

## July-08

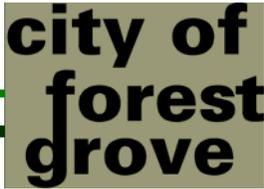
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Fire Bd 8pm	2 CANDIDACY PETITION PACKETS AVAILABLE 8:00 AM	3 EDC Noon	4 CITY OFFICES CLOSED HOLIDAY	5 COUNCIL WS 8am-10am Coffee Hour
<i>Johnston &amp; (Miller out until 4th)</i>						
6 Planning Comm 7pm	7 CITY COUNCIL WORK SESSION - TBA	8 CCI 4pm	9	10 PAC 5pm	11	12
<i>Johnston out</i>						
13 CITY COUNCIL 5:00 PM - EXECUTIVE SESS (Labor & CM) 6:00 PM - PUBLIC HEARING (CC & PC) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14	15 Qtrly Disclosure Form Due Jan 1 - Mar 31 Report Period Senior Ctr Bd 11:45am Library 7pm	16 P&R 7am CFC 5:15pm	17 Kyle Dedication 1pm at L&P B Street Fernhill Wetlands (No Mtg)	18	19
<i>Johnston out &amp; (Miller out 18th-20th)</i>						
20 Planning Comm 7pm	21 CITY COUNCIL WORK SESSION - TBA	22 HLB 7pm	23	24	25 City Council Retreat Noon - 5pm	26
<i>Johnston out</i>						
27 NO CITY COUNCIL MEETING	28	29	30	31	<i>Mayors' Conference - Pendleton</i>	

## August-08

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				EDC Noon		2 COUNCIL WS 8am-10am Coffee Hour
3 Planning Comm 7pm	4 CITY COUNCIL WORK SESSION - TBA	5 Fire Bd 8pm	6 1ST DAY TO FILE CANDIDACY PETITION 90-Days Before Election 8:00 AM	7 EDC Noon	8	9
10 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11	12 CCI 4pm	13 Water Providers EC 5:30pm	14 Rep. Chuck Riley Town Hall Meeting Comm Aud - 6:30 pm PAC 5pm	15	16
17 Planning Comm 7pm	18 CITY COUNCIL WORK SESSION - TBA	19 Senior Ctr Bd 11:45am Library 7pm	20 P&R 7am CFC 5:15pm	21 Fernhill Wetlands (No Mtg)	22	23 <i>Kidd out</i>
24 NO CITY COUNCIL MEETING	25	26 LAST DAY TO FILE CANDIDACY PETITION 70-Days Before Election DUE BY 5:00 PM HLB 7pm	27 PSAC 7:30am (TBA)	28	29 <i>Last day to withdraw</i>	30
<i>Mayor Kidd out</i>						
31 <i>Kidd out</i>						

## September-08

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						5 Lincoln Park Grand Open 10am
	CITY OFFICES CLOSED HOLIDAY	1 Planning Comm 7pm Fire Bd 8pm	2	3 Water Providers CB 7pm	4 WC Voters Pamphlet Due: Explanatory Statement EDC Noon	6 COUNCIL WS 8am-10am Coffee Hour
7 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	8	9 CCI 4pm	10	11 PAC 5pm	12	13
14 Planning Comm 7pm	15 CITY COUNCIL WORK SESSION - TBA	16 Senior Ctr Bd 11:45am Library 7pm	17 P&R 7am CFC 5:15pm	18 Fernhill Wetlands (No Mtg)	19	20
21 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	22	23 HLB 7pm	24 PSAC 7:30am	25	26	27
28	29	30				



# FOREST GROVE CITY COUNCIL

## Monday, July 14, 2008

5:00 PM – Executive Session (Labor)  
5:30 PM – Executive Session (City Manager Evaluation)  
6:00 PM – Public Hearing: Comp Plan Update  
City Council & Planning Commission  
7:00 PM – Regular Meeting

Community Auditorium  
1915 Main Street  
Forest Grove, OR 97116

Forest Grove City Council Meetings are broadcast by Tualatin Valley Community Television (TVCTV) Government Access Programming. To obtain the monthly programming schedule, please contact TVCTV at 503.629.8534 or call the City Recorder at 503.992.3235.

Thomas L. Johnston  
Victoria J. Lowe  
Camille Miller

Richard G. Kidd, Mayor

Ronald C. Thompson  
Peter B. Truax  
Elena Uhing

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

→ Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

→ Citizen Communications – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503-992-3235, at least 48 hours prior to the meeting.

## AGENDA

5:00 ***EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.*** Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

The City Council will convene in the Community Auditorium - Conference Room beginning at 5:00 p.m. to hold the following executive sessions:

In accordance with ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

In accordance with ORS 192.660(2)(i) to review and evaluate the employment-related performance of the City Manager.

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6:00      **PUBLIC HEARING: EVALUATION OF THE CITY OF FOREST GROVE COMPREHENSIVE PLAN AND PERIODIC REVIEW WORK PROGRAM**

The Forest Grove City Council and Planning Commission will convene in the Community Auditorium to conduct the above Public Hearing. This hearing is open to the public and interested parties are encouraged to attend.

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7:00      1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance

1. A. **PROCLAMATION:**

- Pacific University - Sprucing Up The Grove Day

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.

3. **CONSENT AGENDA:** See Page 3

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

- 7:10 5. A.      • Oregon Zoo 2008 Ballot Measure

James Reitz  
Senior Planner

- 7:25 5. B.      • Approval of the Painter's Woods (a.k.a. "Southside")  
Historic District Application

Rob DuValle  
Human Resources  
Manager

- 7:40 6. **FIRST READING OF RESOLUTION 2008-55 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND THE FOREST GROVE POLICE ASSOCIATION (FGPA) EFFECTIVE JULY 1, 2008, AND EXPIRING JUNE 30, 2011**

Jeff King  
Economic Development  
Director

- 7:50 7. RESOLUTION NO. 2008-53 APPROVING THE ENTERPRISE ZONE BOUNDARY CHANGE AND CREATING THE FOREST GROVE/CORNELIUS ENTERPRISE ZONE (CORNELIUS RESOLUTION NO. 1695) AND AUTHORIZING THE CITY MANAGER TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT TO MANAGE THE ZONE

Jon Holan  
Community Development  
Director  
Dan Riordan  
Senior Planner

- 8:15 8. RESOLUTION NO. 2008-54 ADOPTING AN EVALUATION OF THE CITY OF FOREST GROVE COMPREHENSIVE PLAN AND PERIODIC REVIEW WORK PROGRAM (Public Hearing is being held at 6:00 p.m.)

Mayor Kidd

- 8:45 9. FIRST READING OF RESOLUTION NO. 2008-39 AMENDING THE CITY MANAGER'S COMPENSATION PLAN AND CITY MANAGER'S EMPLOYMENT AGREEMENT AND AUTHORIZING COMPENSATION FOR THE CITY MANAGER FOR FISCAL YEAR 2008-09, EFFECTIVE JULY 1, 2008, THROUGH JUNE 30, 2009

- 9:00 10. CITY MANAGER'S REPORT:

- 9:15 11. COUNCIL COMMUNICATIONS:

- 9:30 12. ADJOURNMENT

3. CONSENT AGENDA: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).

- A. Approve City Council Executive Session (City Manager Evaluation) Meeting Minutes of June 23, 2008.
- B. Approve City Council Regular Meeting Minutes of June 23, 2008.
- C. Accept Community Forestry Commission Meeting Minutes of May 21, 2008.
- D. Accept Historic Landmarks Board Meeting Minutes of May 27, 2008.
- E. Fire Department Monthly Statistics Report for June 2008.

# PROCLAMATION

## SPRUCING UP THE GROVE 2008

### Pacific University Orientation

August 23, 2008

WHEREAS, Pacific University has developed and implemented a day of community service projects called "*Sprucing Up The Grove*" as part of the annual New Student Orientation Program; and

WHEREAS, the program is designed to help Pacific University students build a foundation to become concerned citizens who are committed to making a difference in their communities; and

WHEREAS, more than 500 new students will be volunteering their time and energy doing community service projects in and around Forest Grove; and

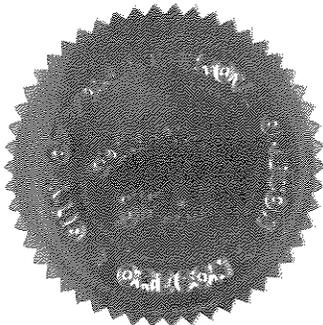
WHEREAS, the projects help improve the condition of local houses, public areas, and non-profit organizations and businesses; and

WHEREAS, Saturday, August 23, 2008, has been designated as "*Sprucing Up The Grove Day*" for community service projects.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE, does hereby proclaim Saturday, August 23, 2008, as

## SPRUCING UP THE GROVE DAY

in Forest Grove, Oregon, and urges all citizens to join in recognizing Pacific University's New Student Orientation Program and the importance it serves our community.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 14<sup>th</sup> day of July, 2008.

Richard G. Kidd, Mayor  
City of Forest Grove

3A

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION  
ORS 192.660(2)(I) CITY MANAGER EVALUATION  
JUNE 23, 2008 – 6:00 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

1. **ROLL CALL:**  
Mayor Richard Kidd called the Executive Session to order at 6:05 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **STAFF PRESENT:** Michael Sykes, City Manager.

2. **EXECUTIVE SESSION:**  
The City Council met in Executive Session in accordance with:  
  
**ORS 192.660(2)(I)** to review and evaluate the employment-related performance of the City Manager.

**RECESS:**  
Council recessed at 6:58 p.m. to convene the regular meeting and reconvened into Executive Session after the regular meeting at 9:40 p.m.

3. **ADJOURNMENT**  
Mayor Kidd adjourned the Executive Session at 10:00 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

3B

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
JUNE 23, 2008 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
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*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Richard Kidd called the regular City Council meeting to order at 7:02 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Victoria Lowe, Thomas Johnston, Camille Miller, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** None. **STAFF PRESENT:** Michael Sykes, City Manager; Jack Hammond, City Attorney; Paul Downey, Administrative Services Director; Susan Cole, Assistant Finance Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; Aaron Ashbaugh, Police Captain; Laurie Taylor, Police Office Manager; Derek Robbins, Civil Engineer; Rob DuValle, Human Resources Manager; and Anna Ruggles, City Recorder.

