

**CITY OF TIGARD
PLANNING COMMISSION
Meeting Minutes
April 19, 2010**

1. CALL TO ORDER

President Walsh called the meeting to order at 7: 02 pm. The meeting was held in the Tigard Civic Center, Town Hall, at 13125 SW Hall Blvd.

2. ROLL CALL

Present: Commissioners Anderson, Doherty, Gaschke, Hasman, Muldoon, Vice President Vermilyea, and President Walsh (7); Alternate Commissioners Schmidt and Shavey (2)

Apologies: Commissioners Caffall and Fishel (2)

Absent: None

Staff Present: Darren Wyss, Sr. Planner; Doreen Laughlin, Sr. Administrative Specialist; Judith Gray, Sr. Transportation Planner, and Susan Hartnett, Assistant Community Development Director

Others Present: Gretchen Buehner, Council Liaison

3. COMMUNICATIONS

President Walsh brought a memo to the commissioners' attention. It was dated March 29th, and was from the City Arborist, Todd Prager. Walsh noted that Prager was asking the commission to select up to two members for consideration by Council to serve on the Urban Forestry Code Revisions Citizen Advisory Committee (UFCR CAC). Walsh asked if anyone was interested in volunteering for this committee. Alternate Commissioner Don Schmidt volunteered as a primary member, while President Walsh said he would be available as a secondary member; however, he is also a member of the Tree Board and, therefore, may not be able to attend all the meetings.

No other communications were noted at this time.

4. CONSIDER MEETING MINUTES

March 15th Meeting Minutes: President Walsh asked if there were any additions, deletions, or corrections to the minutes; there being none, Walsh declared the minutes approved as submitted.

5. WORK SESSION – CD WORK PLAN

Susan Hartnett, Assistant Community Development Director spoke to this topic. She said, per the commissions' request, she had taken Ron Bunches memo regarding the Planning Commission work plan and made it more specific so far as projects and timelines, and in the form of a matrix. The matrix gives a good picture of what's going on up into 2011. The TSP is detailed with the timeline - as the dates are set already. Others are not as specific but a bit more general – and spoken of as in “seasons” – summer, winter, fall, etc. She explained that the light gray background on the items indicates less certainty - or questions still pending – where we're not sure of when, or if, we'll be getting to it.

As a side note, Hartnett said she wasn't sure if the commissioners were aware of this, but the City is dealing with revenue shortfalls and has had to lay off some staff. She reported that the planners are all on full-time - in large part because there is so much going on with regard to Council goals. She said the work program is still moving (fluid). For example, since creating the Matrix, staff had spoken with Council and come up with an additional work program component which they're calling “regulatory reform.” In addition, under land use projects on the second page of the matrix, is a use category update and minor sign code amendments. That will be folded into an umbrella, looking more broadly at the development code and where some structural changes are that may be beneficial. Staff will be coming back to the commission to discuss that after having a workshop with Council in May.

QUESTIONS FROM COMMISSIONERS OF STAFF

Walsh asked for more information with regard to staff changes, such as notification in the form of a memo or email. He would like staff to catch the commission up on what's going on - especially since it could affect the timing of things - another reason being that they may be asked by citizens/neighbors about the changes. Hartnett said she will forward the details by way of a memo first thing in the morning.

Walsh also asked about the possibility of receiving (on a regular basis) some sort of chart or tabbed document showing where they're at on the Comprehensive Plan itself – from the 500 foot level – not the 10 foot level – perhaps by section – (or goal). He said “Where does that lay out – what about the next year, two years, five years? We may be talking about 2011, or even 2015.” Hartnett said there are some goals that are considered “on-going.” She said we could start by parsing out those that are ongoing, and putting them aside - as a “this is sort of how we do our business” - and then those that have a specific achievable goal - start to

think about the timing for those. She said she would work with Doreen Laughlin and the Long Range Planning intern on that.

DISCUSSION REGARDING THE MATRIX (& TIGARD TRIANGLE)

Walsh opened up the meeting to questions regarding the “Future Projects Matrix” (**Exhibit A**) that Hartnett had presented.

