similarly, if a new food cart pod were located on a site that previously had a fast-food restaurant on it, that cart pod may pay reduced SDCs or no SDCs at all depending on how much were previously paid and the scale of the food cart pods operations. This is the same process used for all development and use changes, including brick-and-mortar restaurants. The construction or the expansion of the building would be charged for the SDC, but not to a new use that generates the same or lesser impacts than the previous use in the same building.

5. **Washington County Health:** The Washington County Health and Human Services Environmental Health team identified pathways to get food carts licensed through the County, including:
    - Purchasing a unit that has already been licensed and reviewed by the County (that has not been altered) and applying for a change of ownership. This process will require an inspector review.
    - Licensing a new food cart. This request will require the County to review the plans (may take up to 2 weeks) and will require inspection by County staff prior to any activity in the carts.

    All activity (including storage) is to be done within the walls of the food cart, or an additional license may be required, including a warehouse or commissary kitchen license. Licensed carts are inspected twice a year and anyone who works in the cart needs to have a food handler card within 30 days of hiring.

6. **Business License:** When operating any business in Tigard, including a food truck, a food cart, or a food cart pod, the owner is required to register the business with the state as well as obtain a city of Tigard business license.
    - State Registration is through the Secretary of State's office. You can file all these forms online as well as pay online. The primary reason for this is to establish legal recognition of your business entity and to ensure compliance with state law.
    - A Tigard Business License is required by the Tigard Municipal Code. You can obtain an application either in person or online. The application is reviewed and if approved the cost of the license and notice of approval, once the fee is paid, is sent to the business owner. The fee that is due is typically determined by the number of employees that are working at of the business (including a food cart). These fees

support Tigard's Commercial Crimes Unit, which is a unit of the Police Department, which is a group of detectives that focus primarily on crimes affecting businesses and providing business support.

Summary of Questions and Comments

After providing information on the regulations associated with food carts and food cart pods, the project team used the remainder of the meeting to answer questions and record comments from the meeting participants. The following is a summary of the key questions and comments provided:

- **How Do SDC's work?** System Development Charges are calculated for all new and expanding uses on a project site. These fees cover the impacts of added users to public infrastructure depending on the access to these services. The two minimum required charges for food carts are transportation and parks SDCs which have been calculated to be $8,509.87. This fee applies to new carts placed on a site after January 28, 2025. All carts that were established (approved through planning and have been operating with the appropriate permits) prior to that date do not have to pay this fee. To confirm the required SDC's for a cart the project team recommends reaching out to the city. Once the fee has been paid for a cart, it does not have to be paid for a cart in the future that is replacing it in the same location. Only an expansion of adding more carts requires that this fee be paid. Sanitary SDCs and water SDCs are tied to connections to the sanitary and water system.
- **Responsibility of the SDC fees:** A question was raised that if paying the SDC stays with the site, who should be responsible for paying this fee. The City records the requirement and payment of SDCs based on the location and does not identify the party responsible. Payment of the SDC is a private matter between the food cart vendor and the property owner.
- **Timeline for Changes to the Food Cart Regulations**: Questions were raised on how changes could be made to the Code at the May 6 Council meeting. The project team explained that changes to the adopted code had to go through the legislative process that takes between 4 to 6 months. The purpose of the meeting is to help food cart operators navigate the code and to provide feedback on any code sections that may be an issue. The information collected will be presented to the Council to provide them with information to provide any direction to the project team about whether to proceed with changes to the food cart regulations. This is a common code update process in which Tigard staff inform the council of code sections in need of updating and provide recommended changes. The Council provides guidance that is taken through a legislative process that eventually comes back to Council to be adopted as new code. This applies to all changes to the code, minor or major.
- **Frustration with Unclear Process:** Comments were raised that there is a lack of clear direction and delays from issues like Oregon Department of Transportation (ODOT) requirements. The project team explained that this is one of many reasons the project team looked to update the Food Cart regulations. The new code is intended to provide clear guidance and an application process, specifically to food carts, so that the City can collect all the requirements a food cart operator would need to know to navigate the process. Some things, like ODOT requirements, are out of the city's control and can be hard to predict.
- **Restroom Requirements:** The group discussed restroom facilities and that with food cart pods a permanent restroom facility is required, but not for individual carts. For any food cart access to a restroom is needed, may it be a port-a-potty or a restroom agreement with a neighboring business. This is a matter of protecting the public health, safety, and welfare.
- **Food carts on a legal lot.** There was a request to provide a clear understanding of the threshold for a food cart pod. The project team clarified that three food carts are allowed on one legal lot under the food cart regulations. Any additional cart will require a food cart pod approval. An address or tax lot does not specifically tell you if a lot is considered a separate legal lot. It should be noted that properties that are contiguous and are under one

ownership may be considered a single lot. The project team recommends talking to Planning to confirm what is a legal/single lot.

- **ODOT requirements for Other Jurisdiction:** Comments were raised about how other jurisdictions can have food carts on major roads but are not impacted by ODOT. The project team clarified that ODOT standards are applied for all jurisdictions and other developments (not just food carts) that are adjacent to a state road.
- **Request for Relief/Accommodations of the Code:** Comment were raised whether the city can provide relief of the current codes for those that did not get to comment on the adopted code. The project team reiterated that most of the regulations were pre-existing, and that approvals and meeting standards have always been required. Any changes to any element of the code require a legislative process and that takes time. The Tigard team is required to apply the adopted codes at the time an application request is made. No retroactive application of standards took place. Any carts approved under previous code are allowed to remain as originally developed, and any applications that are in process at the time a new code takes effect will be reviewed only on the code in place at the time the application was submitted. Since no temporary use applications for food carts were pending at the time of the new code adoption, all carts must meet the new code. The team can help a cart owner who has a pending application through the prior application process, if need be, but we are unaware of any that is still active. Established carts are those that obtain proper permits (i.e. land use approval, business license, environmental health permit) prior to the adoption of the code would be exempt from these regulations. The project team is willing to help any food cart vendor determine if any exemptions apply as it may vary between different businesses.
- **Request for Additional Meeting:** A question was asked whether the City was willing to meet with food cart owners about changes to the Food Cart regulations. The project team pointed out that this meeting was scheduled to provide such a forum, for people to provide information on the food cart regulations and to identify the issues they had with the food cart regulations that they wanted the Council to understand. If there is a request for additional meetings with clear goals, the project team is always willing to meet.
- **Why were more people not notified of the code update:** The city provided all required notice under the law for a legislative change to the code, including listing the hearing on the city website and providing notice to the Department of Land Conservation and Development. In addition, the city team presented it to the Council in a public setting a month and a half prior to Council considering the code changes, providing background on the project and the standards that were going to be presented to Council on January 28th. In addition, the city team invited the three food cart entrepreneurs who were currently engaged in the permitting process to participate in reviewing and commenting on the code to help shape the policies. Of those food cart entrepreneurs, only one opted to participate.
- **Why did the City Decide on an Emergency Ordinance:** The food cart code was adopted under an emergency ordinance to address imminent public health, safety, and welfare issues related to FOG and to provide a land use process that was customized for food cart pods. The emergency ordinance did not change the need for the planning division to evaluate this use and did not prevent standards from being applied prior to the date of the ordinance.
- **Codes are not workable.** Comments were made that the Food Cart regulations are not workable. The project team requested specific examples. Two were given. One was the placement of the carts over an easement. The prohibition on locating over a public access easement is a long-standing policy and allowing carts to locate on such an easement would impair the ability of pedestrians to safely navigate the city. The prohibition on locating over a utility easement is to ensure that maintenance access is maintained within these easements and was a specific request of the city's Public Works department reviewing the code. While vehicles parked over an easement are easier to move in an emergency, because of the more permanent nature of food carts, including temporary connections to gas and other utilities, the risk is greater that the cart could not be moved if necessary. The second example given was that the FOG management standards for carts are unworkable and there was an assertion that

carts do not produce FOG. However this requirement is required for all eating and drinking establishments, it is not differentiated by menu items or size. FOG management is a requirement of both Clean Water Services and the city to maintain the function of the sanitary sewer system and to prevent blockages, overflows, and treatment plant damage. It is also a requirement of CWS' NPDES discharge permit under the EPA.

The project team wrapped up the meeting and reminded the attendees that a guide document is available, and any additional comments may be submitted for the May 6 Council workshop. The major takeaway is that our planning, economic development, building teams, as well as our colleagues in Washington County, are here to assist our food cart entrepreneurs with navigating the food cart approval process.

Starting a Food Cart Business in Tigard (April 2025)

If you are planning to operate a food truck, open a food cart, or run a cart pod in the **City of Tigard**, there are important things you will need to know to ensure that your business is ready to operate. This guidebook is to provide you with some key information on what you will need to start a food cart business in Tigard. The City encourages those interested in these types of businesses to have early conversations with our team to help you understand and navigate requirements and approval processes before investing in design or construction.

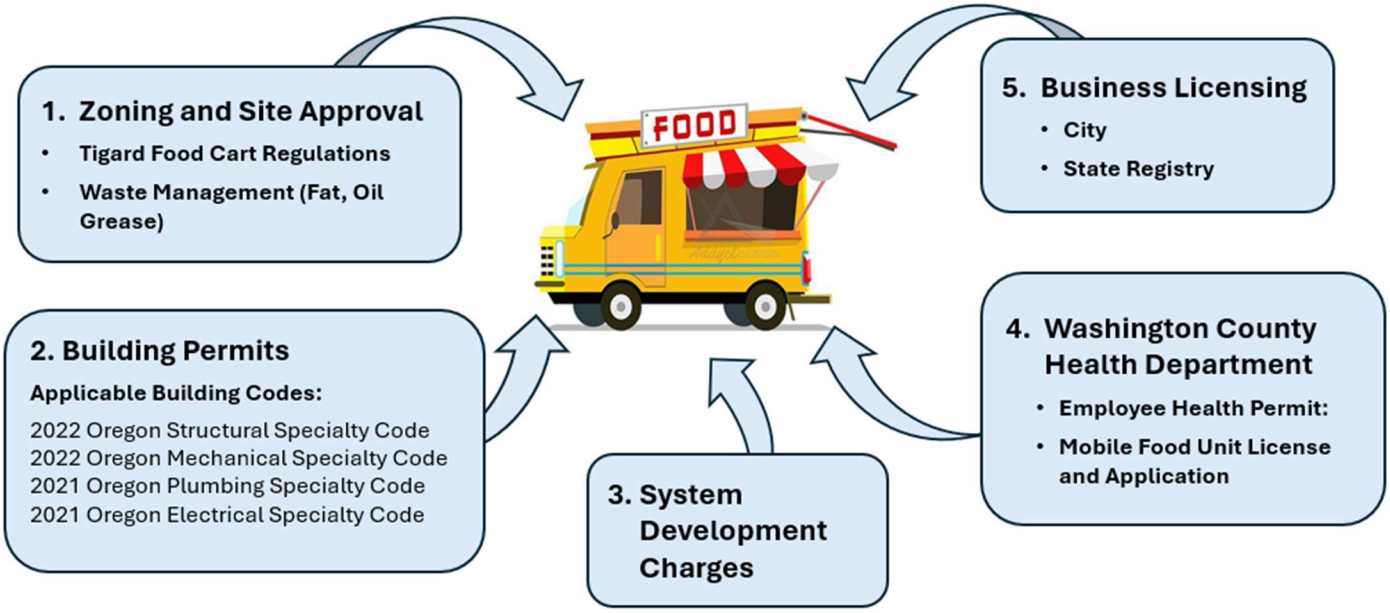
Contact Information:

Planning Division: 503-718-2421 or tigardplanneronduty@tigard-or.gov

Building Division: 503-718-2439 or tigardbuildingpermits@tigard-or.gov

Economic Development Division: TigardEconomicDevelopment@tigard-or.gov

FOG management: 503-718-2459 or at JoeC@tigard-or.gov



1. Zoning and Site Approval

Before selecting a site, verify that food cart operations are permitted under the property's zoning. The **Planning Division** can confirm allowed uses and explain any site-specific conditions. Call **503-718-2421** or send an email to tigardplanneronduty@tigard-or.gov , or review the **Tigard Development Code** (https://ecode360.com/TI5024).

The City of Tigard has adopted a new code for food carts and food cart pods, effective **January 28, 2025.** You can review the entire Food Carts Regulations in Chapter 18.750 Food Carts.

This code provides standards and processes for approving food carts and food cart pods in Tigard. The main goals of these standards are to:

- Support small business owners by allowing food carts.
- Ensure food carts are safe and meet health standards.
- Keep the city's appearance and character intact.
- Minimize any negative effects on nearby businesses and neighborhoods.

The code limits food carts in areas of the city where other commercial activities like retail shops and restaurants are also allowed.

The standards are focused on protecting public health, safety, and welfare, and provide minimum expectations for how food carts are located and operated. There are separate standards for food carts up to three per site and for food cart pods, which consist of four or more carts on a single site.

The standards for food carts largely mirror the standards that have been in place since food carts were first allowed through existing policies. Those standards are focused on ensuring that carts do not conflict with existing facilities and preserve a safe pedestrian environment. New standards are intended to protect sanitary sewer pipes and prevent fire risk.

The standards for food cart pods include a few additional requirements related to the provision of permanent utility connections and providing restrooms on the site. These are similar to requirements that apply to other restaurant uses.

Some Key Standards: While these do not address **ALL** the standards associated with food carts and food cart pods, the following is a list of ones to consider:

- More than three food carts on a subject property are considered a Food Cart Pod.
- The entire footprint of all food carts must be located on a paved surface.

- The food cart must meet a minimum six-foot setback from any street property line and 20 feet where a property is adjacent a residential zone.
- The food cart must be separated from any other food cart or building on the property by a minimum of five feet.
- The food cart pod must include at least one permanent building on the property that provides public restrooms.
- Any new building of more than 800 square feet must meet the minimum and maximum setback standards for the base zone.
- The food cart pod must not include more than 20 food cart stalls.
- Each food cart stall must be a maximum of 375 square feet and contain no more than one food cart.

There are other standards that may apply to your cart that should be considered. You will want to review all the standards in the Food Carts Regulations (Chapter 18.750 Food Carts).