**1. A. SWEAR-IN CEREMONY - CHIEF OF POLICE:**

Mayor Kidd introduced newly appointed Chief of Police, Kerry Aleshire. Sykes conducted a welcome speech; Ruggles administered the Oath of Office; Captain Ashbaugh presented the official badge; and Taylor oversaw the signing of the Oath of Office.

**RECESS:**

Council recessed at 7:10 p.m. to congratulate and welcome Aleshire. Council reconvened at 7:20 p.m. and continued the regular meeting.

**2. CITIZEN COMMUNICATIONS: None.**

**3. CONSENT AGENDA: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).**

- A. Approve City Council Executive Session (City Manager Evaluation) Meeting Minutes of June 9, 2008.
- B. Approve City Council Executive Session (Property and Exempt Records) Meeting Minutes of June 9, 2008.
- C. Approve City Council Executive Session (Labor Negotiations)

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Meeting Minutes of June 9, 2008.

- D. Approve City Council Regular Meeting Minutes of June 9, 2008.
- E. Accept Committee for Citizen Involvement Meeting Minutes of May 13, 2008.
- F. Accept Public Arts Commission Meeting Minutes of March 13, April 10, and May 8, 2008.
- G. Fire Department Monthly Statistics Report for May 2008.
- H. Library Department Monthly Statistics Report for June 2008.
- I. Police Department Monthly Statistics Report for May 2008.

**MOTION:** Councilor Johnston moved, seconded by Councilor Lowe, to approve the Consent Agenda as presented. MOTION CARRIED 7-0 by voice vote.

**4. ADDITIONS/DELETIONS:**

Mayor Kidd removed Agenda Item 15. FIRST READING OF RESOLUTION NO. 2008-53 AMENDING THE CITY MANAGER'S COMPENSATION PLAN AND CITY MANAGER'S EMPLOYMENT AGREEMENT AND AUTHORIZING COMPENSATION FOR THE CITY MANAGER FOR FISCAL YEAR 2008-09, EFFECTIVE JULY 1, 2008, THROUGH JUNE 30, 2009, and rescheduled the above-proposed resolution to the meeting of July 14, 2008.

**5. PRESENTATIONS:**

**5. A. Implementation of the Vision Statement/Action Plan**

Holan presented the Action Plan Matrix and Memorandum outlining the proposed assignments to implement the tasks within the Vision Statement Action Plan, noting the Committee for Citizen Involvement (CCI) is seeking authorization to forward the assigned tasks to the appropriate citizen groups to implement based on each group's focus. Holan noted the intent and recommendation of CCI is to perform as an informer/monitor function rather than having directorial authority over the various citizen groups. Holan referenced the Action Plan Matrix, which outlined details of each of the action concepts and described the range of activities and initiatives to be executed, noting the plan calls for each group to report their progress to CCI at least twice a year. CCI plans to compile the various reports into one document for Council and plans to devote time at the Annual Town Meeting, at least every five years or as needed, to review the Action Plan accomplishments and amend if necessary the Action Plan. Holan noted the

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Action Plan would become part of the City's regular work plan; thus, allowing CCI to account to the Council the actual implementation that is taking place and to ensure the Vision Statement continues to be a living document.

**Council Discussion:**

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to CCI's role and best approach to ensure CCI's role is not misconstrued as having authority over the various citizen groups, as well as the best approach for forwarding the Action Plan Matrix and Memorandum to the various citizen groups. Miller noted CCI's intent is to "oversee" that the Action Plan Matrix is distributed to the various citizen groups, noting the responsibility will be determined by the various citizen groups how to best execute the Action Plan concepts and initiatives.

Hearing no further discussion from the Council, Mayor Kidd asked for the following motion.

**MOTION:** Councilor Uhing moved, seconded by Councilor Lowe, to authorize the Committee for Citizen Involvement to proceed with distribution of the Action Plan Matrix and Memorandum. **MOTION CARRIED 7-0 by voice vote.**

6. **SECOND READING OF RESOLUTION NO. 2008-37 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND THE FOREST GROVE PAID FIREFIGHTER'S ASSOCIATION (FGPFA), EFFECTIVE JULY 1, 2008, AND EXPIRING JUNE 30, 2011**

Second Reading of Resolution No. 2008-37 and motion to adopt occurred at the meeting of June 9, 2008.

**Staff Report:**

DuValle had nothing further to report.

**Council Discussion:**

Hearing no further discussion from the Council, Mayor Kidd asked for a roll call vote on the motion made at the meeting of June 9, 2008.

Hammond read Resolution No. 2008-37 by title for second reading.

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**ROLL CALL VOTE:** AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. **MOTION CARRIED 7-0.**

**7. PUBLIC HEARING FOR FISCAL YEAR 2008-09 BUDGET:**

- a) **Resolution No. 2008-40**  
Adopting Budget For Fiscal Year Commencing July 1, 2008, and Ending June 30, 2009
- b) **Resolution No. 2008-41**  
Making Appropriations for Fiscal Year Commencing July 1, 2008, and Ending June 30, 2009
- c) **Resolution No. 2008-42**  
Levying and Categorizing Taxes for Fiscal Year Commencing July 1, 2008, and Ending June 30, 2009
- d) **Resolution No. 2008-43**  
Adopting 2008-13 Capital Improvements Program
- e) **Resolution No. 2008-44**  
Declaring City's Election to Receive State Revenues
- f) **Resolution No. 2008-45**  
Certifying Services Provided by the City of Forest Grove

**Staff Report:**

Downey and Cole presented the above-proposed resolutions and reported the Budget Committee approved at its June 5, 2008, meeting a proposed budget of \$69,278,378 for Fiscal Year commencing July 1, 2008, and ending June 30, 2009. Downey indicated staff is proposing two changes to the approved budget (fuel/oil increase and matching funds for a grant proposal), which would increase the budget to \$69,320,878.

Before proceeding with the Public Hearings and Council discussion, Mayor Kidd asked for each motion separately for the above-proposed resolutions.

**a) MOTION:** Councilor Truax moved, seconded by Councilor Miller, to approve Resolution No. 2008-40 Adopting Budget For Fiscal Year Commencing July 1, 2008, and Ending June 30, 2009.

**b) MOTION:** Councilor Truax moved, seconded by Councilor Miller, to adopt Resolution No. 2008-41 Making Appropriations for Fiscal Year Commencing July 1, 2008, and Ending June 30, 2009.

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**c) MOTION:** Councilor Truax moved, seconded by Councilor Miller, to adopt Resolution No. 2008-42 Levying and Categorizing Taxes for Fiscal Year Commencing July 1, 2008, and Ending June 30, 2009.

**d) MOTION:** Councilor Lowe moved, seconded by Councilor Miller, to approve Resolution No. 2008-43 Adopting 2008-13 Capital Improvements Program.

**e) MOTION:** Councilor Truax moved, seconded by Councilor Lowe, to adopt Resolution No. 2008-44 Declaring City's Election to Receive State Revenues.

**f) MOTION:** Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2008-45 Certifying Services Provided by the City of Forest Grove.

**Public Hearing Opened:**

Mayor Kidd opened each Public Hearing separately for the above-proposed resolutions.

**Proponents:**

No one wished to testify and no written comments were received.

**Opponents:**

No one wished to testify and no written comments were received.

**Public Hearing Closed:**

Mayor Kidd closed each Public Hearing separately for the above-proposed resolutions.

**Council Discussion:**

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the proposed budget, restored positions, inflation, Consumer Price Index, and the possibility of holding a third Budget Committee meeting next budget year to allow additional time for discussion and public input.

Hearing no further discussion from the Council, Mayor Kidd asked for a roll call vote on motion(a) adopting Resolution No. 2008-40.

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Hammond read Resolution No. 2008-40 by title.

**ROLL CALL VOTE: AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.**

Mayor Kidd asked for a roll call vote on motion(b) adopting Resolution No. 2008-41.

Hammond read Resolution No. 2008-41 by title.

**ROLL CALL VOTE: AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.**

Mayor Kidd asked for a roll call vote on motion(c) adopting Resolution No. 2008-42.

Hammond read Resolution No. 2008-42 by title.

**ROLL CALL VOTE: AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.**

Mayor Kidd asked for a roll call vote on motion(d) adopting Resolution No. 2008-43.

Hammond read Resolution No. 2008-43 by title.

**ROLL CALL VOTE: AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.**

Mayor Kidd asked for a roll call vote on motion(e) adopting Resolution No. 2008-44.

Hammond read Resolution No. 2008-44 by title.

**ROLL CALL VOTE: AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.**

Mayor Kidd asked for a roll call vote on motion(f) adopting Resolution No.

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2008-45.

Hammond read Resolution No. 2008-45 by title.

**ROLL CALL VOTE:** AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.

**8. PUBLIC HEARING AND RESOLUTION NO. 2008-46 ADOPTING CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX AND REPEALING RESOLUTION NO. 2007-41**

**Staff Report:**

Downey and Cole presented the above-proposed resolution and reported the City imposes a Capital Improvements Program (CIP) Excise Tax for the purpose of funding Public Safety and Support Services programs within the CIP. Downey indicated the City expects to collect approximately \$205,000 in revenue from the CIP Excise Tax in Fiscal Year 2008-09, noting no increase in rates are being proposed for the Fiscal Year 2008-09 budget.

Before proceeding with the Public Hearing and Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2008-46.

Hammond read Resolution No. 2008-46 by title.

**MOTION:** Councilor Johnston moved, seconded by Councilor Uhing, to approve Resolution No. 2008-46 Adopting Capital Improvements Program Excise Tax and Repealing Resolution No. 2007-41.

**Public Hearing Opened:**

Mayor Kidd opened the Public Hearing.

**Proponents:**

No one wished to testify and no written comments were received.

**Opponents:**

No one wished to testify and no written comments were received.

**Other:**

No one wished to testify and no written comments were received.

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**Public Hearing Closed:**

Mayor Kidd closed the Public Hearing.

**Council Discussion:**

Hearing no discussion from the Council, Mayor Kidd asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.