Commissioner Vermilyea commented: *I don't see the Tigard Triangle area plan on the matrix anywhere – why?* Hartnett: We talked about submitting a TGM (Transportation Growth Management) grant for that and got push-back from both Metro and ODOT about doing another TGM grant when we have several going on. We are looking to do some changes in the Tigard Triangle that we think are consistent with recognizing its potential future as a mixed-use center – for example – tomorrow night at council we will talk about the potential to expand the Town Center designation to that Tigard Triangle area – at least get our “nose under the tent” – so that we are being consistent with our message to Metro about our interest in high capacity, and our willingness to support high capacity. I don't think we're ready both from a regional perspective as well as what our staffing capacity is to take that on in this coming fiscal year. I imagine it would be in the work program for the next fiscal year. We probably could add it as a grayed item if that would make you more comfortable to see it on the list – but it'd be pretty vague in terms of what we think it might look like.

Vermilyea: *Here's my concern - we've raised the Tigard Triangle Plan as a top priority of this commission for the past three years running. Council has recognized that that's a priority. We've run into problems in terms of trying to figure out what we want to do with the Triangle. From a planning standpoint, the recession has actually been good from the Triangle's point of view because development hasn't outpaced our ability to try to guide growth there. If we're ever going to get ahead of development in that area, we have to start planning for it, and we have to do it now. I made it clear that the next thing we wanted to focus on after the Comp Plan update, which is now almost two years ago, was the Tigard Triangle Plan. We have yet to even begin to start thinking about when we're going to do that. And frankly, that frustrates me because I think we've been pretty consistent about the desire to start on that process. I don't know if we need to take a look and take some things off of this list but I feel strongly that this – the Tigard Triangle - needs to be on the list of things we are going to do over the next 18 months to 2 years. If we don't, we are going to lose a vital opportunity. I cannot state it any more clearly than I just have. I'm not happy that this is not on the list.*

Walsh said he is in agreement with this. He would like to see it happen as well.

Hartnett: I'd like to respond to this. There are a couple of things happening at the regional level that need to shake out a bit before we can begin to make an effective plan for the Tigard Triangle. I think some of the high capacity transit issues, particularly in terms of preliminary alignment discussions, need to take place and the discussions that are just beginning at the regional and state level about the transportation planning rule, and modifying its effect on areas like the Tigard Triangle, is essential. As long as we are constrained by the floor area ratios that we currently are, because of the trip generation

issues, we are not going to create an effective plan for that very precious piece of land. I don't disagree with that. I think there's time and, as I said, we could add this to the Matrix – I can't speak for Ron (Bunch) but I don't think he would disagree with me saying that in the next 18 months we will begin working on this but I don't see it, realistically, being well underway in the next 18 months. That's just realistic in terms of what the other priorities are and the work that's already underway through two other TGM grants. We really need to be careful to not stretch ourselves too thin and not be able to complete that work, because if we don't, we're less likely to get future grants and we really will need help financially to undertake a project of that scope.

Commissioner Vermilyea: *What we've been hearing for several years – that we can't do anything in the Triangle because we have a Trip Cap... because we have the ODOT problem... we have the 72nd Avenue bridge problem... and now we're hearing we're constrained because we don't know where high capacity transit is going to go. HCT is not a done deal. So – to me, if we continue to use that line of thinking, we are essentially ceding control of the process to entities that don't necessarily have this community in their best interest. They have other interests. I understand the issue with respect to the parking ratios agencies but we need to send the message that we are moving forward with an important part of our community, and this is what we want it to look like. ODOT and TriMet and Metro – I'm sure that plan will have to be modified at some point; whatever it ends up being, but we ought to be coming up with what is our ideal, irrespective of those other things. If we need to modify it to deal with the realities of those situations down the road, that's fine. We've been pounding on this mantra now for three years; that we want to begin planning in that area. I feel the Commission is not being heard and we have got to start making progress. A good start is putting it on the Matrix.*

Councilor Buehner interjected: “There has been discussion among the council members that we do need to get on to the Triangle. I happen to agree with Commissioner Vermilyea, personally. I have felt there's been some sort of disconnect between staff and both the commission and at least three of the councilors about this issue; that we really do need to start looking at it. I would rather put off the Downtown Circulation Plan and get started on the Triangle, if I were in the place to make those decisions. But I'm putting out that this issue has come up at Council Workshop as well.”