2. Building Permits and Construction Standards

Depending on how your food cart is set up, you may need permits for structures like decks, utility connections, or other installations. Prefabricated trailers for coffee/food service or similar uses intended to be placed on a site but may be moved, are not regulated by the State Building Code. The Food Cart must maintain its portability, which includes keeping the wheels and towing tongue on the unit. Any permanent connections to water, sewer, gas or electrical service must obtain permits through the City Building Division. Contact the **Building Division** at **503-718-2439** or tigardbuildingpermits@tigard-or.gov , or visit https://www.tigard-or.gov/your-government/departments/community-development/permit-center.

Food cart projects must follow Oregon's statewide building codes, including:

- 2022 Oregon Structural Specialty Code (OSSC)
- 2022 Oregon Mechanical Specialty Code (OMSC)
- 2021 Oregon Plumbing Specialty Code (OPSC)
- 2021 Oregon Electrical Specialty Code (OESC)

You can review these codes www.oregon.gov/bcd.

Electrical

The Food Cart may be connected to an approved electrical connection. Permits are required for the addition of any electrical service. This means that an approved electrical connection point adjacent to each food cart is required, so the connecting electrical cord does not cross driveways, walkways, access points or create a tripping hazard. Electrical service to the Food Cart must be by an approved electrical cord/plug without use of extension cords, connecting to a circuit with the correct amperage to serve the trailer/vehicle. The electrical cord must be protected from physical damage. An electrical permit is required for installing an outlet.

14.04.065 Electrical Program Administration

- **Permit Requirement**: Most electrical work requires a separate permit for each building or structure, with some exceptions for minor installations or temporary setups.
- **Permit Revocation**: The Building Official can suspend, or revoke permits issued in error or based on incorrect information.
- **Plan Review**: Electrical plans must be reviewed as per state procedures.
- **Corrections and Stop Orders**: If work violates the code, the Building Official can order corrections or stop the work until compliance is achieved.

Water

The Food Cart may be connected to a potable water system in an approved manner (see next paragraph), or the cart must connect to an approved above ground or in-cart potable water tank to supply fresh water to the cart, consistent with Section 5-3 of the Oregon Health Authority's 2012 Food Sanitation Rules. This means that an approved potable water connection point or tank adjacent to each food cart must be available, so the connecting piping does not cross driveways, walkways, access points or create a tripping hazard. The potable water supply shall be by an approved fixture (such as a yard hydrant or hose bib) with an approved backflow device. A plumbing permit is required for installing a fixture and/or backflow device. The water supply shall be by an approved potable water hose with a 'quick disconnect' type connection and protected from physical damage and freezing weather by an approved heat tape and insulation.

Wastewater

The Food Cart shall either be connected to an underground sanitary sewer system with an in-line approved grease trap, or the cart shall connect to individual or community wastewater holding tanks. Tanks shall be owned and serviced by an Oregon Department of

Environmental Quality licensed pumper. Indirect discharge or leakage draining into the storm water system is prohibited. Disposal cannot be to a storm catch basin or sewer cleanout. The connecting piping must be located so they do not cross driveways, walkways, access points or create a tripping hazard. The connection of the food carts' sanitary sewer outlet to the approved sanitary sewer system may be by a flexible or solid pipe that is approved for conveying sanitary waste. The sewer pipe must be protected from physical damage. A plumbing permit is required for installing in-ground sewer pipe and an approved sanitary sewer receptor. Grease Interceptors: Food service areas are required to provide a method to collect fats, oils and grease from entering the public sewer system. This is in the form of a grease interceptor as required by the State Plumbing Code. This requires a Plumbing Permit that is obtained through the Building Division. Food Carts connected to the sanitary sewer must utilize an approved grease interceptor.

Fats, Oils, and Grease Management

FOG or Fats, Oils, and Grease is the by-product of cooking and food and beverage preparation for homes and businesses alike. When it is discarded down the drain, it cools and hardens and sticks to pipes. Over time, FOG can accumulate enough to cause blockages in the sewer pipe for private property owners and publicly owned sewer systems. This can lead to sewage backups in homes, businesses and sewer overflow in the street. Sewer overflow can be very messy and expensive to clean up, so everybody needs to do their part. All businesses that generate fats, oils, and grease (FOG), including food carts, must implement measures to reduce the disposal of those materials into public sanitary sewer pipes.

For food carts, this means that all wastewater must be pre-treated through a grease separator apparatus prior to disposal into the public system. As an alternative, all wastewater can be collected on site and transported to designated disposal areas operated by Clean Water Services.

Adequate FOG management is a requirement for all new and existing food carts within the city. For more information on FOG management, contact Joe Coulter at 503-718-2459 or at JoeC@tigard-or.gov.

3. Development and Impact Fees

- New food carts will be assessed for **System Development Charges (SDCs)** for parks and transportation and may also require the payment of SDCs for sewer and water. Specific fees will depend on the specifics of the proposal. Contact the City's Building Division for a full fee estimate.

4. Health and Safety Requirements

All food carts must meet health standards set by the **Washington County Health Department**. You can reach them at **503-846-8722** or HHSEHealth@washingtoncountyor.gov, or visit the Food Safety Program page at https://www.washingtoncountyor.gov/environmental-health/food-service-licensing.

To open a food service business in Washington County, Oregon, you'll need to obtain several licenses and permits. This includes a food handler's license, and various permits related to food safety and potentially liquor service.

Employee Health Permit (also known as a Food Handlers License):

- A food service license, also known as an employee health permit, allows food trucks to safely sell and serve food onsite. These licenses ensure that every employee knows how to do their part to keep your diners safe from foodborne illness.
- Every employee who prepares or serves food in Oregon must get their Food Handler's license within 30 days of being hired.
- **Food Handler safety training manual** (in multiple languages), **online testing**, and **application** are available at: https://www.washingtoncountyor.gov/environmental-health/food-handler-certification

Food Safety Permits:

- A mobile food unit permit ensures that the space where you plan to prepare and/or serve food is compliant with local food safety and worker safety standards. You cannot operate a food truck, food cart, or any other kind of mobile food business without one.
- **Washington County Mobile Food Unit License and Application** can be found at: https://www.washingtoncountyor.gov/environmental-health/mobile-food-unit

Other Permits:

- Depending on your specific operations, you may need additional permits, such as for catering or temporary offsite events. Check with Washington County for current food safety regulations: https://www.washingtoncountyor.gov/environmental-health/food-safety
- You can also learn more at Oregon Health Authority Food Safety Program site at https://www.oregon.gov/oha/ph/HealthyEnvironments/FoodSafety/Pages/FoodCode.aspx

Liquor License (if applicable):

- If you plan to serve alcohol, you'll need a license from the Oregon Liquor and Cannabis Commission (OLCC): https://www.oregon.gov/olcc

5. Business Licensing

Operating a food truck, food cart, or food cart pod in Tigard requires you to register your business with the **State of Oregon** and obtain a **City of Tigard Business License**.

Oregon Business Registration:

- To register your business through the Secretary of State, you need to file the appropriate forms, such as the Articles of Organization for an LLC or Articles of Incorporation for a corporation, depending on your business structure.
- You can file these forms online through the **Oregon Business Registry** at https://sos.oregon.gov/business.
- The primary reason for registering with the Secretary of State is to establish legal recognition of your business entity and to ensure compliance with state law.

City of Tigard Business License:

- The City of Tigard Business License Program is a requirement of the Tigard Municipal Code and requires anyone engaging in any business within the city limits to pay a business license fee unless specifically exempt by State or Federal statute. Business license fees support the Tigard Police Department's Commercial Crimes Unit, which provides services to businesses to protect them from crime and investigate crimes against businesses.
- You can apply by downloading the application from the city's website, applying in person at Tigard City Hall, or calling/emailing for assistance.
- https://www.tigard-or.gov/business-development/economic-development/resources-for-businesses/business-license

Check List for Starting/Running a Food Truck/Cart/Pod in Tigard

State of Oregon

	Business Registration	https://sos.oregon.gov/business
	Liquor License (if applicable)	https://www.oregon.gov/olcc

Washington County

Health Department: 503-846-8722 or HHSEHealth@washingtoncountyor.gov

	Employee Health Permit (Food Handlers Permit)	https://www.washingtoncountyor.gov/environmental-health/food-handler-certification
	Food Safety Permit for Mobile Food Unit	https://www.washingtoncountyor.gov/environmental-health/mobile-food-unit

City of Tigard – Business License

	Business License	https://www.tigard-or.gov/business-development/economic-development/resources-for-businesses/business-license

City of Tigard – Land Use and Planning

Planning Division: 503-718-2421 or tigardplanneronduty@tigard-or.gov

Tigard Development Code: www.tigard-or.gov/urbanplanning

	Zoning	
	Single Cart Application	
	Pod Application	

City of Tigard – Building

Building Division: 503-718-2439 or tigardbuildingpermits@tigard-or.gov https://www.tigard-or.gov/your-government/departments/community-development/permit-center

	Site Review	
	Building Permits	https://www.tigard-or.gov/your-government/departments/community-development/permit-center
	System Development Charges	
	Water	
	Wastewater / FOG	

Resources

Oregon Health Authority Food Safety Program	https://www.oregon.gov/oha/ph/HealthyEnvironments/FoodSafety/Pages/FoodCode.aspx
Small Business Administration (SBA) Startup Support	https://www.sba.gov/launch
Food Truck Business Plan Template and Operations Best Practice in Oregon	https://pos.toasttab.com/blog/on-the-line/food-truck-licenses-and-permits-in-oregon#
Tigard Economic Development	Email TigardEconomicDevelopment@Tigard-OR.gov or visit https://www.tigard-or.gov/business-development/economic-development

City of Tigard
MEMORANDUM

13125 SW Hall Boulevard, Tigard, Oregon 97223 • www.tigard-or.gov

To: Honorable Mayor Heidi Lueb and Tigard City Council

From: Sambo Kirkman, Community Development Directory

Schuyler Warren, Assistant Director of Community Development

Re: Summary of Food Cart Policies Over Time

Date: April 28, 2025

The Community Development team as well as the Council has received a number of questions and comments regarding food cart policies in the city.

There has been some public perception that food cart policies are new as of the Council's adoption of a food cart-specific code in January of 2025.

However, codes and standards have applied to food carts for over a decade, since the city first began allowing these uses on a limited basis - first through existing policies beginning in 2014 and then through standards codified as part of Tigard MADE in 2024.

The January 2025 code changes further reorganized and codified these standards into one chapter and provided for a simplified application process, as well as adding a limited number of new standards. The following tables organize each of the standards in the food cart chapter, provide background on when those standards were originally put in place, and give the purpose behind the standard.

FOOD CARTS		
STANDARD	**Origin**	**Purpose**
The addition of the food cart must not result in more than three food carts being present on the subject property.	2024 MADE	Limit cart impacts on existing sites, prevent de facto cart pods. Prior to the 2024 MADE code, standalone cart pods were not allowed.
The food cart must be located on a property with an existing legal nonresidential use.	2014 Policies	Allow carts only as an accessory use.
The entire footprint of the food cart must be located on a paved surface.	2014 Policies	Prevent erosion and stormwater issues.

FOOD CARTS		
STANDARD	**Origin**	**Purpose**
The food cart must meet a minimum six-foot setback from any street property line.	2014 Policies	Prevent encroachment into required setbacks.
The food cart must meet the minimum setback standards along all other property lines that apply to a new nonresidential building in the base zone in which it is located. Where a property is adjacent a residential zone, the food cart must meet a minimum 20-foot setback.	2014 Policies / 2025 Food Cart Code	Minimum setback requirements in 2014 Policies prevent encroachment into required setbacks. The 2025 Food Cart Code adds additional buffer adjacent to residential zones as food carts are outdoor businesses and have more noise, light, and odor impacts.
The food cart must be separated from any other food cart or building on the property by a minimum of five feet.	2025 Food Cart Code	This is codified here for convenience. It is an Oregon Fire Marshal requirement to prevent spread of fire.
The food cart must not obstruct or otherwise make unsafe any areas designed for pedestrian or vehicle movement to, from, or through the property on which the food cart is located.	2014 Policies	Prevent safety impacts to pedestrians.
The food cart must not be located within any public access or utility easement.	2014 Policies / 2025 Food Cart Code	The prohibition on locating over public access easements was a 2014 requirement to prevent safety impacts. The 2025 Food Cart Code added an explicit prohibition over utility easements at the request of Public Works to prevent impacts to emergency maintenance needs, as carts are more difficult to move than vehicles.

FOOD CARTS		
STANDARD	**Origin**	**Purpose**
The food cart service window must be oriented such that customer queueing areas do not extend into vehicle maneuvering areas, pedestrian paths, or public rights-of-way.	2025 Food Cart Code	This standard is intended to build on the 2014 prohibition on pedestrian impacts, prevent queueing into public paths and sidewalks.
The food cart must have wheels and the wheels must remain permanently attached and functional.	2014 Policies	Food carts are not treated as regular development and in order to not be subject to building code must remain functional as a vehicle.
If there are permanent utilities located on the property, hardwired connections between the food cart and the utilities are prohibited. Any connection to utilities must be temporary and capable of being easily and safely disconnected.	2014 Policies	Food carts are not treated as regular development and in order to not be subject to building code must remain functional as a vehicle.
The food cart must include adequate means for the collection and removal of fats, oils, and grease.	2025 Food Cart Code	This standard addresses the requirements for FOG management under Clean Water Services' NPDES permit from the EPA.
Any canopies, awnings, or other attachments to the food cart must maintain a minimum of seven feet of vertical clearance, be entirely supported by the cart, and must be fully collapsed when the food cart is not in operation.	2014 Policies	This longstanding policy is intended to prevent impacts from temporary canopies when carts are not in operation.
Food carts are prohibited in any required vision clearance area, as provided in Chapter 18.930 Vision Clearance Areas.	2014 Policies	All development must meet this code, added here for convenience.

FOOD CARTS		
STANDARD	**Origin**	**Purpose**
Any associated signs must meet the regulations for the base zone as provided in Chapter 18.435, Signs.	2014 Policies	All signs must meet this code, added here for convenience.