9. **RESOLUTION NO. 2008-47 TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2007-08**

**Staff Report:**

Downey and Cole presented the above-proposed resolution outlining the appropriated amounts for Fiscal Year 2007-08.

Before proceeding with Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2008-47.

Hammond read Resolution No. 2008-47 by title.

**MOTION:** Councilor Johnston moved, seconded by Councilor Lowe, to adopt Resolution No. 2008-47 Transferring Appropriations within Various Funds for Fiscal Year 2007-08.

**Council Discussion:**

Hearing no discussion from the Council, Mayor Kidd asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.

10. **RESOLUTION NO. 2008-48 ADOPTING SUPPLEMENTAL BUDGET AND AUTHORIZING THE EXPENDITURE OF 911 RESERVE FUNDS**

**Staff Report:**

Downey and Cole presented the above-proposed resolution authorizing

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expenditures of 911 Reserve Funds to appropriate funds to pay for additional payment of 911 tax revenue from the State to Washington County Consolidated Communications Agency (WCCCA) for emergency dispatch services. Downey advised the City was not expecting an additional 911 tax revenue payment, noting now the City needs to pay its quarterly payment to WCCCA, which would cause the 911 Reserve Funds to be overexpended if the budget is not modified for the additional 911 tax revenue payment.

Before proceeding with Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2008-48.

Hammond read Resolution No. 2008-48 by title.

**MOTION:** Councilor Thompson moved, seconded by Councilor Uhing, to approve Resolution No. 2008-48 Adopting Supplemental Budget and Authorizing the Expenditure of 911 Reserve Funds.

**Council Discussion:**

Hearing no discussion from the Council, Mayor Kidd asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.

11. **RESOLUTION NO. 2008-49 ADOPTING SUPPLEMENTAL BUDGET AND AUTHORIZING THE EXPENDITURE OF EXCISE TAX FUNDS WITHIN THE GENERAL FUND**

**Staff Report:**

Downey and Cole presented the above-proposed resolution authorizing expenditures of Excise Tax Funds to appropriate funds to pay Metro and Forest Grove School District #15 for the Construction Excise Tax revenue the City collected. Downey advised that the City was not expecting establishment of a Construction Excise Tax, noting the City is required by agreement to collect the Construction Excise Tax and remit the revenue to Metro and Forest Grove School District #15.

Before proceeding with Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2008-49.

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Hammond read Resolution No. 2008-49 by title.

**MOTION:** Councilor Johnston moved, seconded by Councilor Uhing, to approve Resolution No. 2008-49 Adopting Supplemental Budget and Authorizing the Expenditure of Excise Tax Funds within the General Fund.

**Council Discussion:**

Mayor Kidd noted the City retains an administrative fee for administering the Construction Excise Tax.

Hearing no further discussion from the Council, Mayor Kidd asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.

**12. PUBLIC HEARING AND RESOLUTION NO. 2008-50 FIXING WATER RATES FOR THE CITY OF FOREST GROVE , EFFECTIVE JULY 1, 2008, AND REPEALING RESOLUTION NO. 2007-29**

**Staff Report:**

Foster, Downey and Cole presented the above-proposed resolution and recommended increasing water rates by five percent (5%) for all customer classes, effective July 1, 2008. Foster noted a typical water bill for a residential customer who uses 7,480 gallons per month would increase from \$21.21 to \$22.29.

Before proceeding with the Public Hearing and Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2008-50.

Hammond read Resolution No. 2008-50 by title.

**MOTION:** Councilor Truax moved, seconded by Councilor Johnston, to adopt Resolution No. 2008-50 Fixing Water Rates for the City of Forest Grove, Effective July 1, 2008, and Repealing Resolution No. 2007-29.

**Public Hearing Opened:**

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Mayor Kidd opened the Public Hearing.

**Proponents:**

No one wished to testify and no written comments were received.

**Opponents:**

No one wished to testify and no written comments were received.

**Other:**

Josiah Bartlett, Forest Grove, indicated he was unaware the City had tiered water rates and suggested the City do an article in its utility stuffer reeducating customers about the tiered water rates in effort to reduce water usage and suggested maximizing public notice exposure so citizens are aware well in advance before the City considers implementing rate increases.

**Public Hearing Closed:**

Mayor Kidd closed the Public Hearing.

**Council Discussion:**

Uhing noted the importance of Council being well informed and suggested staff provide a comparison chart to Council at budget time outlining all the proposed rate increases; showing rates and total cost differentials.

Hearing no further discussion from the Council, Mayor Kidd asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.

13. **PUBLIC HEARING AND RESOLUTION NO. 2008-51 SETTING SURFACE WATER MANAGEMENT (SWM) FEES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2008**

**Staff Report:**

Foster, Downey, and, Cole presented the above-proposed resolution and recommended increasing Surface Water Management (SWM) utility rate by \$0.50 per Dwelling Unit Equivalent (DUE). Foster noted the City's rate would increase from \$3.00 to \$3.50 per DUE and Clean Water Services'

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portion will remain at \$1.00 for a combined total of \$4.50 per DUE.

Before proceeding with the Public Hearing and Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2008-51.

Hammond read Resolution No. 2008-51 by title.

**MOTION:** Councilor Johnston moved, seconded by Councilor Uhing, to adopt Resolution No. 2008-51 Setting Surface Water Management (SWM) Fees for the City of Forest Grove, Effective July 1, 2008.

**Public Hearing Opened:**

Mayor Kidd opened the Public Hearing.

**Proponents:**

No one wished to testify and no written comments were received.

**Opponents:**

No one wished to testify and no written comments were received.

**Other:**

No one wished to testify and no written comments were received.

**Public Hearing Closed:**

Mayor Kidd closed the Public Hearing.

**Council Discussion:**

In response to Mayor Kidd's inquiry pertaining to the City's street sweeper, Foster advised the sweeper is in fairly good condition, noting its life expectancy is five to eight years.

In response to Lowe's inquiry pertaining to maintenance increased by new development, Foster advised the City is currently able to keep up with the increased maintenance responsibilities.

Hearing no further discussion from the Council, Mayor Kidd asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Lowe, Johnston, Miller, Thompson,

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Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.

14. **RESOLUTION NO. 2008-52 APPROVING AN INTERGOVERNMENTAL AGREEMENT TO REINSTATE THE INTERGOVERNMENTAL AGREEMENT FOR TELECOMMUNICATIONS FINANCIAL SERVICES REVIEW**

**Staff Report:**

Downey presented the above-proposed resolution and recommended reinstating the Intergovernmental Agreement (IGA) for Telecommunication Financial Review Services, which has expired, noting the purpose of reinstating the IGA is to allow additional time to complete the audit review of Verizon and Qwest telecommunications franchises. Downey noted the City is only participating in the Verizon audit since Qwest does not provide services in Forest Grove.

Before proceeding with Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2008-52.

Hammond read Resolution No. 2008-52 by title.

**MOTION:** Councilor Uhing moved, seconded by Councilor Lowe, to adopt Resolution No. 2008-52 Approving an Intergovernmental Agreement to Reinstating the Intergovernmental Agreement for Telecommunications Financial Services Review.

**Council Discussion:**

In response to Lowe's concern pertaining to any budget implications, Downey advised the City paid approximately \$6,000 for its share of the audit last year and monies have been budgeted for this year.

Truax voiced the importance of completing the audit so the City could be compensated for allowing usage of the City's public rights-of-way.

Hearing no further discussion from the Council, Mayor Kidd asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Lowe, Johnston, Miller, Thompson, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.

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**15. FIRST READING OF RESOLUTION NO. 2008-53 AMENDING THE CITY MANAGER'S COMPENSATION PLAN AND CITY MANAGER'S EMPLOYMENT AGREEMENT AND AUTHORIZING COMPENSATION FOR THE CITY MANAGER FOR FISCAL YEAR 2008-09, EFFECTIVE JULY 1, 2008, THROUGH JUNE 30, 2009**

Mayor Kidd removed the above-proposed resolution from the agenda and rescheduled the proposed resolution to the meeting of July 14, 2008.

**16. CITY MANAGER'S REPORT:**

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and events. Sykes reminded Council of the upcoming Washington County Urban/Rural Reserves Open House and announced a Council Retreat has been tentatively scheduled for July 25, 2008. Sykes highly commended staff for preparing a very understandable and conservative budget. In addition, Sykes introduced Robbins who gave an update on the ad-hoc Transit Committee. Robbins presented a tentative schedule and proposed work plan, noting the purpose of the ad-hoc committee is to draft a plan for enhancing the Forest Grove Transit System.

**17. COUNCIL COMMUNICATIONS:**

Johnston provided an update on the Washington County Consolidated Communications Agency (WCCCA) Budget Committee.

Lowe reported on the Forest Grove Senior Center Board meeting and provided an update on Fernhill Wetlands.

Miller reported on the Committee for Citizen Involvement (CCI) meeting, noting CCI was introduced to Dan Riordan, newly hired Senior Planner, who will serve as CCI's staff liaison. In addition, Miller reported on various upcoming Chamber community-related events.

Thompson reported on the Community Forestry Commission (CFC) meeting, noting CFC held a Public Hearing to consider removing one tree and adding two trees to the Significant Tree Register. In addition, Thompson reported that approximately 32 trees would need to be replaced on Sunset Drive due to the trees may have been frozen before planting.

Truax reported on the Library Commission meeting, noting the Commission is

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reviewing its by-laws, which were established over 30 years ago.

Uhing reported she plans to attend the upcoming Historic Landmarks Board meeting. In addition, Uhing reported on various grant proposals and various economic development activities.

Mayor Kidd reported on various Metro and Washington County meetings and tours he attended and upcoming meetings and events he was planning to attend. In addition, Mayor Kidd reported on various regional and local issues and upcoming events and reported on various community events and activities.

**18. ADJOURNMENT:**

Mayor Kidd adjourned the meeting at 9:30 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

30

APPROVED

COMMUNITY FORESTRY COMMISSION  
COMMUNITY AUDITORIUM CONFERENCE  
1915 MAIN STREET  
May 21, 2008

1. ROLL CALL:

Secretary, Brandy Dodd, called the meeting to order at 5:26 p.m.