Judith Gray, Sr. Transportation Planner, said that she is working with the scopes of work for the upcoming high capacity transit station area study. She said “There is no scope yet for the multi-modal refinement studies that are planned for the corridors, but as we are developing those scopes, it is my intent that quite a bit will be looked at in the Triangle. This is exactly what the discussion was with ODOT, and from Metro as well, when they said - it seems redundant at best – because the HCT station area plan is going to include a wide swath of at least 60% of the Triangle. So while it won't be called that, it's going to be a big part of it so I think we're going to be able to begin those planning steps about land use, connectivity, and general circulation will be a big part of these upcoming studies. It had to take that direction to not be in conflict.

Vermilyea: *This is the first time I'm hearing about this process. I think this information should have been communicated to the commission quite some time ago. I'm disappointed that this is the first we're hearing about it. There seems to be some disconnect going on in terms of communication as to what our priorities are and what's the progress on those things.*

Walsh: *Since the Tigard Triangle is not on the agenda tonight and we really need to move this along - I propose a briefing; a paper prepared - it doesn't have to be very long - on where we're at on the Triangle so we can get some background on this and everyone up to speed. Let's schedule some time for some discussion on this using the briefing as a basis at an upcoming meeting.*

Hartnett: We can do that.

Doherty: *We try to hide the Triangle, it seems. We've not had a briefing since I've been here - on the Triangle. We do need to hear the information - whether we like the plans or not.*

Hartnett: To do this will be helpful and show you how it's weaving through; being able to call out a number of these projects that have some overlap with the Triangle - to sort of crosscut it in a different direction and pull the Triangle out and talk about it and how it affects all these others may be a good thing too; to look at it from that direction as well.

Vermilyea: *I'm concerned that we have many ad hoc projects - I want to see the Triangle Plan drive the projects - not the projects drive the Plan. I feel it's a bit like the tail is wagging the dog right now.*

MATRIX REVISION REQUESTS

At this point, President Walsh had some comments about the set-up of the Matrix. He said *"I'd ask that it be modified in a couple of different ways: Modify the far right column - the Comp Plan references - they're not useful at this level - I would rather have a status column with some bold points of where we're at... a priority column... and I'm missing the overall picture. If everything was laid down in chronological order - that would be helpful - perhaps a calendar form. I don't mind the time references being kind of vague - that's perfectly understandable."*

Hartnett: I'd like to integrate this with your monthly Planning Commission calendar.

Walsh: *I would like some idea of the size of a project - Say... 2 full time equivalents for 6 months versus a project that is a month and a half at a full time equivalent. If we can add some sense of the staffing requirement - that would help us.*

6. WORK SESSION – TIGARD TRANSPORTATION SYSTEM PLAN UPDATE NO. 1

Darren Wyss, Senior Planner, and Judith Gray, Sr. Transportation Planner, led this portion of the meeting.

Wyss said this workshop is the first of three workshops on the adoption of the Draft 2035 Transportation System Plan (version 2). He mentioned that sections 6 & 7 were missing from the TSPv2 and said copies of those sections had been distributed to the commissioners to add to their binders. [Laughlin will mail the missing sections to the two commissioners who had to miss this meeting – Fishel and Caffall]. Wyss reviewed the schedule from the memo dated April 5th. He gave a short list of what staff was hoping to receive from the commissioners at the three workshops:

- We would hope the commissioners come prepared with questions / suggestions;
- Concentrate on policy/investment aspects more than informational components; and
- While staff encourages and appreciates attention to scrivener's errors, they would prefer these be done at a time other than the actual workshop, for instance, via a quick phone call, or email.

Wyss said, with regard to scrivener's errors, Commissioner Shavey had called him to advise that he had found a couple of numbers that were off, and also asked that staff present a glossary of acronyms – which Wyss will do. Everyone agreed that was a good suggestion.