FOOD CART PODS		
STANDARD	**Origin**	**Purpose**
The food cart pod must be located in a base zone that allows Indoor Sales and Services uses.	2014 Policies	Limit food cart pods to commercial zones.
The food cart pod must include at least one permanent building on the property that provides public restrooms.	2025 Food Cart Code	Protect public health, safety, and welfare by ensuring adequate sanitation means.
Any new building of more than 800 square feet must meet the minimum and maximum setback standards for the base zone.	2025 Food Cart Code	Allow new small accessory buildings with food cart pods without requiring setbacks, while ensuring that new larger buildings meet setbacks/
The food cart pod must not include more than 20 food cart stalls.	2025 Food Cart Code	Limit impact of oversized food cart pods on surrounding businesses.
Each food cart stall must be a maximum of 375 square feet and contain no more than one food cart.	2025 Food Cart Code	Provide dimensional standards for food cart stalls based on upper limit of food cart sizes.
All food cart stalls must be located on paved areas and all stall locations must be demarcated on the pavement in a permanent manner.	2014 Policies / 2025 Food Cart Code	Continuation of 2014 policy to prevent erosion and stormwater issues. 2025 policy requires that as permanent development, food cart pods lock in their site plan through striping in the same way that parking lots are striped, since food carts can move over time.

FOOD CART PODS		
STANDARD	**Origin**	**Purpose**
All food cart stalls must meet a minimum six-foot setback along all street property lines.	2014 Policies	Prevent encroachment into required setbacks.
All food cart stalls must meet the minimum setback standards along all other property lines that apply to a new nonresidential building in the base zone in which it is located. Where a property is adjacent to a residential zone, the food cart stall must meet a minimum 20-foot setback.	2014 Policies / 2025 Food Cart Code	Minimum setback requirements in 2014 Policies prevent encroachment into required setbacks. The 2025 Food Cart Code adds additional buffer adjacent to residential zones as food carts are outdoor businesses and have more noise, light, and odor impacts.
All food cart stalls must be separated from other stalls by a minimum of five feet.	2025 Food Cart Code	This is codified here for convenience. It is an Oregon Fire Marshal requirement to prevent the spread of fire.
The food cart pod must include centralized on-site facilities for the collection and removal of fats, oils, and grease, as approved by the city engineer.	2025 Food Cart Code	This standard addresses the requirements for FOG management under Clean Water Services' NPDES permit from the EPA.
Utility connections, including electricity, potable water, and water disposal must be provided at each stall in the form of temporary connection assemblies, such as those used in recreational vehicle parks. Permanent utility connections to carts are not allowed. Water disposal connections must be connected to the required centralized fats, oils, and grease management system.	2014 Policies / 2025 Food Cart Code	2014 policies ensure food carts are not treated as regular development and in order to not be subject to building code must remain functional as a vehicle. 2025 Code requires that as permanent development, a food cart pod include adequate utility connections for carts.

FOOD CART PODS		
STANDARD	**Origin**	**Purpose**
The site must be arranged and demarcated in a manner to ensure that food cart stalls do not obstruct or otherwise make unsafe any areas designed for pedestrian or vehicle movement to, from, or through the property.	2014 Policies	Prevent safety impacts to pedestrians.
All food cart stalls and any associated temporary or permanent structures must not be located within any public access or utility easement.	2014 Policies / 2025 Food Cart Code	The prohibition on locating over public access easements was a 2014 requirement to prevent safety impacts. The 2025 Food Cart Code added an explicit prohibition over utility easements at the request of Public Works to prevent impacts to emergency maintenance needs, as carts are more difficult to move than vehicles.
All food cart service windows must be oriented such that customer queueing areas do not extend into vehicle maneuvering areas, pedestrian paths, or public rights-of-way.	2014 Policies / 2025 Food Cart Code	This standard is intended to build on the 2014 prohibition on pedestrian impacts, prevent queueing into public paths and sidewalks.
Any canopies, awnings, or other attachments to any food cart must maintain a minimum of seven feet of vertical clearance and be entirely supported by the cart.	2025 Food Cart Code	This standard is intended to ensure adequate height for safe usage of canopies.

FOOD CART PODS		
STANDARD	**Origin**	**Purpose**
Temporary awnings or membranes may be used for weather protection over seating areas, provided they are: 200 square feet or less in area, 15 feet in height or less, as measured to the highest point, and adequately anchored to prevent windthrow.	2025 Food Cart Code	This standard is intended to allow weather protection structures that are common with food cart pods while ensuring that they are safe and not oversized. These standards were copied from Beaverton.
Accessory structures such as covered seating areas must meet the minimum setback standards that apply to a new nonresidential building in the base zone in which it is located.	2014 Policies	While this was not explicitly covered in the 2014 policies, all accessory structures must meet setback requirements.
Temporary storage containers are prohibited on the property. All storage must be located in permanent buildings and structures.	2025 Food Cart Code	This standard is intended to prevent the use of shipping containers and other such temporary structures with permanent development.
Any associated signs must meet the regulations for the base zone as provided in Chapter 18.435, Signs.	2014 Policies	All signs must meet this code, added here for convenience.
Off-street parking areas must meet the applicable provisions of Chapter 18.410, Off-Street Parking and Loading.	2014 Policies	All development must meet this code, added here for convenience.
The food cart pod must meet all other applicable standards of this title.	2014 Policies	Blanket statement used frequently in the code for permanent development.

CITY OF Tigard

Food Cart Update and Discussion

May 6, 2025



Evolution of the Food Cart Code

Before 5/23/24 (Before MADE)

- On a property with an existing commercial use
- Permanent utility connections not allowed. Must be self contained.
- Located on paved surface
- Vaid business license and health department permit
- Were supposed to be temporary.

5/23/24 to 1/28/25 (After MADE)

- Approved in areas where restaurants and bars are allowed
- Designated food carts (3 or less) and food cart pods (4 or more)
- New food carts required a temporary use permit
- Food Cart Pods to get land use permit.
- Located on Paved Surface
- Vaid business license and health department permit

After 1/28/25 (Current Code)

- Created new applications for food cart and food cart pods
- Clear standards for the location and operation of food carts.
- Allow existing carts with business license/ health department permit to remain.
- Vaid business license and health department permit

Food Cart Open House – April 24

- Introduction
- Purpose
- Brief history of food carts in Tigard
- What do you need to start a food cart in Tigard
  - Panel Discussion
  - System Development Charges
- Discussion/Questions

What do you need to start a food cart in Tigard?

1. Zoning and Site Approval

- **Tigard Food Cart Regulations**
- **Waste Management (Fat, Oil Grease)**



2. Building Permits

Applicable Building Codes:

2022 Oregon Structural Specialty Code
2022 Oregon Mechanical Specialty Code
2021 Oregon Plumbing Specialty Code
2021 Oregon Electrical Specialty Code

3. System Development Charges

4. Washington County Health Department

- **Employee Health Permit:**
- **Mobile Food Unit License and Application**

5. Business Licensing

- **City**
- **State Registry**

Food Cart System Development Charges

SDC Calculated based on 120 square feet

- Transportation:
  - Washington County: $4,493.04
  - Tigard: $3,594.43
- Tigard Parks: $422.40

TOTAL **$8,509.87**

(Water, sewer, and stormwater may be required if connected to the city systems)

Feedback Received

- Questions about SDCs
  - How are rates set?
  - Who is responsible for paying?
- Comment and question about other agencies
  - ODOT's requirements are unclear
  - Do other cities have to follow ODOT requirements?

Feedback Received

- Question about threshold for a Food Cart Pod
  - How does this work with multiple properties?
- Questions about January code update
  - Why were more people not notified?
  - Why did the city adopt an emergency ordinance?

Feedback Received

- Questions about current code
  - Can the city provide relief from regulations?
  - Why are there restroom requirements?
- Questions about code update process
  - Can the city change the code at this meeting?
  - Is the Community Development team willing to meet?

Feedback Received

- Concerns about specific provisions
  - Locating over easements
  - Fats, oils, and grease management

Discussion and Questions



AIS-5776 **10.**

Business Meeting

Meeting Date: 05/06/2025

Length (in minutes): 30 Minutes

Agenda Title: Downtown Parking Management Program Update

Authored By: Sambo Kirkman

Presented By: Community Development Director Kirkman

Item Type: Update, Discussion, Direct Staff

Public Hearing Legal Ad Required?: No

Publication Date:

Information

EXPLANATION OF ISSUE

Years ago, several downtown businesses requested the City better manage the curb zone to increase parking turnover, improve parking access and availability to customers, and best activate commercial districts in the City Center and Triangle. In response, the City has performed parking studies, explored parking utilization and vacancy, and responded to more recent requests around employee parking for the individuals who work in these businesses. On the direction of Council, staff began further data collection on parking utilization and access through a contract with City Center LLC; this began March 1. This is the first report out with data from that exercise. Feedback from businesses and other stakeholders were also collected in a Business Forum event on April 3. That information is included here as well.

ACTION REQUESTED

Council feedback and direction on implementation of the parking management plan and data collected so far.

BACKGROUND INFORMATION

On February 18, 2025, city teammates provided a City Council update on Downtown/Tigard Triangle parking management.
At that time, the Council expressed support for the following plan to roll out enforcement of time-limited spaces:

- March 1 - August 31: Data gathering on parking utilization and 'turnover' in the curb zone
- March 1 - April 30: Parking contractor collects data on the daily utilization of on-street parking spaces in key areas of downtown and the
- Triangle. The information collected will be presented to Council.
- May 1 - June 30: Parking contractor assists the City in educating businesses and residents of downtown and the Triangle about the
- enforcement program and the beginning of the warning citations. Data gathering continues.
- July 1 - August 31: Parking contractor begins handing out warning citations to those not adhering to the time restrictions. Data gathering continues.
  September 1: Citations begin, along with continued data gathering.

The project team shared their plan to return to Council prior to the start of each above-listed milestone, to provide an update on the data collected
and share additional stakeholder feedback. The information will help City Council determine how they would like the project team to proceed.

Since the briefing, the city's parking contractor, City Center Parking, LLC began gathering parking use data on March 3, 2025. The study areas are:

- Downtown TIF District: On-street parking spaces (both time limited and no limits) on Main, Burnham,
- Commercial, Tigard, Scoffins, Attwell, and Ash, along with the city's two public parking lots (300 spaces total)
- Tigard Triangle TIF District: time-limited spaces on 72nd and Dartmouth, and no-limit spaces on the
- Beveland/Hermoso "loop" (135 spaces total)

To determine areas of high use, these study areas are broken down into further subareas:
29 for Downtown and 6 for the Triangle. The contractor collects this data by driving around the subareas
(Main Street is collected on foot) at intervals during the day. The current schedule alternates weekly between
Mon-Fri, 8:30AM to 5:00PM and Tues- Sat. (10:30 AM to 7:00PM) to gather a full spectrum of parking usage.

Preliminary analysis shows results that are fairly similar to the previous "two-day point in time" Downtown studies from 2021 and 2023:

> At the highest recorded utilization (Friday, 3/21, 11:30AM – 52% of aggregate Downtown on-street spaces were used (meaning 128 spaces were available)
> Main St. south of tracks is more heavily used (often 80% used)
> Main St. north of tracks have much less use
> City's two public parking lots are highly utilized (up to 80% depending on time) 10% of 214 time-limited spaces had incidents of time overstays (mostly Burnham and Ash)

On-street parking in the Triangle had not previously been studied. The preliminary findings are:

> High utilization at Dartmouth and 72nd
> 22% (of 36 time-limited spaces) had incidents of overstays

The contractor is providing a wealth of data, and teammates are working to organize it for ease of analysis.

A second business form was held at the Tigard Public Library on the morning of April 3. Preliminary data was shared. Attachment 1 is a summary of this forum.
There were a variety of opinions expressed by stakeholders about the seriousness of the parking problem, the need for enforcement, and other ways
to address the issue. One point made was that parking is more heavily used in the summer, so it will be instructive to compare how much
utilization changes with the upcoming summer season.

Dates of Previous and Potential Future Considerations
07/18/2017: Downtown Parking Plan<
12/05/2017: Downtown Parking Ordinance Introduction
02/13/2018: Public Hearing - Consider Amendment to TMC Chapter 7.60 Abandoned Vehicles
01/02/2017 Legislative Public Hearing: Consider Amendment to TMC Chapters 10.28 - Parking and 7.60 Abandoned Vehicles
05/27/2022: Downtown Parking Management Update
03/21/2023: Downtown Parking Management Update
12/12/2023: Downtown Parking Management Update
10/21/2024: First Parking Forum
11/12/2024: Public Hearing : Ordinance Amending Tigard Municipal Code Chapter 10.28 Regarding Permit Parking
12/3/2024: Parking Management Update
12/3/2024: Public Hearing : Ordinance Amending Tigard Municipal Code Chapter 10.28 Regarding Permit Parking (Paused)
2/18/2025: Parking Management Program Update
4/3/2025: Second Parking Forum

Future Consideration June 2025: Parking Management Update (4-Month Status)
August 2025: Parking Management Update (6-Month Status)

Public Involvement
October 20, 2024 - Business Forum
November 6, 2024 - Tigard Transportation Advisory Committee
November 14, 2024 - Tigard Senior Center
November 25, 2024 - Downtown Parking Committee
December 2, 2024 - Tigard Downtown Alliance
December 11, 2024 - Town Center Advisory Commission
February 12, 2025 - Town Center Advisory Commission
March 17, 2025 - Parking Committee
April 3, 2025- Business Forum
April9, 2025- Town Center Advisory Commission

ALTERNATIVES & RECOMMENDATION
The Council may direct teammates to revise the implementation actions.

ADDITIONAL RESOURCES

Fiscal Impact

Fiscal Information:
Funding for the third-party contractor (City Center Parking, LLC) is from the following budget line item: 1003700-54001.This is a two-year contract with the following break down: Year 1= $111,933.12 / Year 2 = $109,423.12. Council approved $75,000 for parking enforcement in FY24/25 budget of which the projected work, which started in March 2025, is not expected to exceed the adopted budget. This will require the City to include $110,000 in FY25/26 to cover the cost.