**Members present:** David Hunter, Harold Roark, Dale Wiley, Brandy Dodd,

**Staff:** Steve Huffman, Jon Holan, Dan Riordan

**Council Liaison:** Ron Thompson

**Not Present:** Stephanie Beall, Mark Nakajima, Scott Hanselman

2. CITIZEN COMMUNICATION: None.

3. APPROVAL OF MINUTES:

February minutes approved by Harold and second by Dale.

4. ADDITIONS/DELETIONS: None.

5. ACTION ITEMS/DISCUSSION:

*Community Enhancement Grant – Stephanie*

Not present, however, Ron advised we were to be awarded \$3,165 from the City Council.

*Arbor Day Fun Run 2008 – Brandy*

Steve recommended time change to allow for registration, mayor and discussion.

Discussion was to incorporate the parks and recreation department, Pacific University and the high school.

The clock was both liked and disliked by participants.

We discussed starting the donation request earlier and obtaining sponsors to raise more money.

A formal timeline was agreed to months prior to the event and designated tables (stations) for day of being pre-registered, day of registration, t-shirt and raffle.

David's initial motion and Steve seconded the motion to purchase storage totes for the commission's Arbor Day t-shirts.

April 25, 2009 at Rogers Park was the agreement to discuss later and vote on at June's meeting.

***Essay Contest D-Brief – Mark***

Mark not in attendance.

***Farmers Market – Dan***

10 applications passed out.

There was confusion over dates but the CFC will attend the first Wednesday for 3-8p.m.

***Summer Schedule***

Harold motioned and David seconded and motion passed to **not** meet in July and August.

***Library Display – Brandy***

Brandy believed Scott agreed to take over the display project but will double check.

***Neighborwoods – Dale***

Waiting on city funding and applications.

***Street Tree Inventory – David***

David is waiting for a copy he can write on. A copy/size of the original.

He is hoping to go view the trees for defect.

***Registration of Significant Trees – Dan***

Pending review. He has 2 applications pending that will be voted on via a public hearing during the next meeting.

He states that we received one arborist request.

***Ornament – Steve***

No news as of yet on the wood. Stephanie was attempting to contact the party that has the wood and she will be able to talk more in June meeting.

**ADJOURNMENT:**

The meeting ended at 6:30 pm. Motion to adjourn by David, seconded by Harold, all in favor.

Respectfully submitted by:

Brandy Dodd

3D

APPROVED

**Members Present:** George Cushing, Kevin Kamberg, Neil Poulsen, Claude Romig, Jon Stagnitti  
**Members Excused:** Margie Waltz-Actor  
**Members Absent:** Cindy Kistler  
**Staff Present:** James Reitz  
**Council Liaison:** Elena Uhing excused  
**Citizens Present:** 05

1. **Call to Order:** Stagnitti called the meeting to order at 7:06 p.m. **The April 22, 2008 meeting minutes were approved as submitted.**
2. **Citizen Communication:** None.
3. **Action Items/Discussion:**

**(a) Renovation Grant Requests:**

- ♦ **John Ireland House, 1803 Ash Street (Washington County tax lot 1S3 6BA-7600). Applicant: Jon Schnorr. File Number: HLR-08-03.** Jon Schnorr explained that his roof needed replacing and that the flashing was deteriorated or nonexistent. The house had bad ventilation and new venting would be installed as well. After a question it was determined that roof venting would be installed on the back of the house as well as soffit venting.
- ♦ **Theatre-in-the-Grove, 2028 Pacific Avenue (Washington County tax lot 1S3 6BB-8901). Applicant: Theatre-in-the-Grove (Emily Lux & Kathleen Simpson). File Number: HLR-08-04.** Emily Lux and Kathleen Simpson, the contractors working with TITG, presented their proposal for renovation of the front façade. They showed pictures of the proposed design: a mural depicting an Art Deco theme. Cushing voiced concern when he heard the word mural; he pictured a wagon train or something similar and that possibly murals were not historically accurate in a historic area. He stated that after seeing the proposed design for the mural that he thought it enhanced the design of the building front and would be acceptable. Stagnitti questioned the inclusion of labor as well as materials in the grant request, but after discussion it was agreed that the labor costs included only the paid contractors and not any volunteer labor. Cushing questioned whether the applicants had requested other grant funds, especially from the Community Enhancement Program. The applicants responded that they had. As the application had some problems, funds are almost exhausted for grants this fiscal year, and that this project is not starting for a couple months, it was suggested that a TITG board member apply next month with a more complete application. The applicants agreed to work more closely with the TITG Board and would try and return next month.

Reitz said he would revise the renovation grant application form so that other grant requests or awards would be listed and therefore made known to the Board before a renovation grant was awarded.

- ♦ **1728 Ash Street (Washington County tax lot 1S3 6BC-300). Applicant: LaJuana Drazdoff. File Number: HLR-08-05.** LaJuana Drazdoff discussed the proposed chimney repairs to her house. She explained that the chimneys had deteriorated to the point that water was coming in when it rained. She stated that a non-operating damper would be replaced and chimney caps installed as well as repairs to the chimney to the roof line.

**Discussion:** Stagnitti noted that only \$2,038 remained available for the current fiscal year. He stated that the \$2,512 requested by Jon Schnorr and the \$1,038 requested by LaJuana Drazdoff was more than was available. Drazdoff offered to return next month if that would enable her to receive the full amount requested of \$1,038. **Stagnitti/Poulsen to award \$2,038 to the Ireland House project. Motion carried unanimously.**

- (b) **Southside District:** Fitzgerald said that Reitz had some input on the application. Despite being posted on the City's website, no public comments had been received. It was now about ready to submit to SHPO, but only after it is approved by the City Council, perhaps at their July meeting. Following that, there would be a neighborhood mailing, review by the State Advisory Committee on Historic Preservation, and then referral to the National Park Service.
- (c) **Summer (August) Newsletter:** Poulsen said he would do another small article on the design guidelines. Romig said he had an idea for a green building article. More articles are needed as we had a difficult time with the last issue and but for Waltz-Actor's article there might not have been enough content for an issue.
- (d) **Clark District Design Guidelines:** Poulsen reported that the design guidelines review team had a very productive meeting and that many positive changes were suggested. He showed everyone a copy with multiple mark-ups on every page. He said he would have an updated copy for everyone by the next meeting. The review team members were Jo Morelli, Cheryl Hunter, Terry Harris, and Carol Drew. He also noted that a great name was suggested but that he couldn't recall it right now; he'll have to advise us at the next meeting.
- (e) **A. T. Smith House:** No report. It was noted that the FHFG were awarded a \$5,500 CEP Grant.

**5. Old Business/New Business:**

- **Council Liaison Update:** None. Uhing was excused.
- **Farmer's Market:** Stagnitti offered to host the booth on May 28<sup>th</sup>; Poulsen said he would cover June 25<sup>th</sup>.
- **Staff Update:** Reitz reported that the request for proposal (RFP) to update the Walker's/Naylor's additions information was prepared. He stated it would be sent to Dave Pinyerd (who prepared the original document in 1998), Kim Fitzgerald, and Michelle Dennis (who had worked on the Clark District). He also will send it to other contractors who work on this type of project.
- **June 24 Agenda:** Items on the agenda will include discussion of the two renovation grant requests continued from this meeting (Theater-in-the-Grove and the Drazdoff house), the Clark District Guidelines and the Southside District nomination draft.

**6. Adjournment:** The May 27, 2008 meeting adjourned at 8:36 p.m.

# FIRE DEPARTMENT MONTHLY REPORT

3E

June 2008

ALARM RESPONSE	THIS MONTH			7 AM - 4:59 PM			5 PM - 6:59 AM	
<b>TOTAL CALLS</b>	219			109			110	
TYPES OF ALARMS	City	Dist	Total	City	THIS Y-T-D DIST	Total	THIS MONTH LAST YEAR	LAST Y-T-D
Rescue & First Aid	127	20	147	833	117	950	141	941
Structure Fire	2	1	3	13	6	19	4	21
Vehicle Fire (mobile property)	1	0	1	4	1	5	4	6
Brush, Grass, Leaves	3	0	3	4	3	7	9	13
Trash, Rubbish	1	0	1	7	1	8	0	4
Smoke & Odor Investigation	2	3	5	13	7	20	6	39
Illegal Burn	0	1	1	9	7	16	4	22
Hazardous Mat/Situation	4	0	4	18	6	24	0	9
Public Service/Good Intent	24	1	25	120	16	136	23	121
Mutual Aid	0	0	10	0	0	46	9	39
False Alarm/Alarm Malfunctions	19	0	19	81	8	89	10	88
Other	0	0	0	0	0	0	0	1
<b>TOTAL CALLS</b>	183	26	219	1102	172	1320	210	1304
CAUSES OF FIRES	City	Dist	Total	City	Dist	Total	Last Year	Last Y-T-D
Matches,smoking,discarded matl	2	-	2	2	1	3	7	9
Electrical, battery	-	-	-	6	2	8	2	7
Appliance Malfunction	-	-	-	1	-	1	-	-
Chimneys, flues, pellet stoves	-	-	-	3	3	6	-	5
Spontaneous Combustion,Rekindle	-	-	-	-	1	1	-	1
Machinery/Mechanical	-	-	-	-	-	-	-	-
Ignition of Hot Grease/Cooking	1	-	1	2	-	2	1	3
Explosions	-	-	-	-	-	-	-	1
Fuel System Malfunction	-	-	-	-	1	1	1	1
Sparks, Embers, Rekindle	-	1	1	2	1	3	3	4
Fireworks	2	-	2	2	-	2	-	-
Contact W/Heating Device	1	-	1	2	-	2	1	4
Incendiary/Suspicious	-	-	-	3	1	4	2	5
Undetermined	-	-	-	-	-	-	-	-
Juveniles With Fire	-	-	-	3	-	3	-	1
Burning Out of Control	-	-	-	-	1	1	-	4
Vehicle Problems, oil, trans, etc.	1	-	1	2	-	2	-	-
Other	-	-	-	-	-	-	-	-