Wyss then reminded the commissioners of how the public had been involved in this project. He noted there had been two public forums, an open house, and a Citizen Advisory Committee (CAC); a good amount of feedback had been gathered from the public. Both Commissioners Walsh and Vermilyea had felt it important to allow public comment at these 3 workshops, so staff agreed to allow anyone from the public who wished to speak, to have time to do so at these workshops.

Judith Gray (Sr. Transportation Planner) gave a brief recap of what the TSP actually is. Her recap closely mirrored section 1 of the document "Introduction." She said the TSP is a useful tool to take a really high level (50,000 foot), long-range look at how we anticipate growth and to, early on, identify what the needs are going to be and how we can meet those future needs. She noted that since it is such a long-range plan, at such a high level, it doesn't get into the details that people sometimes want to look at, but it might point us in the direction that might make it a priority. For example, the bicycle element of the TSP does not constitute a bicycle plan but it might show us that that is a priority. This plan typically gets updated every 5 to 8 years. The current TSP was adopted in 2002. This has a 25-year planning horizon knowing that before we reach that timeframe we'll be looking at it again. Because this is an update, we weren't starting from scratch. We built on past planning activities. We took that 2002 TSP, reviewed it, looked at other plans that had been adopted in the interim for the City – for example, the Hwy 99W Improvement Plan and the Downtown Circulation Plan (which is well underway though not yet adopted). The Metro

Regional Transportation Plan Update is following almost a parallel path so we have been coordinating with that through their staff and just generally being involved with that - also with TriMet, Washington County, all these other planning activities.

Gray spoke a bit on the changing emphasis onto management of our existing infrastructure - whereas earlier TSPs were really focused on infrastructure investments. Hopefully, you'll see in this TSP some more emphasis on management, in addition to those infrastructure investments. She also explained the organization of the material, and the fact that there are 3 volumes to be "reader friendly." Volume 2 is an appendix that includes some planning information that would be of use to some people. It includes some of the specific implementation changes that would have to happen for the development code, some other plans, etc. She said it was made as a separate document because it isn't anything that is specifically being adopted as the TSP. Volume 3 is separate as a "courtesy to readers." This is information that is available - all the technical memos that were developed and produced in the development of the TSP. It's available. It's 600 pages and is available if anyone wants to look at it.

Wyss explained that this would become chapter 12, the "Transportation" chapter, of the Comprehensive Plan. He suggested they approach this chapter in the same way the other chapters had been reviewed in the past. At this point, just as in the past when going over the various Comprehensive Plan chapters, Wyss started at section one and lead the commissioners through the document by goals and policies. There was a lengthy session of suggestions and comments from the commissioners. Wyss and Gray took note of changes that were suggested.

After the commissioners went over the document, Wyss explained that at the March 30th Council presentation, the councilors had identified a few things they believed would improve the document.

He said these ideas were to:


- Expand the language addressing the future growth maps in the document - growth being defined as housing units and jobs. (It shows no growth in the Downtown area in the model that was run. Council had a concern that we have aspirations for the Downtown. So we will expand the language around our aspirations for the Downtown. It wouldn't affect the model one way or the other.)
- Better define short-, mid-, and long-term projects.
- Include a new map that shows what our aspirations are for growth for the Downtown area.

Wyss said they will get that developed and bring to the commission for review at the next meeting.

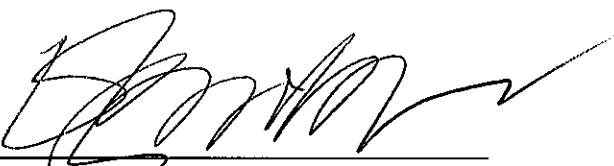
PUBLIC COMMENT: No one from the public was present to comment.

7. ADJOURNMENT

President Walsh adjourned the meeting at 9:30 pm.