Attachments
Attachment B Parking Forum No 2 Public Comments

City of Tigard

MEMORANDUM

ATTACHMENT B

13125 SW Hall Boulevard, Tigard, Oregon 97223 • www.tigard-or.gov

To: Honorable Mayor Heidi Lueb and Tigard City Council

From: Sambo Kirkman, Community Development Director

Re: Additional Comments Provided

Date: April 29, 2025

Attached are comments received after the April 3, 2025, Parking Forum:

Exhibit A: Mike Miller, April 28, 2025

Exhibit B: Josh Kehler, April 28, 2025

Exhibit C: Kevin Bates, April 28, 2025

Exhibit D: Severin Schurger, April 28, 2025

Exhibit E: Alicia Wherry, April 9, 2025

Exhibit F: Severin Schurger, April 8 and 3, 2025

EXHIBIT A

Sambo Kirkman

From: Mike Miller <mike@zecreative.com>
Sent: Monday, April 28, 2025 9:57 PM
To: Sambo Kirkman
Subject: Re: Parking Forum Summary Final

Hello Sambo,
My name is Mike with the Tigard Taphouse.
I would prefer my input to not be shared with the group.

I used to be very vocal and active with finding solutions for parking and getting business input and passing it along to the City. All of which fell on deaf ears and when told what the businesses were asking for, the opposite was implemented.
Every business has different wants and needs. Some have parking lots they do not want to share and don't really care about limits and ticketing because they have no problems for their staff. - (Symposium, etc...)
Others want strict parking enforcement because they have homeless vans parked in front of their business. (Senate etc...)

For myself and my employees. We have no parking and try to work with other businesses to let us use 3 to 4 spots. But even the people letting us park at there businesses are getting flooded with parking and are starting to tow and ticket.
Our customers complain every day how hard it is to park and they are getting very frustrated that it is only getting worse. This moral is negative for Tigard customers and growing a strong community.

With all that said, if 2 hour ticketing were to happen, I think we are going in the wrong direction. Customers that want to stay and shop in downtown Tigard and spend the day in downtown Tigard will no longer be able to. The thought of knowing they only have two hours will make them want to go somewhere else. My input is to make parking limits 4 to 6 hours so people can relax and not rush yet move on if they are just parking for the day or several days.

Regarding asking businesses for help. About 4 years ago I literally went door to door asking if anyone would be interested in" renting spots for local business owners and employees". I submitted this information to Sean Farley and the " Parking Committee :" at the time. The findings were that 99% of the businesses said " No, they were not interested" in sharing.
It is and was a great idea, but simply is not reality.

I know parking is a huge problem for everyone, but the idea of a 24 year old girl employee of mine walking 1/2 a mile or even 4 blocks away to park on outskirts at night for parking is not safe given the amount of homeless on drugs in our area.
In addition, the idea that businesses that bring crowds of people to make the city vibrant of which employee people are to be be penalized by paying for a parking permit through the City is a hard pill to swallow. I can not afford to pay for employee parking passes. It is tough to stay in business as is. Dead winters and busy summers to make up for winter to try to survive.

Its easy if you own your own parking such as Rifle Works, Symposium , Curiosities and Beach Hut, but we have no parking and neither do our customers.

Sorry for the long email but those are my thoughts. I gave up on constantly chiming in, because nothing happened in our favor or for what I thought the majority were asking for.

Best regards and thank you for your time,
Mike

On Apr 28, 2025, at 2:35 PM, Sambo Kirkman <sambo.kirkman@tigard-or.gov> wrote:

Good afternoon,

Thank you to those that provided comments to me. I have incorporated the updated bullet points I discussed earlier. These will go to the Council for their upcoming May 6 meeting. I was also contact by businesses that requested I use the blind copy option so that they were not having to monitor all the email traffic. If you have any comments, feel free to respond to me from this email message and I will be happy to respond back. My apologies as I had sent my prior emails through the blind copy option. As always, your comments and feedback are always appreciated.

Regards,
Sambo

<image003.png><image004.jpg>**Sambo Kirkman, AICP**
Community Development Director
City of Tigard | Community Development Department
Cell: 503.680.0466
Phone: 503.718.2490
13125 SW Hall Boulevard, Tigard OR 97223 | tigard-or.gov

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<Parking Management Forum 2 Summary.pdf>

EXHIBIT B

Sambo Kirkman

From: Josh Kehler <josh@oregonrifleworks.com>
Sent: Monday, April 28, 2025 3:23 PM
To: Sambo Kirkman
Cc: Danelle Hauther; Sean Farrelly; Judi Martin; Windol Cador; Tiffany Gehrke
Subject: RE: Parking Forum Summary Final

Thank you for making the corrections. In a nutshell my thoughts are the city should give as much attention to a finding a downtown parking solution as they do other projects. The city seemed quick to fund Just Compassion, build universal plaza, secure property for the new city hall, renovate Main Street, etc. The list goes on and on.

All the business owners on Main street were shocked when the new Ava building went up with no regards for parking. Now it is scramble time because of the cities poor planning.

Parking is not glamorous and is nothing exciting to announce but it needs to get done. All of the thriving downtown areas in our Metro area are thriving but Tigards is not. They have parking. We have 2 Asian massage parlors, a glass pipe shop, and empty store fronts. We have drug addicts wandering around constantly. Its not exactly a place I want to walk with my family to be frank. I had dinner on Willamette Ave in West Linn on Friday night and dinner by the lake in LO on Saturday night. Both were fantastic and inviting. Has anyone at the city looked at how other downtown areas around us are creating these
spaces?

They city needs better planners. That's the short of it. I've been here 10 years now and zero progress has been made. Absolutely Zero.

I would be happy to discuss it more if you would like to hear some solutions. I find it humorous at times in the city meetings when city employees are sitting in a room of successful creators (business owners) and we are never asked for help or advice.

Thanks for listening and your time.

Josh

From: Sambo Kirkman <sambo.kirkman@tigard-or.gov>
Sent: Monday, April 28, 2025 2:35 PM
Cc: Danelle Hauther <danelle.hauther@tigard-or.gov>; Sean Farrelly <Sean@tigard-or.gov>; Judi Martin <judi.martin@tigard-or.gov>; Windol Cador <windol.cador@tigard-or.gov>; Tiffany Gehrke <tiffany.gehrke@tigard-or.gov>
Subject: Parking Forum Summary Final

Good afternoon,

Thank you to those that provided comments to me. I have incorporated the updated bullet points I disc These will go to the Council for their upcoming May 6 meeting. I was also contact by busi equested I use the blind copy option so that they were not having to monitor all the ema u have any comments, feel free to respond to me from this email message and I will be happ back. My apologies as I had sent my prior emails through the blind copy option. As alwa ments and feedback are always appreciated.

Regards,
Sambo

Sambo Kirkman, AICP
Community Development Director
City of Tigard | Community Development Department
Cell: 503.680.0466
Phone: 503.718.2490
13125 SW Hall Boulevard, Tigard OR 97223 | tigard-or.gov

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EXHIBIT C

Sambo Kirkman

From: Kevin Bates <kevin@symposiumcoffee.com>
Sent: Monday, April 28, 2025 9:32 AM
To: Sambo Kirkman
Cc: Josh Kehler; 12255idealclosets@gmail.com; Ainsley Adams; aldridgedavid@gmail.com; Allison.Bizzano@woollandon.com; andreahashash@liveedgeoc.com; basil_christopher@msn.com; Bob@mmptig.com; bpiiop@aol.com; bret@manningsautomotive.com; cameron@dbsportland.com; cdavidson@minutemanpress.com; Chris Sjolin; d.wright@senetgamebar.com; dalvarez@icorelending.com; danielsilvey@kniperealty.com; daviddagostino@icloud.com; deborahm@mainstreetstamp.com; donnaerdman@frontier.com; donnaerdman70@gmail.com; DrCrokin@foxclinic.net; drjonwong@gmail.com; Drodriguez@togrp.com; ericp@stevensmarine.com; Greg@pacific-community.com; harry.dinihanian@gmail.co; hendersonauto.brian@comcast.net; Homayoon Haddad; info@cascadeceramics.com; info@jeffreyallengallery.com; info@pinnaclepdx.com; info@rubiconrugs.com; info@uicafe.net; jacob@symposiumcoffee.com; jake@symposiumcoffee.com; jan.hinton@atriohp.com; Jeremy.Davis@cloudminers.com; Jill Crecraft; joha.ellinwood@gmail.com; John Goodhouse; jojo@cakehoopla.com; jolvera16 @gmail.com; jules@harvestmoonexperience.com; karen.tigardville@gmail.com; kc@pacific-community.com; keplersupholstery@gmail.com; kisscarwash@comcast.net; Kyle Knepper; laparrillatigard511@gmail.com; Laura Renecker; libariusllc@gmail.com; Lisa@fitalliancepdx.com; margaret@tylersautomotive.com; Maria Reebs; Mario.moreno@hilton.com; Megan; Melissa@inperfectbalance.org; mike@zecreative.com; musi@musisonmain.com; niki.davis@columbiaclinic.com; pastor@hopeintigard.com; R.Ellis@karateonmain.com; rdunnaback@nerdstogo.com; scott@impactcfos.com; sdaley@georgefox.edu; Sean Croghan; severin@stevensmarine.com; sherriesjewelrybox@yahoo.com; stacey@musimackmarketing.com; steve@cateringbydeangelos.com; swong@skbcos.com; tda@exploredowntowntigard.com; tigardspirits@gmail.com; tim.mcbratney@pacresmortgage.com; Tim Myshak; Travis Diskin; ultrabotanicals@gmail.com; whitney@whitneygreenacupuncture.com
Subject: Re: Parking Forum Summary

Since I believe this quote originated from me, I should probably clarify my position. I'm not sure exactly how my comments were interpreted, but I've been consistent in my messaging about downtown parking. In the meeting, I expressed concern that the "parking problem" is being given exaggerated importance. Based on the data, the need does not seem to justify the level of focus or spending it's receiving. Instead, I've been advocating for alternatives like the "Park Away" concept promoted by Main Street USA. It's a straightforward idea: employees park away from storefronts — either to the side or behind businesses — to free up prime spaces for customers. For this approach to succeed, we would need to work closely with our employees and encourage other business owners to do the same.

Dr. Kevin Bates

Owner-Symposium Coffee
Kevin@symposiumcoffee.com
www.symposiumcoffee.com

On Apr 28, 2025, at 9:07 AM, Sambo Kirkman <sambo.kirkman@tigard-or.gov> wrote:

Good Morning Josh,

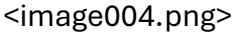
The bullet was based on some notes we had taken and I thought the third and fourth bullets captured other opinion. To clarify I will add an additional bullet to clarify other opinions and modify the bullet as follows:

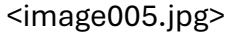
• Acknowledgement of Business Owners' Participation: Some commented that if businesses are to thrive, some of the work falls on the business owner to work with other businesses for parking. Examples were Main St USA programs like "Park Away" or businesses talking to one another about ways to help with parking.

•More Support from the City: Some commented that the business owners are being asked to figure out the parking for downtown and are looking for the City to provide more short and long-term solutions for parking.

I will go ahead and add this to our meeting summary and get it ready to go to our Council. Feel free to contact me if you have any additional comments or questions. I really appreciate your feedback as I want to make sure we are communicating the comments well to our Council .

Regards,
Sambo





Sambo Kirkman, AICP
Community Development Director
Cell: 503.680.0466
Phone: 503.718.2490

From: Josh Kehler <josh@oregonrifleworks.com>
Sent: Friday, April 25, 2025 6:14 PM
To: Sambo Kirkman <sambo.kirkman@tigard-or.gov>; 12255idealclosets@gmail.com; Ainsley Adams <ainsley@tigardchamber.org>; aldridgedavid@gmail.com; Allison.Bizzano@woollandon.com; andreahashash@liveedgeoc.com; basil_christopher@msn.com; Bob@MMPTIG.com; bpiiop@aol.com; bret@manningsautomotive.com; cameron@dbsportland.com; Cdavidson@minutemanpress.com; Chris Sjolin <chris@coopermountainaleworks.com>; d.wright@senetgamebar.com; dalvarez@icorelending.com; danielsilvey@kniperealty.com; daviddagostino@icloud.com; deborahm@mainstreetstamp.com; donnaerdman@frontier.com; donnaerdman70@gmail.com; DrCrokin@foxclinic.net; drjonwong@gmail.com; Drodriguez@togrp.com; ericp@stevensmarine.com; Greg@pacific-community.com; harry.dinihanian@gmail.co; hendersonauto.brian@comcast.net; Homayoon Haddad <homayoonh@avaroasteria.com>; info@cascadeceramics.com; info@jeffreyallengallery.com; info@pinnaclepdx.com; info@rubiconrugs.com; info@uicafe.net; jacob@symposiumcoffee.com; jake@symposiumcoffee.com; jan.hinton@atriohp.com; Jeremy.Davis@cloudminers.com; Jill Crecraft <wine@sipdvine.com>; joha.ellinwood@gmail.com; John Goodhouse <jgoodhouse@choicesins.com>; jojo@cakehoopla.com; jolvera16@gmail.com; jules@harvestmoonexperience.com; karen.tigardville@gmail.com; kc@pacific-community.com; keplersupholstery@gmail.com; Kevin Bates <kevin@symposiumcoffee.com>; kisscarwash@comcast.net; Kyle Knepper <kyle@exploredowntowntigard.com>; laparrillatigard511@gmail.com; Laura Renecker <hello@mihomenest.com>; libariusllc@gmail.com; Lisa@fitalliancepdx.com; Margaret@tylersautomotive.com; Maria Reebs <maria@modernvital.com>; Mario.moreno@hilton.com; Megan <Megan@tigardchamber.org>; Melissa@inperfectbalance.org; mike@zecreative.com; musi@musisonmain.com; niki.davis@columbiaclinic.com; pastor@hopeintigard.com; R.Ellis@karateonmain.com; rdunnaback@nerdstogo.com; scott@impactcfos.com; sdaley@georgefox.edu; Sean Croghan <sean@xagsolutions.com>; severin@stevensmarine.com; sherriesjewelrybox@yahoo.com; stacey@musimackmarketing.com; steve@cateringbydeangelos.com; swong@skbcos.com; tda@exploredowntowntigard.com;

tigardspirits@gmail.com; tim.mcbratney@pacresmortgage.com; Tim Myshak <timm@shipcds.com>; Travis Diskin <travis@curiositiesvintage.com>; ultrabotanicals@gmail.com; whitney@whitneygreenacupuncture.com
Subject: RE: Parking Forum Summary

You don't often get email from josh@oregonrifleworks.com. Learn why this is important

"• Acknowledgement of Business Owners' Participation: There was an acknowledgement that if businesses are to thrive, some of the work falls on the business owner to work with other businesses for parking. Examples were Main St USA programs like "Park Away" or businesses talking to one another about ways to help with parking."