LEADING CAUSE THIS MONTH: Various Causes  
 LEADING CAUSE THIS Y-T-D: Electrical

CAUSE LAST YEAR: Matches, smoking & discarded material  
 LAST YEAR TO DATE: Matches, smoking & discarded material

## FIRE DEPARTMENT MONTHLY REPORT

JUNE 2008

	This Month	This Y-T-D	Last Year	Last Y-T-D
Calls occurring at same time	33	174	24	174
<b>FIRE COSTS</b>	<b>This Month</b>	<b>This Y-T-D</b>	<b>Last Year</b>	<b>Last Y-T-D</b>
Persons Injured by Fire	0	0	0	1
Fatalities by Fire	0	0	0	0
Estimated Fire Loss	\$ 55,500	\$ 736,570	\$ 15,150	\$ 254,435
Estimated Fire Savings	\$ 738,390	\$ 3,044,790	\$ 654,255	\$ 45,049,434
<b>TRAINING</b>	<b>This Month</b>	<b>This Y-T-D</b>	<b>Last Year</b>	<b>Last Y-T-D</b>
Total Hours	540.50 hrs	3,845.94 hrs	1353 hrs	6,176.15 hrs
<b>COMPANY ACTIVITIES</b>	<b>This Month</b>	<b>This Y-T-D</b>	<b>Last Year</b>	<b>Last Y-T-D</b>
Assemblies	16	44	12	95
Educational Inspections	8	30	3	39
Institutional Inspections	1	20	2	32
Residential/Apts.,Motels,etc.	6	17	18	122
Stores & Offices	16	108	16	101
Industrial & Mfg Inspection	1	7	4	23
Storage/Farm,wrhses,etc.	0	1	2	11
Special/Bridges,vacant blds	5	26	1	8
Complaint Inspections	3	11	1	6
Home Business	0	6	2	8
Driveway Inspections	2	13	4	22
Smoke Alarms	9	24	0	11
Self Inspected Businesses	0	0	0	30
<b>Total Inspections</b>	<b>67</b>	<b>307</b>	<b>65</b>	<b>508</b>
<b>PERSONNEL</b>		<b>This Month</b>	<b>Last Month</b>	<b>Last Year</b>
Total Paid Personnel		21	21	18
Volunteer Roster		31	31	37
Total Hours Lost for Sickness (paid)		76 hrs	79 hrs	15 hrs
Total Hours Lost for Injury		168 hrs	176 hrs	0 hrs
<b>APPARATUS</b>		<b>This Month</b>	<b>Last Month</b>	<b>Last Year</b>
Gasoline		gals	31.70 gals	10.10 gals
Diesel		gals	674 gals	571.30 gals
Total Fuel Usage		gals	705.70 gals	581.40 gals
Total Pump Hours		4 hrs	12 hrs	8.75 hrs

**REMARKS:**

33 calls @ same time. 14 times 2 calls @ same time, 5 times 3 calls @ same time, 3 times 4 calls @ same time..

31 calls to Assisted Living Facilities                      1 Firefighter on Workers Compensation

## MONTHLY RECORD

MONTH/YEAR:        **JUNE 2008**

NEW SMOKE ALARMS	9	COMPLAINTS	3	DRIVEWAYS	2
LOANER SMOKE ALARMS	0	INVESTIGATIONS	6	PLANS REVIEWED	
SELF INSPECTED BUSINESSES	0	JUVENILES	3	- COMMERCIAL	1
HOME OCCUPATIONS	0	ADDRESS SIGNS	13	- SUB-DIVISIONS	0

OCCUPANCY	REGULAR INSPECTION	RE-INSPECTION	SPECIAL INSPECTION	HAZARDS NOTED	HAZARDS ABATED	PUBLIC EDUCATION PROGRAMS
ASSEMBLIES Amusement, recreation, churches, restaurants, clubs, etc.	7	5	4	24	10	2
EDUCATIONAL Schools, Colleges, Trade Schools, etc.	3	5	0	17	53	0
INSTITUTIONAL Day care, Hospitals, Assisted Living, Nursing, Jails, etc.	1	0	0	0	0	0
RESIDENTIAL Apartments, Hotels, Dorms, Motels, etc.	2	1	3	6	5	1
STORES AND OFFICES Retail, equipment sales and service, offices, repair shops, etc.	11	0	5	11	1	0
INDUSTRIAL AND MANUFACTURING Labs, Farms, Metal, Wood Products, Petroleum, Textile, Chemical, etc.	1	0	0	0	0	0
STORAGE Farms, Lumber, Petroleum, Chemicals, General Warehouses, etc.	0	0	0	0	0	0
SPECIAL PROPERTIES Vacant property, equipment, vehicles, bridges, etc.	3	0	2	0	0	0



5A

The Oregon Zoo needs your help.

**A BOND MEASURE TO PROTECT ANIMAL HEALTH AND SAFETY,  
PROVIDE MORE HUMANE CONDITIONS AND CONSERVE WATER**

**Oregon Zoo's Nov. 4, 2008, Ballot Measure**

**The Need:** The Oregon Zoo is the oldest zoo west of the Mississippi; during its 50-year history at the current location, key parts of the zoo have become old, out-of-date and worn-out.

**The Measure:** The zoo bond measure will update and replace old exhibits and facilities, increase access to conservation education, and replace utility systems to reduce water and energy use and lower operating costs.

**Ballot Question:**

*Shall the zoo protect animal health and safety; conserve, recycle water; issue \$125 million in general obligation bonds; require independent audits?*

The measure will:

- Provide more humane care for elephants, primates, polar bears and hippos by updating four outdated and undersized enclosures with larger, more natural and safer spaces
- Protect animal health and safety by modernizing the zoo's substandard 45-year-old veterinary clinic
- Increase access to conservation education by providing more space for summer camps, classes and hands-on learning
- Improve water quality by replacing the 1950s-era sewer system, while reducing pollution by separating sewage from storm water and harvesting rain runoff for reuse
- Conserve and reuse water by installing recycling-filtration systems, while replacing leaky, worn-out plumbing and irrigation systems. These changes will save 11 million gallons of water annually.

A citizens' oversight committee will monitor spending. The projects will be subject to internal audits as well as an annual independent financial audit, which will be published in the local newspaper.

**Cost to Homeowners**

About \$1.40 a month, or \$16.80 a year, for the average homeowner in the region. The cost estimate is less than 9 cents per \$1,000 of assessed property value per year for the \$125 million general obligation bond. Bonds mature in 21 years or less.



The Oregon Zoo needs your help.

**FREQUENTLY ASKED QUESTIONS**  
**OREGON ZOO'S NOVEMBER BALLOT MEASURE**

**What does the bond measure do?**

- Provides more humane care for animals
- Protects animal health and safety
- Increases access to conservation education
- Improves water quality and conserves water.

**Why does the zoo need these improvements?**

While the zoo has received national awards for its success in protecting endangered species, it was built in 1958. Key parts of the zoo have become old, outdated and worn-out.

**What animals will be helped by the bond?**

Elephants, penguins, primates, hippos and polar bears will receive more natural and humane habitats.

**How will the bond protect animal health and safety?**

The bond will improve the health and safety of all the zoo's animals by replacing its 45-year-old substandard animal hospital, which was deemed deficient by the Association of Zoos and Aquariums.

**How will the bond help the zoo conserve water?**

The zoo will save 11 million gallons of water a year by installing modern water-filtration systems in the hippo and penguin pools.

By replacing the zoo's 1950s sewer system and repairing leaky, worn-out plumbing and irrigation systems, the zoo will reduce water pollution, harvest runoff for reuse, and improve water quality.

**Will there be any new animal exhibits?**

Only one. The endangered condor, last sighted in Oregon more than 100 years ago, will join the other indigenous animals at the Great Northwest exhibit. Since 2003, the zoo has been one of only four facilities in the country to successfully breed these Pacific Northwest natives, which have previously been inaccessible to the public.

**How much will it cost me?**

About \$1.40 a month, or \$16.80 a year, for the average homeowner in the region. The cost estimate is less than 9 cents per \$1,000 of assessed property value per year for the \$125 million general obligation bond.

**How will taxpayers know the money is being spent as promised?**

A citizens' oversight committee will monitor spending. The projects will be subject to internal audits as well as an annual independent financial audit, which will be published in the local newspaper.

MEMORANDUM

**TO:** City Council

**FROM:** Michael Sykes, City Manager  
Jon Holan, Community Development Director

**DATE:** July 14, 2008

**SUBJECT:** Painter's Woods (a.k.a. "Southside") Historic District Application

The Historic Landmarks Board is pursuing the establishment of a second National Register Historic District in the residential area generally along 15<sup>th</sup> Avenue from Ash Street to Elm Street and Birch Street south from 16<sup>th</sup> Avenue to 12<sup>th</sup> Avenue. The purpose of this memo is to provide a status report on the effort and request Council direction on the next major step of the process.

**Request:** Please review this memo and provide staff with any comments or concerns on this effort. Specifically, does the Council continue to support the effort to create a second National Register Historic District?

**Background:** The first step in developing a potential district was conducting background research. This was a multi-year effort since the area had never been comprehensively studied before. In 2005 a general "reconnaissance" survey was completed of all properties from about 16<sup>th</sup> Avenue south to the Highway 47 Bypass and from the west City limits to Hawthorne Street. From that was derived an "intensive" survey of 34 homes which was completed in 2006 and 2007. Intensive surveys are performed on those structures that the reconnaissance survey identifies as significant enough to warrant additional investigation.

In 2007 the Historic Landmarks Board initiated the current project. A historical consultant (Kim Fitzgerald) was hired using grant funds awarded from the State Historic Preservation Office (SHPO). Ms. Fitzgerald, working closely with the Board and staff, developed a boundary for the proposed district. As noted in previous memos, a district must have at least 50% + 1 "historic contributing" structures. Based on Ms. Fitzgerald's research, about 54% of the structures in the proposed district meet this criterion.

Draft copies of the nomination document were distributed to the Board for a final edit and verification of historical accuracy. Monthly updates about the district were also mailed to all property owners within the proposed district area and information—including a link to the draft document—were also posted on the City's website. Only a few residents have commented about the proposal, and those were all in favor.