Doreen Laughlin, Planning Commission Secretary



ATTEST: President David Walsh

Future Projects Matrix

Tigard Planning Commission

March 25, 2009

Project/Activity	Type of Item	Timeframe	Staff Contact	Funding	Schedule Drivers	Associated Projects	Planning Commission Goals	City Council Goals	Associated Comp Plan Policies/Recommended Action Measures (RAM)
TRANSPORTATION PLANS AND STUDIES									
Tigard 2035 Transportation System Plan	Briefing	March 2010	Judith Gray	TGM Grant	Grant contract expires 3/31/2010	Downtown Circulation Plan Included as Periodic Review Work Task	#3 Complete and Implement Comp Plan	1. Implement Comprehensive Plan a. Complete the Transportation System Plan (TSP) and begin area plans (Tigard Triangle, 99W Corridor, etc.) Long Term Goal Continue pursuing opportunities to reduce traffic congestion	Statewide Land Use Planning Goal 12 Policy 2.1.20 RAM 2.1.iv Policies 6.1.3, 6.1.5 RAMs 6.1.iii, 6.1.v Policy 9.1.10 Policy 10.2.2 Policy 13.1.1 Policies 15.4.1, 15.4.2, 15.4.4, 15.4.5
	Workshops	April/May 2010							
	Public Hearings	Summer 2010							
Downtown Circulation Plan	Briefing	Summer 2010	Sean Farrelly	General Fund Urban Renewal Funds	CCAC review	Tigard 2035 Transportation System Plan Downtown Urban Renewal		2. Implement Downtown Urban Renewal b. Adopt Downtown Circulation Plan 5 Year Goal Obtain Ash Street railroad crossing in downtown	Policies 15.4.1, 15.4.2, 15.4.4, 15.4.5 RAM 15.4.i, 15.4.ii, 15.4.iii, 15.4.iv, 15.4.v, 15.4.vi, 15.4.vii, 15.4.viii, 15.4.xi
	Workshops	Fall 2010							
	Public Hearings	Winter 2010							
Pacific Hwy High Capacity Transit Land Use Plan	Briefings	Winter 2010 Spring 2011 Summer 2011	Sean Farrelly	TGM Grant General Fund	Grant contract expires 6/30/2011	Interstate 5/99W Multi-Modal Refinement Plan		1. Implement Comprehensive Plan a. Complete the Transportation System Plan (TSP) & begin area plans (Tigard Triangle, 99W Corridor, etc.) c. Continue to promote and plan for 99W Light Rail 5 Year Goal - Explore 99W Urban Renewal District Long Term Goal Continue pursuing opportunities to reduce traffic congestion	Policies 9.1.5, 9.1.6, 9.1.10, 9.3.1, 9.3.2 RAM 9.1.xii, 9.3.v, 9.3.vi, Policies 10.1.5, 10.2.2, 10.2.5, RAM 10.1.iv, 10.1.v, 10.1.vi, 10.1.xii Policies 12.1.1, 12.1.2, 12.1.5, 12.1.7, 12.3.1, 12.3.2, RAM 12.3.i, 12.3.iii, 12.3.iv, 12.3.v
	Workshops	Fall 2011	Judith Gray			Funding Alternatives for Highway 99W HCT Alternatives Analysis			
	Public Hearings	Winter 2011	Metro			Tigard Triangle Downtown Urban Renewal			

Note: Projects with grey tinted backgrounds are not yet certain due to outstanding issues such as pending budget authorizations, finalization of project scope, or the adoption of intergovernmental agreements.