I don't believe this was the response by the business owners on Main Street. If I remember correctly the response was opposite of this statement.

--Josh

From: Sambo Kirkman <sambo.kirkman@tigard-or.gov>
Sent: Friday, April 25, 2025 5:28 PM
To: 12255idealclosets@gmail.com; Ainsley Adams <ainsley@tigardchamber.org>; aldridgedavid@gmail.com; Allison.Bizzano@woollandon.com; andreahashash@liveedgeoc.com; basil_christopher@msn.com; Bob@MMPTIG.com; bpiiop@aol.com; bret@manningsautomotive.com; cameron@dbsportland.com; Cdavidson@minutemanpress.com; Chris Sjolin <chris@coopermountainaleworks.com>; d.wright@senetgamebar.com; dalvarez@icorelending.com; danielsilvey@kniperealty.com; daviddagostino@icloud.com; deborahm@mainstreetstamp.com; donnaerdman@frontier.com; donnaerdman70@gmail.com; DrCrokin@foxclinic.net; drjonwong@gmail.com; Drodriguez@togrp.com; ericp@stevensmarine.com; Greg@pacific-community.com; harry.dinihanian@gmail.co; hendersonauto.brian@comcast.net; Homayoon Haddad <homayoonh@avaroasteria.com>; info@cascadeceramics.com; info@jeffreyallengallery.com; info@pinnaclepdx.com; info@rubiconrugs.com; info@uicafe.net; jacob@symposiumcoffee.com; jake@symposiumcoffee.com; jan.hinton@atriohp.com; Jeremy.Davis@cloudminers.com; Jill Crecraft <wine@sipdvine.com>; joha.ellinwood@gmail.com; John Goodhouse <jgoodhouse@choicesins.com>; jojo@cakehoopla.com; jolvera16@gmail.com; Josh Kehler <josh@oregonrifleworks.com>; jules@harvestmoonexperience.com; karen.tigardville@gmail.com; kc@pacific-community.com; keplersupholstery@gmail.com; Kevin Bates <kevin@symposiumcoffee.com>; kisscarwash@comcast.net; Kyle Knepper <kyle@exploredowntowntigard.com>; laparrillatigard511@gmail.com; Laura Renecker <hello@mihomenest.com>; libariusllc@gmail.com; Lisa@fitalliancepdx.com; Margaret@tylersautomotive.com; Maria Reebs <maria@modernvital.com>; Mario.moreno@hilton.com; Megan <Megan@tigardchamber.org>; Melissa@inperfectbalance.org; mike@zecreative.com; musi@musisonmain.com; niki.davis@columbiaclinic.com; pastor@hopeintigard.com; R.Ellis@karateonmain.com; rdunnaback@nerdstogo.com; scott@impactcfos.com; sdaley@georgefox.edu; Sean Croghan <sean@xagsolutions.com>; severin@stevensmarine.com; sherriesjewelrybox@yahoo.com; stacey@musimackmarketing.com; steve@cateringbydeangelos.com; swong@skbcos.com; tda@exploredowntowntigard.com; tigardspirits@gmail.com; tim.mcbratney@pacresmortgage.com; Tim Myshak <timm@shipcds.com>; Travis Diskin <travis@curiositiesvintage.com>; ultrabotanicals@gmail.com;

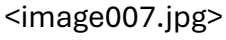
whitney@whitneygreenacupuncture.com
Subject: Parking Forum Summary

Good Evening,

Attached is the summary from the April 3 Parking Forum. The project team will be submitting these comments along with comment card and emails we received to the City Council for their review. We will be presenting this information along with updated parking data we have captured for April to the Council at the May 6 meeting. If you have any questions or comments, feel free to contact me.

Regards,
Sambo





Sambo Kirkman, AICP

Community Development Director

City of Tigard | Community Development Department

Cell: 503.680.0466

Phone: 503.718.2490

13125 SW Hall Boulevard, Tigard OR 97223 | tigard-or.gov

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Sambo Kirkman

From: Severin Schurger <severin@stevensmarine.com>
Sent: Monday, April 28, 2025 2:59 PM
To: Sambo Kirkman
Cc: Danelle Hauther; Sean Farrelly; Judi Martin; Windol Cador; Tiffany Gehrke
Subject: RE: Parking Forum Summary Final

You don't often get email from severin@stevensmarine.com. Learn why this is important

Hi Sambo,
I believe what many of us at the meeting conveyed was our dissatisfaction in the general direction the city is taking on parking downtown. The fact that the city has implemented “Road Diets” and “downtown beautification & surface water run off” to slow traffic which has eliminated a great deal of parking spaces (rough estimation of 40 spots on Main St alone) in the downtown area while permitting new construction without proper parking for apartment tenants, and then putting the burden on existing business owners and renters of property to find enough parking for employees in addition for customers is unsatisfactory.

No where in your Parking Management Business Forum Summary is this noted clearly. I would think that the onus for managing parking should fall on the city for its poor road management, not the business community that is recovering from Oregon’s overly strict covid measures and now going to be dealing with fallout from tariffs. This parking issue will add insult to injury with the new surface water run off charges Tigard is charging businesses to pay for clean up of all the surface water run off areas.

And honestly, what this potential new parking program looks designed to do, is make it harder for small business to stay in business as they will not be able to keep consistent staff without appropriate parking, pushing them out of downtown, and then effectively forcing landlords to sell their property at a discount to a developer.
Best Regards,

STEVENS MARINE **J. Severin Schurger**
Controller

Direct 503-536-1421
Fax 503-684-8952
severin@stevensmarine.com
9180 SW Burnham St Tigard OR, 97223

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From: Sambo Kirkman <sambo.kirkman@tigard-or.gov>
Sent: Monday, April 28, 2025 2:35 PM
Cc: Danelle Hauther <danelle.hauther@tigard-or.gov>; Sean Farrelly <Sean@tigard-or.gov>; Judi Martin <judi.martin@tigard-or.gov>; Windol Cador <windol.cador@tigard-or.gov>; Tiffany Gehrke <tiffany.gehrke@tigard-or.gov>
Subject: Parking Forum Summary Final

Good afternoon,

Thank you to those that provided comments to me. I have incorporated the updated bullet points I discussed earlier. These will go to the Council for their upcoming May 6 meeting. I was also contact by

businesses that requested I use the blind copy option so that they were not having to monitor all the email traffic. If you have any comments, feel free to respond to me from this email message and I will be happy to respond back. My apologies as I had sent my prior emails through the blind copy option. As always, your comments and feedback are always appreciated.

Regards,
Sambo

Sambo Kirkman, AICP
Community Development Director
City of Tigard | Community Development Department
Cell: 503.680.0466
Phone: 503.718.2490
13125 SW Hall Boulevard, Tigard OR 97223 | tigard-or.gov

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EXHIBIT E

Sambo Kirkman

From: Alicia Wherry <wherryali@yahoo.com>
Sent: Wednesday, April 9, 2025 10:34 PM
To: Sambo Kirkman
Subject: Downtown parking

[You don't often get email from wherryali@yahoo.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

I've had my eyes set on reopening my business in the downtown Main Street area. My business was from another county, With the possible parking fines and fees that would be imposed on the customers, I'm far less likely to have my eyes on that location now. I believe this will be an impactful (in a not so good way) to many small businesses in that respective area. Times are hard enough for all individuals, I don't think we need this.

Sincerely,
Alicia Wherry
Tigard Resident and Small Business Owner

Sambo Kirkman

From: Severin Schurger <severin@stevensmarine.com>
Sent: Tuesday, April 8, 2025 1:04 PM
To: Sambo Kirkman
Cc: Danelle Hauther; Eric Stevens
Subject: RE: Tigard Business Parking Forum

Some people who received this message don't often get email from severin@stevensmarine.com. Learn why this is important

Hi Sambo,
Just a case of reiterating the concerns with the homeless, we have human feces located in the watershed area between our facility and the taphouse on Burnham street. I've reached out to Brian Orth about it. But this is deeply disappointing. If that's happening, having safe parking near businesses is vital for employees to be protected and able to get to their cars quickly without fear of drug inflicted vagrants.
Best,

STEVENS MARINE **J. Severin Schurger**
Controller

Direct 503-536-1421
Fax 503-684-8952
severin@stevensmarine.com
9180 SW Burnham St Tigard OR, 97223

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From: Severin Schurger
Sent: Thursday, April 3, 2025 4:40 PM
To: sambo.kirkman@tigard-or.gov
Cc: danelle.hauther@tigard-or.gov; Eric Stevens <erics@stevensmarine.com>
Subject: Tigard Business Parking Forum

Hi Sambo & Danelle,
I just wanted to reiterate Stevens Marine's position regarding the business parking. Our business has been in Tigard for 45 years and been a proactive partner with the city, including supporting parking in our lot during the farmers' market on Sundays. We appreciate that the city is doing the study regarding parking. The current data trend of only 10% of parking overstaying sounds like enforcing a 2 hour parking on Burnham from Main St to Ash St seems excessive. Especially, as that 10% is likely employees of various businesses. And this will certainly penalize our business, as we have only 14 parking spots for our 27 full time employees, leaving 13 employees that are relegated to parking in public parking. That number of employees does increase in the summer when we hire additional help. I can't imagine how negatively this will impact the restaurants downtown with their part time staffing having to move their cars multiple times during shifts.

We support the implementation of 2 hour parking on Main Street and the public lots, as that corridor is very important to the other businesses downtown. We would prefer to see the City and Police department actively policing the downtown area and enforcing the abandoned vehicles that appear closer to the police headquarters on Burnham. Which sounds like we have to bear the burden of complaining about vehicles so close to the police department. We would also prefer to see an increased police presence and removing of homeless and other vagrants in the area. In addition there needs to be enforcement of the 20mph speed limit on Burnham for the safety of families using the plaza.

Which per our discussion Danelle, I'll notify the citizen portal. But it's still disappointing that the police do not already enforce it next to their headquarters.

Also, it would be worthwhile for the City to have more discussions with TriMet on downtown usage of the TriMet parking area. That's an area that would certainly alleviate a great deal of parking challenges for employees of businesses downtown. As that is an interagency type of arrangement I imagine that's something the City should try to communicate with TriMet before negatively impacting businesses by ticketing.

The suggestion of studying and implementing a long term solution of a parking garage seems to be the best use of money and time, especially with the long-term expectation of growing the downtown and community. And like it or not we are a nation of drivers, and many people prefer driving over public transit, especially in light of the large drug use and vagrant population that use public transit. And until such time where people can feel safe on public transit due to increased police presence and public transit is faster, people will need cars and parking. If the city is going to permit more apartments and other buildings downtown there needs to be an active point of mandating enough parking availability for those residents and employees. And a long-term solution of a parking garage fits in with the needs of the current apartment structures and businesses downtown, especially the Atwell and the other new building on Main Street.

We hope that the City chooses not to put a two hour parking on the entirety of Burnham Street, as that will impact our employees and business. Enforcing the existing labeled 2 hour parking would be tolerable, but not the majority of the street. We have been an active partner with the City and would like to continue that relationship.
Best Regards,

STEVENS MARINE

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Controller

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Attachment 1

Tigard Downtown and Triangle Parking

Parking Management Business Forum Summary #2
April 3, 2025

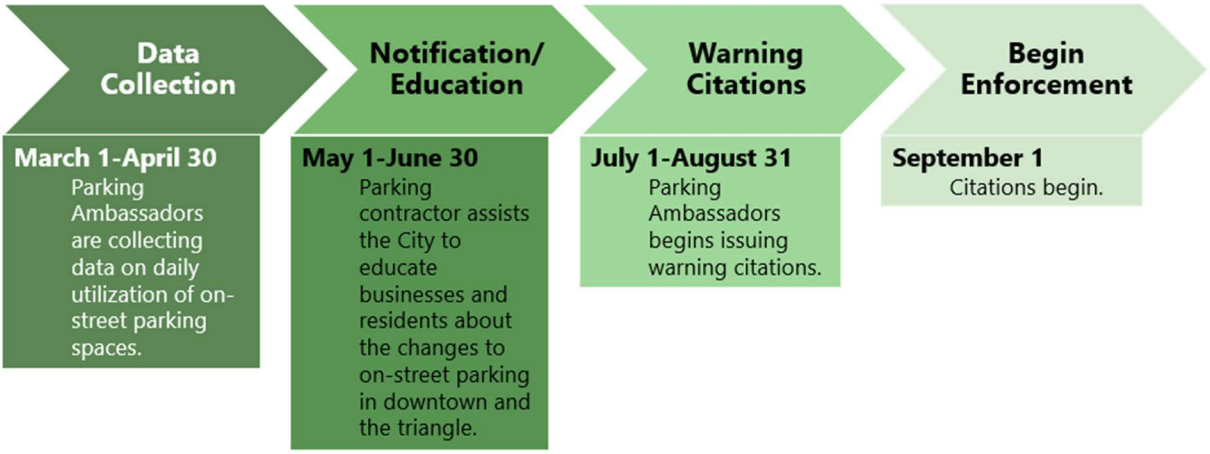
The City invited business owners in the downtown and Triangle areas, via email and door to door, to a second business forum to discuss the status of the current Parking Management program. The first business forum was held on October 21, 2024.