Following completion of the documentation, the Board considered what the district should be called. It had been referred to as the Southside District, but it was always understood that the name could change if another name was suggested by the research. The Board recommends calling it the Painter's Woods District, since R. M. Painter once owned much of land (having

obtained it from Harvey Clark) where the proposed district would be situated. (Other names suggested included the Southside District, South Park District (after South Park Addition, the primary plat in this area), or the Schultz - Verhoeven District (after the owners who platted Knob Hill Addition, also a part of the proposed district. Schultz was a Forest Grove mayor. Verhoeven operated the Forest Grove Floral Company; he also owned the home at 2417 15<sup>th</sup> Avenue).

**What is Contemplated:** The eleven sections of a National Register application are:

1. Name of the District.
2. Location.
3. State/Federal Agency Certification.
4. National Park Service Certification.
5. Classification.
6. Function or Use.
7. Description (Architectural Classification)
8. Statement of Significance. This section, combined with Section 7, is the most important. This section describes the proposed district's history, and its relationship to the development of the city.
9. Major Bibliographical References.
10. Geographical Data.
11. Form Prepared By.

These have all now been completed and are ready for transmittal to SHPO.

**Timeline and Process:** Assuming that the Council approves, a letter supporting the nomination will be prepared for the Mayor's signature and the district nomination document forwarded to SHPO for presentation to the State Advisory Committee on Historic Preservation (SACHP) in October 2008. At that meeting, the SACHP decides whether or not to move forward on the nomination. If they do so, notices of the prospective nomination are sent to property owners within the proposed district. To form a district, a kind of vote is conducted: If a property owner wishes to vote "no" then he/she must sign their vote in the presence of a notary, and mail that back to SHPO. If more than 50% vote no, then the district application fails. If less than a 50% remonstrance is received, then the district is formed. For comparison, during the Clark District nomination process, only one remonstrance was received out of a district with 300 properties. More information about districts is included in the attached fact sheet from SHPO.

**Conclusion:** The creation of the city's first National Register Historic District culminated with approval of the Clark District in 2000. Following that milestone, the HLB obtained grant money from SHPO to create a brochure and have installed historic-style street signs. If the current effort is successful, the Board anticipates a similar effort for the new district.

Attached: *Historic District Fact Sheet, National Register of Historic Places*



## National Register of Historic Places

### Historic Districts

A historic district is an area or neighborhood that has a concentration of buildings and associated landscape and streetscape features (50 years or older) that retains a high degree of historic character and integrity, and represents an important aspect of the city's history.



National Register Historic Districts in Oregon

#### **Documenting a Historic District**

A historic district is treated as one property by the National Register of Historic Places. A district nomination is prepared using the same National Register Bulletins (instructions), form and continuation sheets that one would use to document an individual property. The district nomination is processed in generally the same manner as an individual property, but there are some additional considerations:

**Survey documentation** is required for proposed districts. This involves photographing and describing all buildings and related features in the district, recording their basic characteristics, and assessing whether or not they contribute to the historic character of the district. Contributing properties retain and exhibit sufficient integrity (materials, design, setting) to convey a sense of history. In those cases where a jurisdiction already has an updated survey of the proposed district area, a list of the buildings that includes their addresses, pertinent descriptive information, and contributing status may be substituted for detailed survey information.

A **historical overview** of the entire district based on the survey of the district, the individual property histories, and other local history information is required. This narrative statement of significance provides a basic background history of the area and justifies the significance of the district.

The National Register requires a **map showing the boundaries** of the district and each building and structure in the district, with the contributing properties distinguished from the non-contributing properties. Mapping requirements are described in more detail in National Register Bulletin #16A, "How to Complete the National Register Registration Form." Having a map completed early in the process will often help in determining district boundaries, since you can see at a glance where the contributing buildings are concentrated.

#### **Property Owner Objections**

Owners of private property within a proposed historic district may object to the listing by submitting to the SHPO a notarized statement certifying that the party is the sole or partial owner of the property and objects to the listing. The National Register will not list a district if the majority of property owners within the proposed district object.

Each owner of private property in a district has one "vote" regardless of how many properties or what part of the one property that party owns and regardless of whether the property contributes to the significance of the district. An owner is defined as an entity (individual, partnership, corporation or public agency) holding fee simple title to property. The right to object is described more fully in the federal regulations governing the National Register program, 36 CFR 60.6.

#### **Implications of Historic District Designation**

One of the primary benefits of National Register designation is the fostering of community awareness and pride in one's heritage and the neighborhood. Designation tends to help stabilize a neighborhood, stimulate increased owner-occupancy by making it a more distinct and desirable place to live and work, and generate increased property values as buildings are rehabilitated.

These beneficial effects vary depending on the area and the economy at the time. Overall, historic district designation has produced positive results both in Oregon and throughout the country.

Restrictions and controls in a historic district are set forth by the local jurisdiction. Contact your local

planning office for a copy of its preservation ordinance and for details about any regulations that may be imposed on district property owners. There are no restrictions imposed by federal regulations on private property owners in a historic district, provided the property is not benefiting from federal money through federally funded projects, grants or tax incentive programs.

There may be financial benefits. Under provisions of the Economic Recovery Tax Act, owners of listed properties may qualify for a 20% investment tax credit for the certified rehabilitation of income-producing property such as commercial, industrial, or rental residential buildings. In Oregon, under state law, owners of listed properties may apply for a property tax benefit - a "freeze" of the assessed value of the property for a 15-year period, provided the property is in need of rehabilitation. See the [Tax Incentives for Historic Properties](#) programs on this site for more information.

There are also limited funds available annually on a competitive basis to owners of listed properties through the Oregon SHPO's Preserving Oregon Grant Program. In historic districts, these financial incentives are only available to contributing properties in the district. If your house is considered non-contributing, you still have to comply with the local preservation ordinance, even though you do not qualify for the financial benefits mentioned above. See the [Preserving Oregon Grants Program](#) on this site for more information.

Buildings listed in the National Register can be given more leniencies in complying with building code requirements in order to protect the qualities of the historic resource. They can often qualify more easily for conditional use permits or other code exemptions or variances.

Click here for a list [National Register historic districts in Oregon](#).

Click here for some useful information regarding [Portland's Historic Districts](#).



Community Development  
*Planning Division*  
*Historic Landmarks Board*

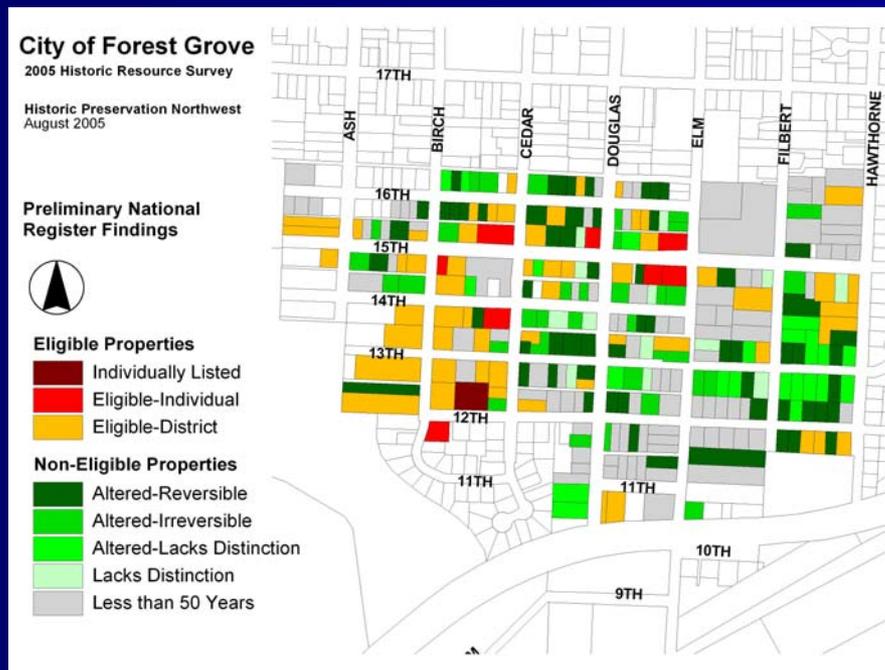
# *Painter's Woods Historic District*

Forest Grove City Council

July 14, 2008

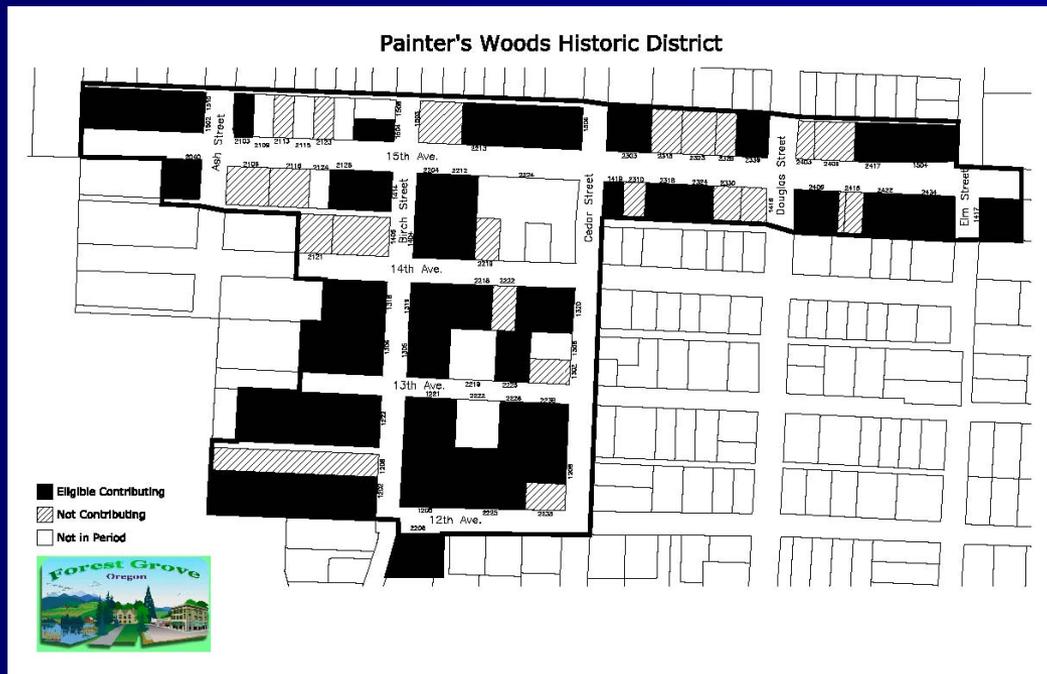
# Survey

Survey of 289 properties conducted in 2005 of the Southside,  
Additional Intensive Level Survey Conducted in 2006-2007



# Map of Proposed District

Forest Grove Landmarks Board selected the recommended boundary based upon highest concentration of contributing resources.