Future Projects Matrix

Tigard Planning Commission

March 25, 2009

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Tigard Pathways Master Plan	Briefing	Fall 2010	Duane Roberts Steve Martin	TGM Grant	Grant contract expires 6/30/11	Westside Trail Master Plan Development 10/11, Rail-to-Trail Tigard 2035 Transportation System Plan	#3 Complete and Implement Comp Plan	1. Implement Comprehensive Plan	Policies 8.1.1, 8.2.1 RAM 8.2.i
	Presentation / Workshop	Winter 2011							
Street Circulation Study & Connectivity Inventory	Presentation	Winter 2011	Judith Gray	General Fund	Requested in budget	TSP Update		1. Implement Comprehensive Plan	Policy 12.1.2
Interstate 5/99W Multi-Modal Refinement Plan	Briefings	2010-11	Judith Gray	Metro is currently seeking TGM	Pending funding	Highway 99W/Barbur HCT			
LAND USE PROJECTS									
Urban Forestry Code Revisions	Briefing	Summer 2010 Winter 2010 Spring 2011	Todd Prager	General Fund	Council approved timeline	Tigard 2035 Transportation System Plan Pacific Hwy High Capacity Transit Land Use Plan Downtown Urban Renewal Tigard Pathways Master Plan	#3 Complete and Implement Comp Plan	1. Implement Comprehensive Plan a. Update Tree Code	Policies 1.2.5, 1.2.6 Policies 2.1.1, 2.1.2, 2.1.4, 2.1.7, 2.1.12, 2.1.14, 2.1.20, 2.1.21, 2.1.22, 2.1.24, 2.2.1-11 a, 2.3.1-11 RAM 2.1.ii, 2.1.iii, 2.1.xv, 2.2.i, 2.2.viii, 2.3.i, 2.3.ii, 2.3.iii, 2.3.v Policies 5.1.1, 5.1.3, 5.1.4, 5.1.5, 5.1.6, 5.1.7, 5.1.10, 5.1.11, 5.1.12, 5.1.13 RAM 5.1.i, Policies 6.1.6, 6.2.4 RAM 6.2.iii Policies 7.1.10, 7.1.13 Policies 8.1.2, 8.1.6, 8.1.10, 8.1.11, 8.1.12, 8.1.14, 8.1.16, 8.1.17, 8.1.19, 8.1.21 RAM 8.1.xi Policies 10.2.1, 10.2.3, 10.2.5, 10.2.7, 10.2.8, 10.2.9 RAM 10.2.iv Policies 12.2.7, 12.2.8 Policy 13.1.13 RAM 13.1.i Policies 15.3.1, 15.3.3, 15.4.5
	Workshop	Summer 2011							
	Public Hearing	Summer 2011							

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TDC Use Category Update	Briefing	Spring 2010	John Floyd Gary Pagenstecher	General Fund	Completion by Fall 2010		#3 Complete and Implement Comp Plan	1. Implement Comprehensive Plan	Policies: 2.1.2 ,2.1.3, 2.1.6 , 2.1.7, 2.1.20, 9.2.1, 9.2.2RAM: 2.1.vi, 2.1.xiv
	Workshop	Summer 2010							
	Public Hearing	Fall 2010							
Minor Sign Code Amendments	Public Hearing	Spring 2010	Dick Bewersdorff	General Fund	Potential for additional applications				Policy 2.1.24 Policy 9.2.2
Mitigation Land Bank Project for CWS	Briefing Workshop	2011	Susan Hartnett	General Fund					Policies, 5.1.1, 5.1.7, 5.1.8, 5.1.13 Policies 6.2.2, 6.2.4 RAM 6.2.ii Policies 11.1.1, 11.1.2, 11.1.3, 11.1.6,
ASR Wellhead Protection Program	Briefing Workshop Public Hearing	2013	Susan Hartnett	Water Fund					Policy 2.1.11 Policy 5.1.9
OTHER MAJOR PLANS AND STUDIES									
Economic Opportunities Analysis (Planning Commission will act as Advisory Committee)	Advisory Committee Meetings	Summer 2010 Fall 2010 Winter 2010 Winter 2011	Darren Wyss	Periodic Review Grant	Grant contract expires 5/31/2011	Included as Periodic Review Work Task	#3 Complete and Implement Comp Plan	1. Implement Comprehensive Plan	Statewide Land Use Planning Goal 9 Polices 2.1.7, 2.1.20, 9.2.1, 9.2.2, 9.2.3 RAM 9.1.ii, 9.1.v
	Workshops	Spring 2011							
	Public Hearing	Spring 2011							
Public Facility Plan	Briefings	Winter 2011	Darren Wyss	General Fund	Must be completed by Spring 2013	Included as Periodic Review Work Task	#3 Complete and Implement Comp Plan	1. Implement Comprehensive Plan	Policies 11.1.2, 11.2.2, 11.3.2, 14.2.6 RAM 2.1.iv
Periodic Review Housing Review/Population Projections	Briefings	Fall 2010	Darren Wyss	General Fund	Must be completed by Spring 2013	Included as Periodic Review Work Task	#3 Complete and Implement Comp Plan	1. Implement Comprehensive Plan	Policies 2.1.1, 2.1.20, 10.1.2, 10.1.7, RAM 10.1.2

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