Participating City of Tigard Staff:

- Sambo Kirkman, Community Development Director
- Danelle Hauther, Economic Development Manager
- Officer Brian Orth, Community Service Officer
- Officer Sherry Herkal, Community Service Officer

Project Team Presentation

The meeting began with a summary of the progress made since the first Business Forum and modified the prior approach of six months of warnings to the following:



The modified approach would allow the City to collect additional data to determine the level of enforcement needed in these areas and to inform the community through notification/education prior to warning citations. Data collected for the month of March was presented to the participants of the forum, showing maps of the collection areas and some initial patterns identified. From this initial data a few preliminary findings were shared:

<u>Downtown findings</u>

- Friday March 21 from 11:30 am to 12:30 pm was the highest recorded utilization at 52% of the on-street spaces were used (128 spaces available)
- Main St. south of tracks was more heavily used (often 80% used)
- Main St. north of tracks had much less use
- The City's two public parking lots are highly utilized (up to 80% depending on time)
- This was consistent with prior parking studies

Triangle findings

- High utilization at Dartmouth and 72nd
  - Friday March 28 at Noon~ 61% used
  - Saturday March 29 at 6:00 PM ~86% used
- Hermoso/Beveland loop peak utilization up to 60% used.

Overstay findings

- From March 17 through March 29 the average daily overstays were about 10% of the spaces in downtown and 22% of the spaces in the Triangle.
- Repeated daily overstays over a week period showed:

Number of Exceeded Times (Days)	2	3	4	5	6
Number of Vehicles	31	15	9	5	2

- Repeated overstays in the downtown area were on Ash Avenue and Upper Burnham (near Main Street).
- Repeated overstays in the Triangle occurred at 72nd and Dartmouth.

Public Comments

From the meeting and follow-up comments were brought up:

- **Appreciation for the data collection that is occurring.** Overall, the group appreciated that data was being collected, and some have asked to see what data looks like. Link to the sample data from March 29 is available (Exhibit 1). Concerns were raised that the timeframe in which the data was being collected still did not address key seasons or the weather impact. The project team indicated that data was being collected through the 6-month period looking at the overall usage in the downtown and Triangle areas. This information would be shared in follow-up updates. An ask was to extend the collection of data to more evenings. The project team is working with the parking contractors to add more evening times.

- **Impact of Enforcement on Private Parking Lots:** Concerns continue to be raised on the impacts the parking program may have on private parking lots and the concern that the enforcement will push people to park in the private lots. Parking enforcement on private are generally outside the City's purview, as these lots are privately owned. Managing private lots by property owners allows them greater flexibility and control without interference from municipal regulations.

- **Long Term Parking Strategy:** There were requests to understand more about the long-term strategy of the downtown area and how it relates to parking, and future public parking lots or structures. The City has completed some long-term strategic planning for the downtown area in the Downtown Reimagined project. However, additional work continues for this project as well as work on the updates to the City's Transportation System Plan (TSP).

Updates to the TSP will include travel demand management that includes looking at parking management for the City. Factors in considering a parking structure are the costs as well as the need for the facility. More study would be needed to address the threshold that would warrant the need for this type of public facility. (Downtown Reimagined Report: https://public.destinyhosted.com/tigardocs/2024/CCBSNS/20240528_2345/5479_Exhibit_B_-_2024_0223_DT_Tigard_FINAL_Land_Use_and_Transport_Report_SERA.pdf)

- **Is there a need for parking enforcement:** The question raised by some were if there really is a need for time limit parking enforcement and whether this is a real or perceived problem or what parking issue is being addressed. The group touched upon the two types of parking issues, abandoned vehicles and overstays. The project team discussed the use of the City's new online program Tigard Service Request and discussed the need to address abandoned vehicles as a separate issue in helping to address parking. Abandoned vehicles are handled through the police department. Office Herkal attended the meeting and provided her contact information for this specific vehicle enforcement (971-917-7452). The project team encouraged using the Tigard Service Request platform as another method of addressing abandoned vehicles. However, for the day-to-day overstays of time limited spots, this is not addressed by the police department as there are not enough resources to address this non-emergency issue. The parking enforcement program would address this specific need and at this time the data collection the project team is doing is provide the Council the needed information to understand the level of impact overstays has on the existing parking spaces both on-street and in the public lots that is available. (Tigard Service Request: https://cityoftigardor.tylerportico.com/TIM/Portal/portal-home)

- **Acknowledgement of Business Owners' Participation:** Some commented that if businesses are to thrive, some of the work falls on the business owner to work with other businesses for parking. Examples were Main St USA programs like "Park Away" or businesses talking to one another about ways to help with parking.

- **More Support from the City:** Some commented that the business owners are being asked to figure out the parking for downtown and are looking for the City to provide more short and long-term solutions for parking.

- **Expand Communication:** Recommendations were made to expand communication outside of the business community. Figure out how we broaden the conversation outside the downtown and Triangle areas. Get community input on what brings them down to these areas. The project team welcomed any help the business community wanted to provide in expanding the communication to their customer base.

- **Impacts from Events:** Comments were made that the impacts from events like farmers market or others at Universal Plaza impact parking or walkability to these events. The project team discussed that while the draws from events impact parking, they are a different challenge from those associated with the day-to-day enforcement addressed with this Parking Management program. Event parking should be addressed in the planning of these events.

- **Cost Associate with Enforcement:** There were concerns raised about the cost of the program being about $110, 0000 and that if the data shows only 10% of the vehicles are overstaying the time limit doesn't seem much, so is spending the money towards parking enforcement worth it. The project team's updates to Council include data and the feedback provided by the community to determine how to proceed with the project, that ranges from leaving the on-street parking activity alone to continuing with the next steps towards time limit enforcement.

Next Steps: The Tigard team will be bringing an update to City Council on May 6 to include a discussion on how the Council will like us to proceed.

Exhibit 1: March 29 Data Sample

ZONE	TOTAL STA	Time	SPACES	%AVAILABLE	Time	SPACES	% AVAILIBLE	Time	SPACES	%AVALIABLE	Time	SPACES	%AVAILABLE	Time	SPACES	%AVAILABLE	Time	SPACES	%AVAILABLE	Time	SPACES	%AVAILABLE	Time	SPACES	%AVAILABLE	Time	SPACES	%AVAILABLE
C1	19	11:08	15	79%	12:04	14	74%	12:56	16	84%	14:11	16	84%	15:23	15	79%	15:23	15	79%	15:51	14	74%	16:43	12	63%	17:23	13	68%
C8	2	11:10	0	0%	12:05	2	100%	12:57	0	0%	14:12	0	0%	15:24	0	0%	15:24	0	0%	15:54	0	0%	16:44	1	50%	17:26	1	50%
C9	6	11:11	0	0%	12:06	4	67%	12:58	5	83%	14:13	5	83%	15:24	6	100%	15:24	6	100%	15:56	6	100%	16:44	6	100%	17:27	6	100%
P1	13	11:11	1	8%	12:06	5	38%	12:58	4	31%	14:03	7	54%	15:24	5	38%	15:24	5	38%	15:56	8	62%	16:44	9	69%	17:27	13	100%
C10	3	11:11	0	0%	12:06	2	67%	12:58	1	33%	14:13	2	67%	15:25	3	100%	15:25	3	100%	15:56	3	100%	16:44	3	100%	17:27	3	100%
C12	5	11:12	1	20%	12:07	0	0%	13:00	1	20%	14:14	0	0%	15:25	1	20%	15:25	1	20%	15:57	3	60%	16:45	0	0%	17:28	0	0%
C13	9	11:14	0	0%	12:08	0	0%	13:01	1	11%	14:14	0	0%	15:26	3	33%	15:26	3	33%	15:59	2	22%	16:46	1	11%	17:29	2	22%
C14	11	11:15	0	0%	12:09	0	0%	13:02	1	9%	14:15	0	0%	15:26	2	18%	15:26	2	18%	15:00	2	18%	16:47	1	9%	17:30	0	0%
C15	11	11:16	1	9%	12:10	5	45%	13:03	5	45%	14:16	5	45%	15:27	3	27%	15:27	3	27%	16:01	6	55%	16:48	6	55%	17:30	4	36%
C16	5	11:17	0	0%	12:19	0	0%	13:04	1	20%	14:17	0	0%	15:27	0	0%	15:27	0	0%	16:02	1	20%	16:49	1	20%	17:31	0	0%
C17	8	11:19	3	38%	12:20	2	25%	13:05	0	0%	14:17	2	25%	15:27	1	13%	15:27	1	13%	16:02	0	0%	16:52	0	0%	17:33	0	0%
C19	15	11:21	12	80%	12:22	9	60%	13:06	11	73%	14:18	11	73%	15:27	6	40%	15:27	6	40%	16:04	2	13%	16:53	5	33%	17:34	5	33%
C20	10	11:25	1	10%	12:26	1	10%	13:07	0	0%	14:19	0	0%	15:28	0	0%	15:28	0	0%	16:07	0	0%	16:54	0	0%	17:35	1	10%
C21	8	11:26	1	13%	12:28	0	0%	13:08	0	0%	14:19	1	13%	15:28	0	0%	15:28	0	0%	16:07	2	25%	16:54	2	25%	17:36	2	25%
C22	5	11:26	1	20%	12:28	1	20%	13:08	2	40%	14:19	2	40%	15:29	2	40%	15:29	2	40%	16:08	2	40%	16:54	2	40%	17:36	2	40%
C23	7	11:26	0	0%	12:28	0	0%	13:09	0	0%	14:20	0	0%	15:29	0	0%	15:29	0	0%	16:08	0	0%	16:55	1	14%	17:37	1	14%
C26	24	11:27	21	88%	12:30	21	88%	13:10	21	88%	14:23	21	88%	15:30	21	88%	15:30	21	88%	16:10	21	88%	16:56	18	75%	17:38	20	83%
C25	6	11:28	0	0%	12:31	2	33%	13:11	1	17%	14:25	0	0%	15:30	3	50%	15:30	3	50%	16:11	1	17%	16:57	3	50%	17:39	1	17%
C24	5	11:28	2	40%	12:34	1	20%	13:11	1	20%	14:25	1	20%	15:30	3	60%	15:30	3	60%	16:11	0	0%	16:57	2	40%	17:39	2	40%
C18	12	11:30	9	75%	12:35	6	50%	13:12	7	58%	14:45	5	42%	15:31	6	50%	15:31	6	50%	16:12	5	42%	16:58	5	42%	17:41	5	42%
P2	20	11:33	9	45%	12:37	7	35%	13:13	3	15%	14:51	2	10%	15:31	2	10%	15:31	2	10%	16:13	1	5%	16:59	3	15%	17:43	3	15%
C11	8	11:35	0	0%	12:38	0	0%	13:13	0	0%	14:51	2	25%	15:32	2	25%	15:32	2	25%	16:15	2	25%	17:00	5	63%	17:44	3	38%
C7	3	11:36	1	33%	12:38	0	0%	13:14	2	67%	14:52	0	0%	15:32	0	0%	15:32	0	0%	16:16	0	0%	17:02	0	0%	17:45	1	33%
C6	4	11:37	4	100%	12:38	1	25%	13:15	1	25%	14:53	2	50%	15:33	2	50%	15:33	2	50%	16:17	4	100%	17:03	2	50%	17:46	4	100%
C5	19	11:40	16	84%	12:39	17	89%	13:15	17	89%	14:55	17	89%	15:34	17	89%	15:34	17	89%	16:18	17	89%	17:04	17	89%	17:48	17	89%
C4	25	11:42	17	68%	12:40	16	64%	13:16	18	72%	14:55	19	76%	15:34	19	76%	15:34	19	76%	16:20	19	76%	17:05	15	60%	17:49	16	64%
C3	12	11:43	11	92%	12:40	12	100%	13:16	12	100%	14:56	12	100%	15:35	12	100%	15:35	12	100%	16:21	12	100%	17:06	12	100%	17:50	12	100%
C2	21	11:45	13	62%	12:41	17	81%	13:17	17	81%	14:56	21	100%	15:35	17	81%	15:35	17	81%	16:24	18	86%	17:08	19	90%	17:51	20	95%
C27	4	11:47	4	100%	12:42	4	100%	13:18	4	100%	14:57	4	100%	15:36	4	100%	15:36	4	100%	16:26	4	100%	17:09	4	100%	17:53	4	100%
T3	21	11:56	7	33%	12:49	9	43%	13:22	7	33%	15:12	10	48%	15:41	5	24%	15:41	5	24%	16:33	6	29%	17:15	8	38%	18:06	2	10%
T2	10	11:57	0	0%	12:49	0	0%	13:23	1	10%	15:13	0	0%	15:42	0	0%	15:42	0	0%	16:34	0	0%	17:16	1	10%	18:07	0	0%
T1	5	11:58	3	60%	12:50	2	40%	13:24	2	40%	15:15	0	0%	15:42	2	40%	15:42	2	40%	16:34	1	20%	17:17	2	40%	18:08	3	60%
T4	30	12:00	15	50%	12:52	15	50%	13:25	16	53%	15:18	17	57%	15:43	18	60%	15:43	18	60%	16:36	16	53%	17:18	17	57%	18:04	17	57%
T5	27	12:01	22	81%	12:53	23	85%	13:26	23	85%	15:18	24	89%	15:43	23	85%	15:43	23	85%	16:36	24	89%	17:18	23	85%	18:04	23	85%
T7	12	12:01	12	100%	12:53	12	100%	13:26	12	100%	15:18	12	100%	15:44	12	100%	15:44	12	100%	16:36	12	100%	17:18	12	100%	18:04	12	100%
T6	30	12:02	10	33%	12:54	20	67%	13:26	24	80%	15:19	30	100%	15:44	30	100%	15:44	30	100%	16:37	30	100%	17:18	30	100%	18:05	30	100%

Downtown and Tigard Triangle Parking Management

Tigard City Council

May 6, 2025



Agenda

- Project Timeline
- Project Status
- Data Collected
- Comments from the 2nd Forum
- Next Steps
- Questions/ Feedback

Parking Management Timeline

Data Collection

March 1-April 30
Parking Ambassadors are collecting data on daily utilization of on-street parking spaces.

Notification/ Education

May 1-June 30
Parking contractor assists the City to educate businesses and residents about the changes to on-street parking in downtown and the Triangle.