# Historic Resources

- 68 Total Resources
- 54% Contributing to the Historic Character of the District
- Period of Significance: 1880-1950



*2206 12<sup>th</sup> (1916)*



*2422 15<sup>th</sup> (1892)*



*1320 Cedar (1902)*



*1504 Elm (1890)*



*2225 12<sup>th</sup> (1888)*



*1506 Cedar (1909)*



*2434 15<sup>th</sup> (1904)*

# Significance

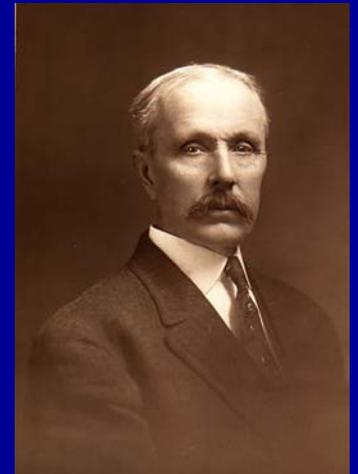
- Association with early development of Forest Grove- South Park Addition, Knob Hill Plats
- Association with individuals significant to Forest Grove



Harvey Clark Cabin;  
15<sup>th</sup> & Elm



Bailey House- 1892

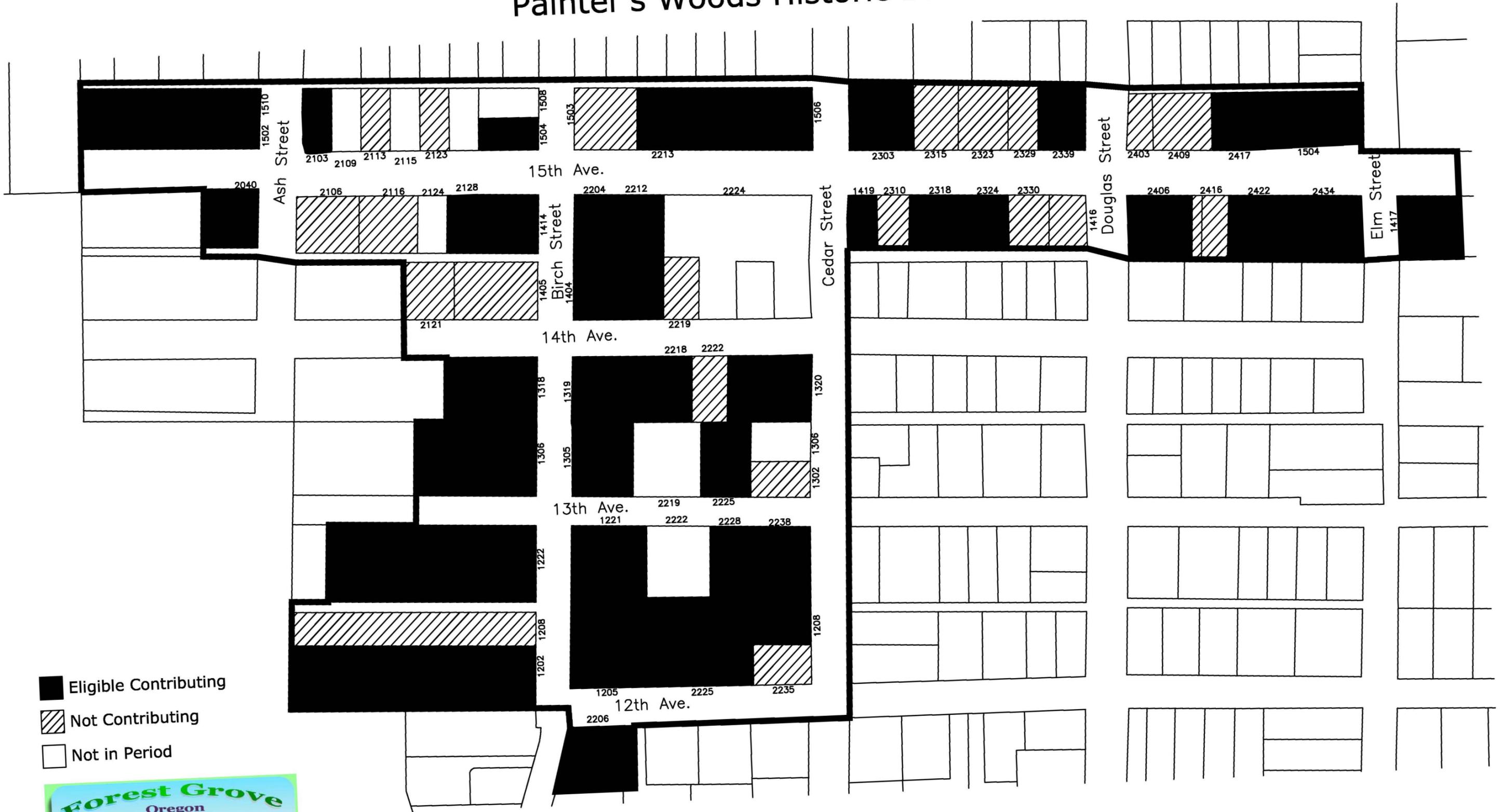


John Bailey

# Next Steps

- City of Forest Grove Consider Recommending that Nomination be forwarded to the Oregon State Historic Preservation Office.
- Review by Oregon State Advisory Committee on Historic Preservation in October, possibility for continuance to February meeting.
- SACHP Consider Recommending that the Nomination be Forwarded on to the National Park Service for their final approval and listing (Spring 2009).

# Painter's Woods Historic District



- Eligible Contributing
- Not Contributing
- Not in Period



United States Department of the Interior  
National Park Service

# National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instruction in How to Complete the National Register of Historic Places Registration Form (National Register Bulletin 16A). Complete each item by marking "x" in the appropriate box or by entering the information requested. If an item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classifications, materials and areas of significance, enter only categories and subcategories from the instructions. Place additional entries and narrative items on continuation sheets (NPS Form 10-900a). Use a typewriter, word processor, or computer, to complete all items.

### 1. Name of Property

historic name Painter's Woods Historic District

other names/site number Forest Grove Southside District

### 2. Location

street & number Roughly bounded by 15<sup>th</sup> Ave. on the north, to 12<sup>th</sup> Ave on the South , further bounded by  not for publication  
Ash Street on the West and Cedar and Elm Streets on the East.

city or town Forest Grove  vicinity

state Oregon code OR county Washington code      zip code     

### 3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this \_\_\_\_\_ nomination \_\_\_\_\_ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property \_\_\_\_\_ meets \_\_\_\_\_ does not meet the National Register criteria. I recommend that this property be considered significant \_\_\_\_\_ nationally \_\_\_\_\_ statewide \_\_\_\_\_ locally.

\_\_\_\_\_  
Signature of certifying official/Title - Deputy SHPO Date

Oregon State Historic Preservation Office  
State or Federal agency and bureau

### 4. National Park Service Certification

I hereby certify that the property is:	Signature of the Keeper	Date of Action
<input type="checkbox"/> entered in the National Register <input type="checkbox"/> See continuation sheet.	_____	_____
<input type="checkbox"/> determined eligible for the National Register <input type="checkbox"/> See continuation sheet.	_____	_____
<input type="checkbox"/> determined not eligible for the National Register	_____	_____
<input type="checkbox"/> removed from the National Register	_____	_____
<input type="checkbox"/> other (explain):	_____	_____

0018

Painter's Woods Historic District

Name of Property

Washington, OR

County and State

**5. Classification**

Ownership of Property  
(check as many as apply)

- private
- public - local
- public - state
- public - Federal

Category of Property  
(check only one box)

- building(s)
- district
- site
- structure
- object

Number of Resources within Property  
(Do not include previously listed resources in the count)

Contributing	Noncontributing	
<u>37</u>	<u>31</u>	buildings
		sites
		structures
		objects
<u>37</u>	<u>31</u>	Total

Name of related multiple property listing  
(enter "N/A" if property is not part of a multiple property listing)

N/A

Number of contributing resources previously listed in the National Register

Macrum, Isaac, House

**6. Function or Use**

Historic Functions  
(enter categories from instructions)

- DOMESTIC: Single Dwelling
- DOMESTIC: Multiple Dwelling
- RELIGION: Church
- 
- 
- 
- 

Current Functions  
(Enter categories from instructions)

- DOMESTIC: Single Dwelling
- DOMESTIC: Multiple Dwelling
- RELIGION: Church
- 
- 
- 
- 

**7. Description**

Architectural Classification  
(Enter categories from instructions)

- LATE VICTORIAN: Queen Anne
- CRAFTSMAN/Bungalow & Foursquare
- 20<sup>th</sup> Century Period Revivals
- Minimal Traditional
- WWII Era Cottage
- 

Materials  
(Enter categories from instructions)

- foundation: concrete, brick, stone
- walls: wood, brick, stucco, stone
- roof: asphalt, composition, wood
- Other:
- 

Narrative Description  
(Describe the historic and current condition of the property on one or more continuation sheets)

See continuation sheets.

Painter's Woods Historic District  
Name of Property

Washington, OR  
County and State

**8. Statement of Significance**

Applicable National Register Criteria  
(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing).

- A Property is associated with events that have made a significant contribution to the broad patterns of our history.
- B Property is associated with the lives of persons significant in our past.
- C Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- D Property has yielded, or is likely to yield, information important in prehistory or history.