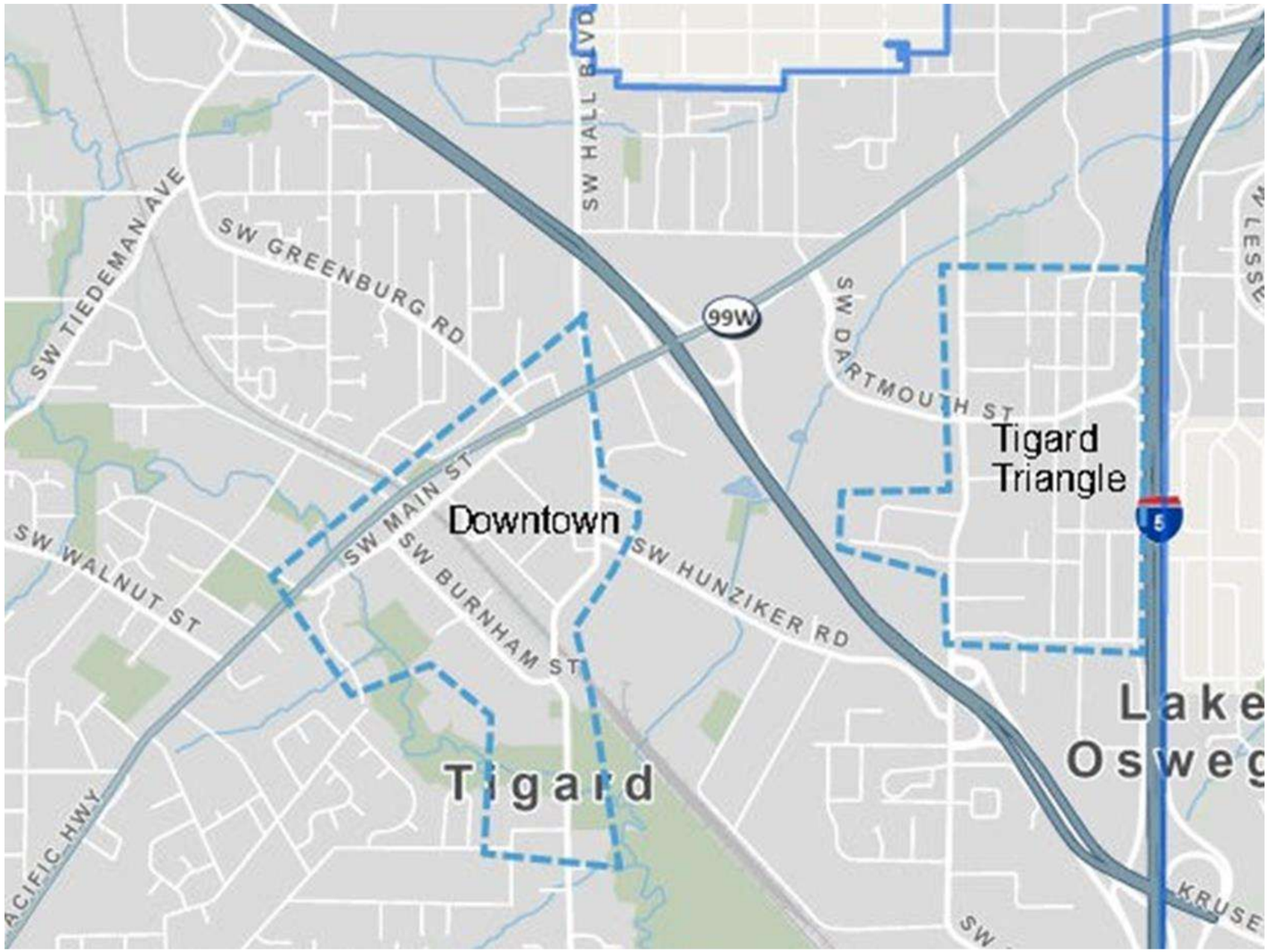
Warning Citations

July 1-August 31
Parking Ambassadors begins issuing warning citations.

Begin Enforcement

September 1
Citations begin.

Timed Enforcement Areas



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

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

Parking Ambassadors

- Ambassadors are collecting data from enforcement areas, both time limited and unlimited areas
- Five days a week (40 hours) of data collection
- Schedule alternates between Mon-Fri and Tues-Sat
- Evening hours (to 6PM) surveyed on alternating weeks



CITY CENTER PARKING
an impark company

Triangle Collection Area

Existing time restricted areas are in **green**. Areas that don't have time restrictions but are being studied are in **purple**.

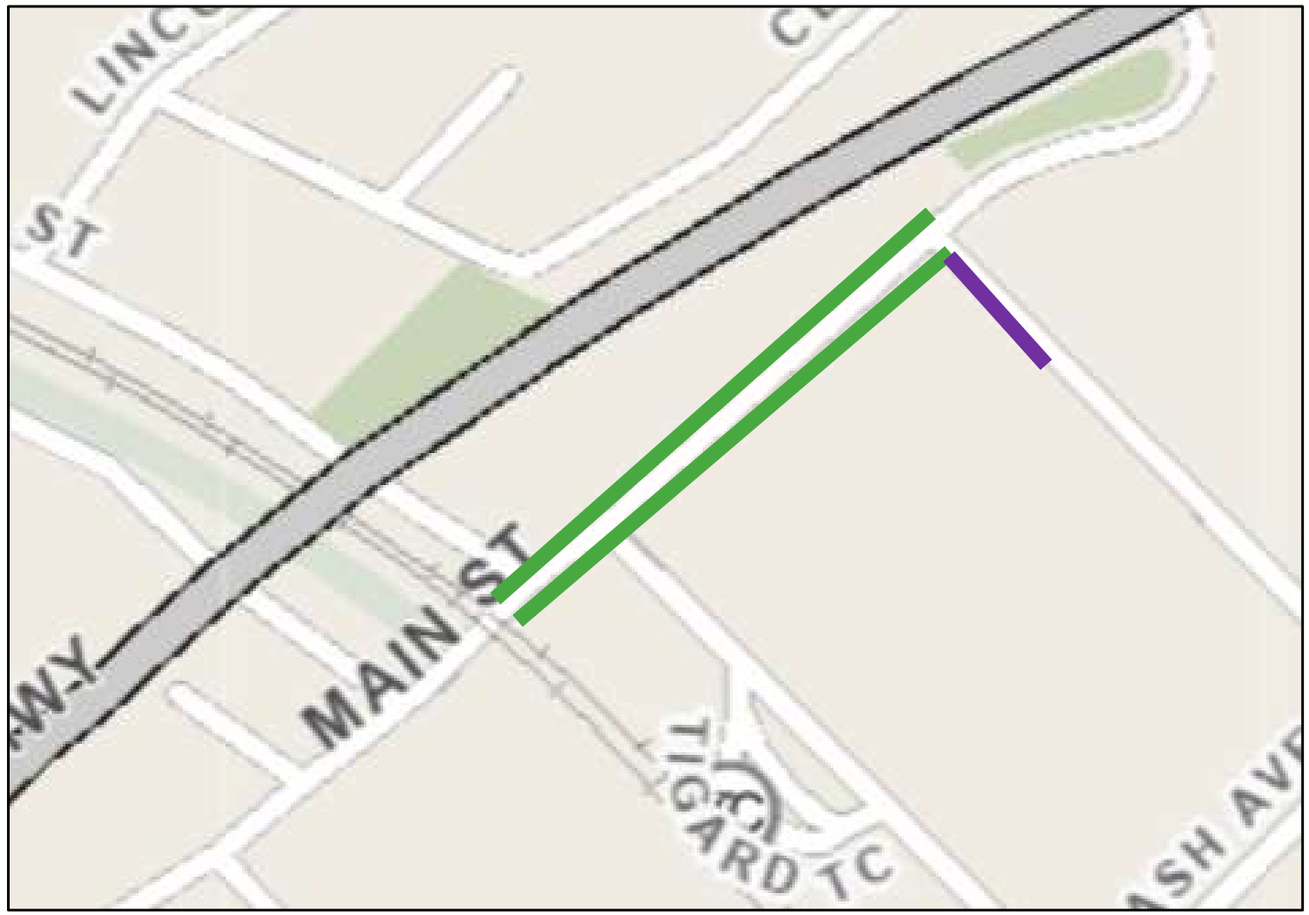


Downtown Data Collection Area

On following slides: existing time restricted areas are in **green**. Areas that don't have time restrictions but are being studied are in **purple**.

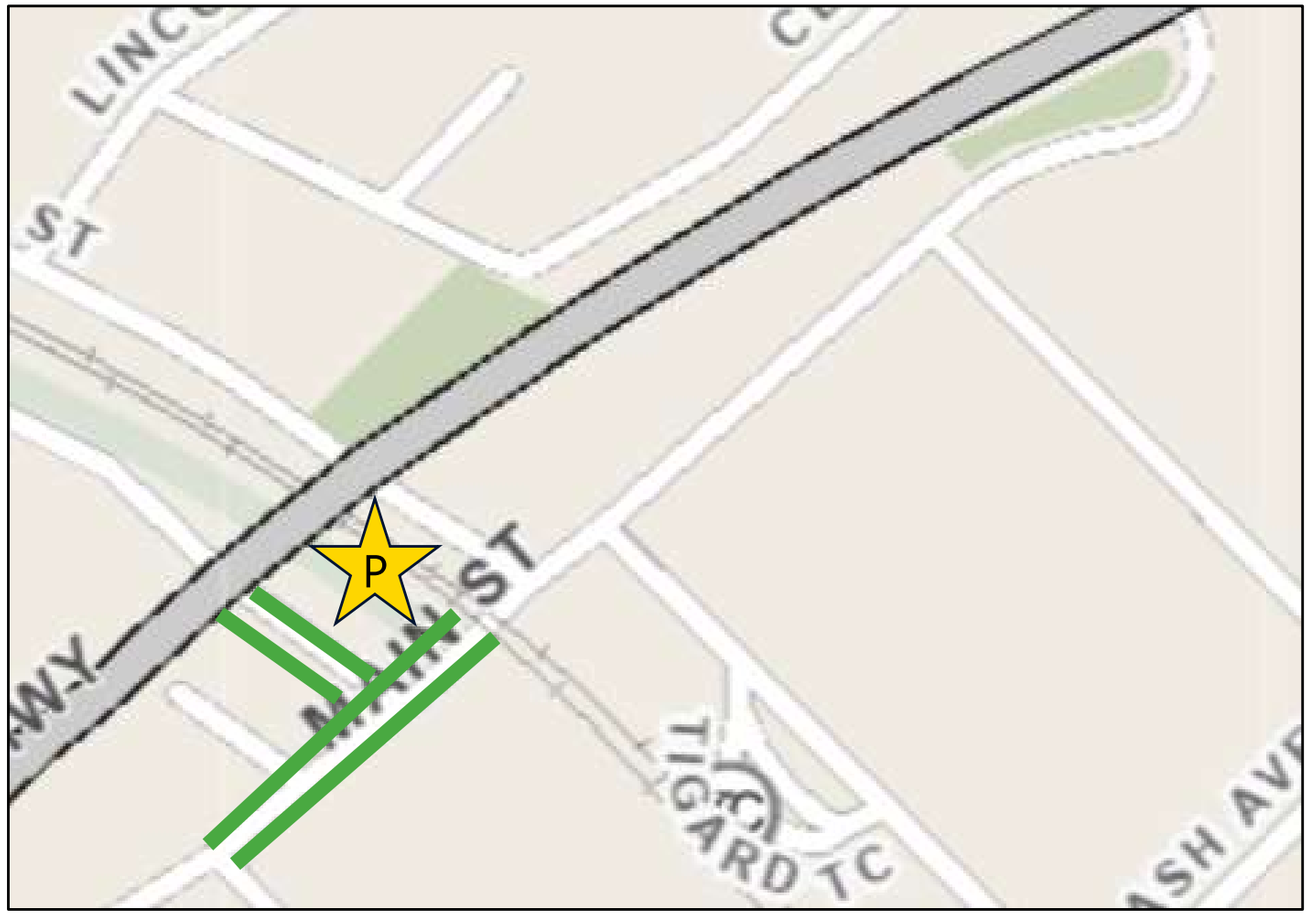


Main Street North Collection Area



Main Street Middle Collection Area

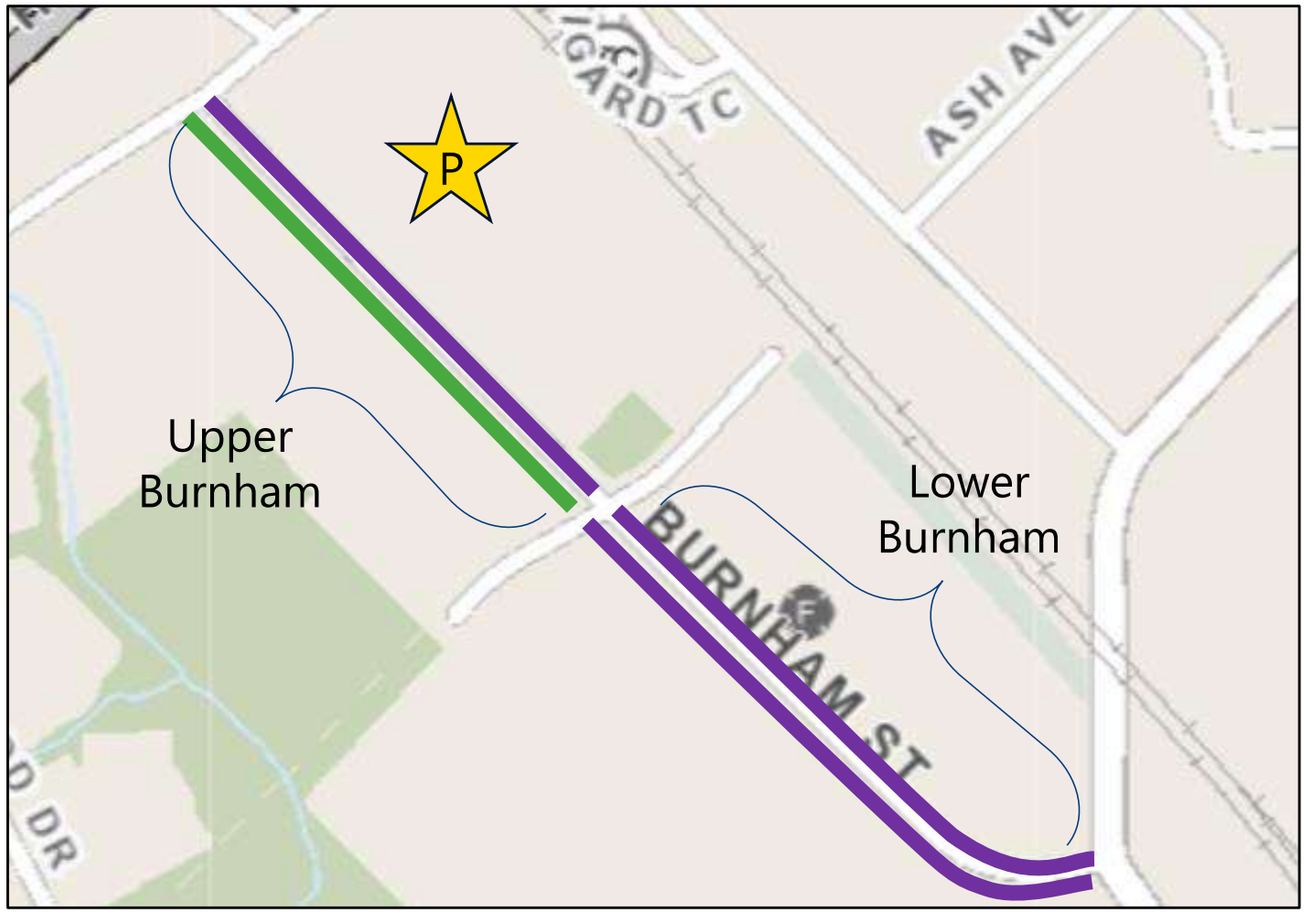
P Identifies public parking lot



Main Street South Collection Area



Burnham Collection Area



Ash Avenue Collection Area

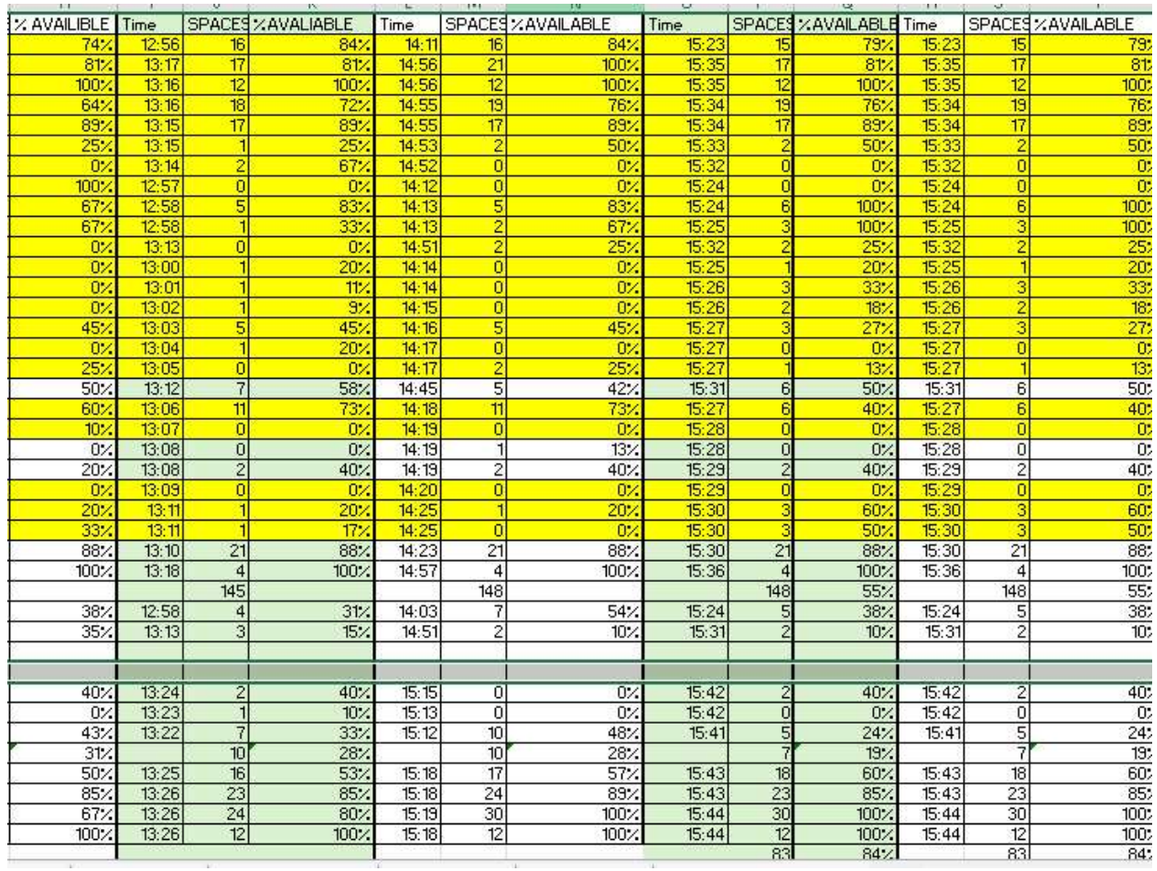


Commercial Collection Area



Data Collected

- Tables compiled data between March 1 and March 29 (Mon-Friday ~ Saturdays.
- Need more evening hour data to make definitive findings



% AVAILIBLE	Time	SPACES	%AVALIABLE	Time	SPACES	%AVAILABLE	Time	SPACES	%AVAILABLE	Time	SPACES	%AVAILABLE
74%	12:56	16	84%	14:11	16	84%	15:23	15	79%	15:23	15	79%
81%	13:17	17	81%	14:56	21	100%	15:35	17	81%	15:35	17	81%
100%	13:16	12	100%	14:56	12	100%	15:35	12	100%	15:35	12	100%
64%	13:16	18	72%	14:55	19	76%	15:34	19	76%	15:34	19	76%
89%	13:15	17	89%	14:55	17	89%	15:34	17	89%	15:34	17	89%
25%	13:15	1	25%	14:53	2	50%	15:33	2	50%	15:33	2	50%
0%	13:14	2	67%	14:52	0	0%	15:32	0	0%	15:32	0	0%
100%	12:57	0	0%	14:12	0	0%	15:24	0	0%	15:24	0	0%
67%	12:58	5	83%	14:13	5	83%	15:24	6	100%	15:24	6	100%
67%	12:58	1	33%	14:13	2	67%	15:25	3	100%	15:25	3	100%
0%	13:13	0	0%	14:51	2	25%	15:32	2	25%	15:32	2	25%
0%	13:00	1	20%	14:14	0	0%	15:25	1	20%	15:25	1	20%
0%	13:01	1	11%	14:14	0	0%	15:26	3	33%	15:26	3	33%
0%	13:02	1	9%	14:15	0	0%	15:26	2	18%	15:26	2	18%
45%	13:03	5	45%	14:16	5	45%	15:27	3	27%	15:27	3	27%
0%	13:04	1	20%	14:17	0	0%	15:27	0	0%	15:27	0	0%
25%	13:05	0	0%	14:17	2	25%	15:27	1	13%	15:27	1	13%
50%	13:12	7	58%	14:45	5	42%	15:31	6	50%	15:31	6	50%
60%	13:06	11	73%	14:18	11	73%	15:27	6	40%	15:27	6	40%
10%	13:07	0	0%	14:19	0	0%	15:28	0	0%	15:28	0	0%
0%	13:08	0	0%	14:19	1	13%	15:28	0	0%	15:28	0	0%
20%	13:08	2	40%	14:19	2	40%	15:29	2	40%	15:29	2	40%
0%	13:09	0	0%	14:20	0	0%	15:29	0	0%	15:29	0	0%
20%	13:11	1	20%	14:25	1	20%	15:30	3	60%	15:30	3	60%
33%	13:11	1	17%	14:25	0	0%	15:30	3	50%	15:30	3	50%
88%	13:10	21	88%	14:23	21	88%	15:30	21	88%	15:30	21	88%
100%	13:18	4	100%	14:57	4	100%	15:36	4	100%	15:36	4	100%
		145			148			148	55%		148	55%
38%	12:58	4	31%	14:03	7	54%	15:24	5	38%	15:24	5	38%
35%	13:13	3	15%	14:51	2	10%	15:31	2	10%	15:31	2	10%
40%	13:24	2	40%	15:15	0	0%	15:42	2	40%	15:42	2	40%
0%	13:23	1	10%	15:13	0	0%	15:42	0	0%	15:42	0	0%
43%	13:22	7	33%	15:12	10	48%	15:41	5	24%	15:41	5	24%
31%		10	28%		10	28%		7	19%		7	19%
50%	13:25	16	53%	15:18	17	57%	15:43	18	60%	15:43	18	60%
85%	13:26	23	85%	15:18	24	89%	15:43	23	85%	15:43	23	85%
67%	13:26	24	80%	15:19	30	100%	15:44	30	100%	15:44	30	100%
100%	13:26	12	100%	15:18	12	100%	15:44	12	100%	15:44	12	100%
								83	84%		83	84%

Data Collected

Preliminary Downtown findings (March and April):

- At the highest recorded utilization (Saturday, 4/12, 5:30 PM–6:00 PM) 64% of Downtown on-street spaces were used (97 on-street spaces were available)
- Main St. south of tracks more heavily used (often 80% used)
- Main St. north of tracks have much less use
- City's two public parking lots are highly utilized (up to 80% depending on time)
- Consistent with prior parking studies

Data Collected

Preliminary Triangle findings (March only):

- High utilization at Dartmouth and 72nd
  - Friday, March 28 Noon~ 61% used
  - Saturday, March 29 6:00 PM ~86% used
- Hermoso/Beveland loop peak utilization up to 60%

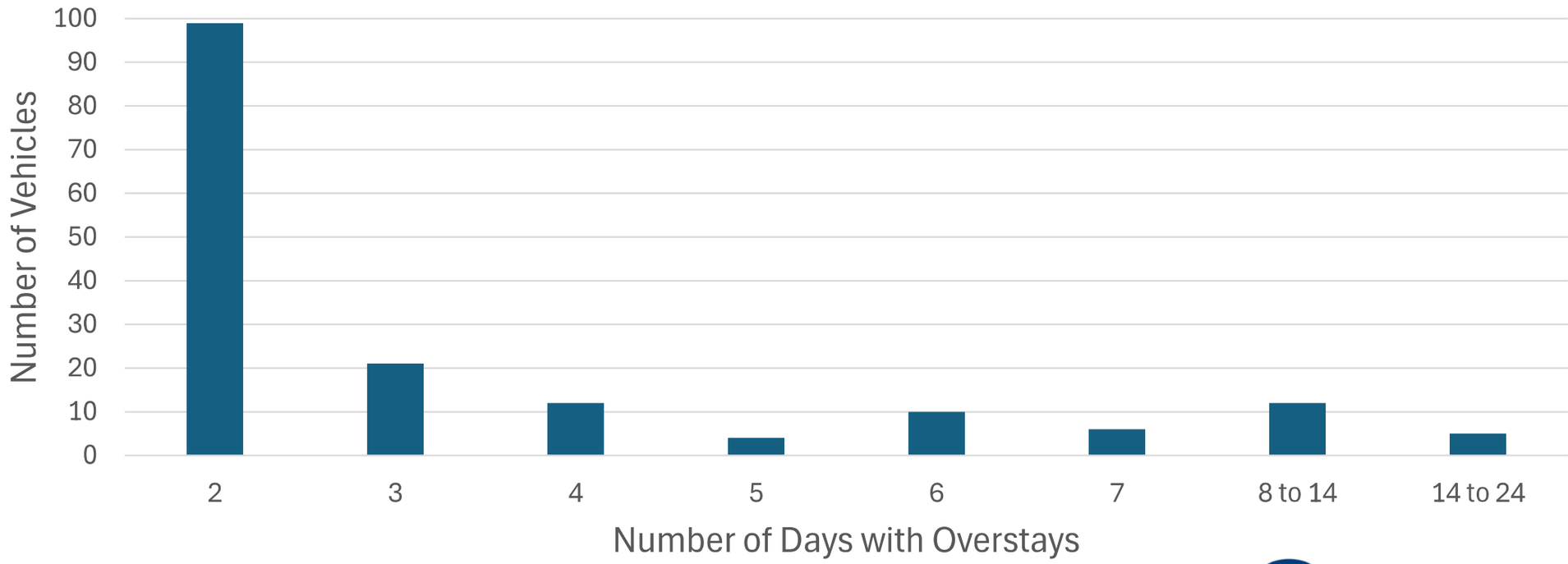
Data Collected

Time Overstays (April 2025)

- Average of 21.5 vehicles a day with time overstays in Downtown (average violation rate of 10% (214 time-limited spaces)
- Average of 11.8 vehicles a day with time overstays in Triangle (average violation rate of 33% (36 time-limited spaces)
- Large majority are significant overstays (4+ hours)

Unique Vehicles Exceeding Time Limits (2 Days+)

March 14-April 17, 2025



Data Collected

Time Overstays:

- Downtown: Multiple occurrences on Ash Avenue, Upper Burnham, and Main Street (near Fanno Creek).
- Triangle: Multiple occurrences 72nd and Dartmouth

Parking Forum Summary

- Meeting with the Business Owners was held on April 3, 2024
- Update on the parking program
- Introduced the data that was provided
- 17 people attended the meeting.
- Meeting summaries were distributed to the attendees and others who are part of the mailing database.
- Summary of Comments were collected and provided to Council in their packets.

Next Steps

Notification/ Education Phase ~ **May-June**

- Mailer to Businesses and Residents
- Parking Forum in June (Open to Businesses and Residents)
- Survey to Community
- Continue Data Collection

Next Steps

- Notification/ Education Phase **~ May-June**
- Tentative Parking Forum – **June**
- Council update **– June 17**
- Warning Citations **~ July-August**
- Start of Enforcement Program ~ Targeting **September 1**



Questions and Feedback

CITY OF Tigard