Areas of Significance  
(Enter categories from instructions)

Planning & Development

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Period of Significance  
1880-1950

\_\_\_\_\_

\_\_\_\_\_

Significant Dates

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Criteria Considerations  
(Mark "x" in all the boxes that apply)

Property is:

- A owned by a religious institution or used for religious purposes
- B removed from its original location
- C a birthplace or grave
- D a cemetery
- E a reconstructed building, object, or structure
- F a commemorative property
- G less than 50 years of age or achieved significance Within the past 50 years

Significant Person  
(Complete if Criterion B is marked above)

\_\_\_\_\_

Cultural Affiliation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Architect/Builder

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Narrative Statement of Significance  
(Explain the significance of the property on one or more continuation sheets)

**9. Major Bibliographical References**

Bibliography (Cite books, articles, and other sources used in preparing the form on one or more continuation sheets) See continuation sheets  
Previous documentation on file (NPS):

- preliminary determination of individual listing (36CFR67) has been requested
- previously listed in the National Register
- previously determined eligible by the National Register
- designated a National Historic Landmark
- recorded by Historic American Buildings Survey
- recorded by Historic American Engineering Record

Primary location of additional data:

- State Historic Preservation Office
- Other State agency
- Federal agency
- Local government
- University
- Other

Name of repository: \_\_\_\_\_

Painter's Woods Historic District  
Name of Property

Washington, OR  
County and State

**10. Geographical Data**

Acreage of Property 26.5 acre

**UTM References**

(Place additional UTM references on a continuation sheet)

1	_____	_____	_____
	Zone	Easting	Northing
2	_____	_____	_____

3	_____	_____	_____
	Zone	Easting	Northing
4	_____	_____	_____

**Verbal Boundary Description**

(Describe the boundaries of the property on a continuation sheet)

**Boundary Justification**

(Explain why the boundaries were selected on a continuation sheet)

**11. Form Prepared By**

name/title Kimberli Fitzgerald, Historic Preservation Consultant

organization \_\_\_\_\_ date July 1, 2008

street & number 7456 SW Baseline #414 telephone 503 351 7578

city or town Hillsboro state OR zip code 97123

**Additional Documentation**

Submit the following items with the completed form:

Continuation sheets

Maps: A USGS map (7.5 or 15 minute series) indicating the property's location.

A sketch map for historic districts and properties having large acreage or numerous resources.

Photographs: Representative black and white photographs of the property.

Additional items (check with the SHPO or FPO for any additional items)

**Property Owner**

name Various

street & number \_\_\_\_\_ telephone \_\_\_\_\_

city or town Forest Grove state OR zip code \_\_\_\_\_

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C.460 et seq.).

Estimated Burden Statement: Public reporting burden for this form is estimated to average 18.1 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Chief, Administrative Services Division, National Park Service, PO Box 37127, Washington, DC 20013-7127; and the Office of Management and Budget, Paperwork Reductions Project (1024-0018), Washington, DC 20503.

## National Register of Historic Places Continuation Sheet

Section number 7 Page 1

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### General Description

Forest Grove is located in western Washington County, twenty five miles west of Portland, Oregon and forty two miles east of the Pacific Ocean, near the eastern slopes of the Oregon Coast Range. The City of Forest Grove was incorporated in 1872. Forest Grove today is home to Pacific University, has a population of about 21,000, and the city limits include an area of 4.7 square miles.

Forest Grove includes one National Register historic district, the Clark Historic District, which was established in 2002 and is located in central Forest Grove, just north of the proposed district. The proposed Painter's Woods Historic District is located in the southern portion of downtown Forest Grove. The district is roughly twenty-six acres, bounded on the north by 15<sup>th</sup> Avenue. The eastern boundary is Cedar and Elm Streets. The boundary on the south is 12<sup>th</sup> Avenue. The western boundary is Ash Street. The district includes approximately 15 partial blocks which are laid out in a grid system with named streets running north and south and numbered avenues running east and west. The area includes portions of the South Park Addition plat (1891) and the Knob Hill Addition (1909). The district is irregularly shaped, primarily including resources fronting 15<sup>th</sup> Avenue between Ash and Elm Streets and resources fronting Birch Street between 12<sup>th</sup> and 15<sup>th</sup> Avenues.

The district includes 37 (54%) contributing resources out of a total of 68 resources. The architectural styles represented in the district include examples of Queen Anne, Craftsman, Bungalow, Foursquare, Colonial Revival, English Cottage, Vernacular, WWII era Cottage, Minimal Traditional and Ranch. One house, the Isaac Macrum House, is individually listed on the National Register. The district is composed primarily of one and two story wood frame residences, and there is one church in the district. A majority of the buildings are set on concrete foundations. Brick and concrete, as well as wood, are used for decoration and accent. The period of significance is from 1880-1950 with over 80% of the resources constructed before 1950.

The district is notable for its well established trees throughout, a number of which have existed since the beginning of the period of significance. Major streets in the district have concrete sidewalks and lawns which are planted with mature oak, elm, maple and pine trees. Residences are set back from the street 20 to 30 feet from the right of way and landscaped with ornamental lawns and typical annual and perennial foundation plantings. The landscape of the neighborhood includes tree-lined streets, a majority of which are 24 feet wide. An exception is 15<sup>th</sup> Avenue, which interestingly was designated a right of way of 80 feet wide until the intersection of Douglas Street, where it is reduced to 66 feet wide. Some of the blocks have alleys. The western edge of the district is defined by a steep slope that falls down to the Gales Creek floodplain to the southwest.

The major transportation route through Forest Grove includes two one-way streets to the north of the district; Pacific Avenue runs westward and south of this, 19<sup>th</sup> Avenue runs eastward. These two streets define and provide access to the downtown commercial area and Pacific University in Forest Grove and are located about four blocks to the north of the proposed district. A small portion of the eastern boundary of the district is touched by a major north-south route along Elm Street.

## National Register of Historic Places Continuation Sheet

Section number 7 Page 2

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### Development of the Painter's Woods District

The Painter's Woods Historic District developed in an area that was once part of the 1845 Harvey Clark land claim. The southern portion of this claim was sold by Clark to R.M. Painter in 1865. With the exception of the Harvey Clark cabin (no longer extant), which was constructed in 1845, very few houses of any note were constructed in the district between 1850 and 1880. The cabin was located at the southwest corner of 15<sup>th</sup> and Elm. This location is marked with a stone marker that was placed there in 1961 (Figure 1). The only other identified house dating from this period is the Thomas & Mary Hines House (1859), which was constructed in the area of the Painter's Woods District and moved to its current site within the Clark Historic District in the 1880s. Two houses were constructed in the 1880s: the Isaac Macrum House (NR 1888), located at 2225 12<sup>th</sup> Avenue and the Abernethy House (1880), located at 2116 15<sup>th</sup> Avenue. Five houses in the district were constructed in the 1890s.

The first significant development in the district occurred within blocks or portions of blocks platted as the South Park Addition (1891). Most of the district's growth occurred in the late nineteenth and early twentieth century, with 21% of the houses constructed here during the first decade of the 1900s. A majority were constructed along 15<sup>th</sup> Avenue within this plat (see Figure 2), with the remainder constructed on Birch and Cedar Avenues.

While residential growth had originally occurred close to the city's core and Pacific University, near the turn of the century prominent Forest Grove residents began to settle here because improvements to transportation, like the streetcar on Elm, provided easy access. The growth within the district not only reflects the prosperity Forest Grove was experiencing during these years, but also the attractiveness of the district, with its beautiful trees as well as panoramic view over the Tualatin Valley farmlands to the south.

The district includes portions of Blocks 6-10 and Blocks 11-20 from the South Park Addition. This plat was the second addition to the original Forest Grove plat.<sup>1</sup> The land was owned by C.M. Keep and W.F. and Mary C. Kame which had been purchased from the Painters in 1891.<sup>2</sup> This land is directly south of the original town plat and of the Clark National Register Historic District.<sup>3</sup> About 75% of the houses in South Park Addition are 50

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<sup>1</sup> The original town plat had been drawn in 1851, but not recorded until November 17, 1873 after the city's incorporation. *Clark Historic District Nomination Section 7, page 2.* (Michelle Dennis).

<sup>2</sup> *That the said R. M. Painter died on or about the 3<sup>rd</sup> day of November 1868, intestate, leaving an estate in Washington County, Oregon of which the following was a part: (description follows) containing 65.33 acres more or less and the above description is intended to cover only the tract of land owned by the heirs of R. M. Painter, lying south of the town of Forest Grove, Oregon, was conveyed by deed dated January 10, 1891, executed by Ella Z. Mumper, formerly Ella Z. Painter (widow of R. M. Painter), Zulette Z. Painter, Phillip Painter, Robert Painter, John Z. Painter and Octavia Painter, sole heirs of R. M. deceased, to C. M. Keep and W. T. Kame, and recorded, as affiant believes in Volume 30, page 220 records of deeds of Washington County, Oregon Deed Records Ella Z Mumper, (formerly Ella Z. Painter), Octavia J. Painter, Zulette Z. Painter, Robert Painter, Phillip Painter and John Z. Painter, sole heirs of R. M. Painter deceased to C. M. Keep and W. T. Kame Book 30 page 220 Date 10 Jan., 1891. Con: \$11,000.00 Recd 3 Feb., 1891*

<sup>3</sup> The plat consists of twenty blocks crossed by three streets originally named Grove, Pennsylvania and Park. Now those streets have been renamed 14th, 15th and 16th. Central blocks 6, 7, 8, 12, 14 and 15 have alleys down the center. These central blocks 6-15 contain sixteen lots, while the blocks

## National Register of Historic Places Continuation Sheet

Section number 7 Page 3

years old or older, and about 25% of the houses were constructed circa 1915 or before. The corner of 15<sup>th</sup> and Elm has the most significant concentration of historic homes in the Addition (Figures 3 & 4). Included are the Watts/Payne House (1904), which is also the site of Harvey Clark's original cabin and the site of the origination of Tualatin Academy; the Bailey House (1892), which is also on the south side of 15<sup>th</sup>; and the Ivan Marble House (1890) which is located at 1504 Elm. Further west along 15<sup>th</sup> are several other houses on the local inventory, including the Spaulding House (1904) at 2406 15<sup>th</sup>, and the Charles Hines House (1890) at 2128 15<sup>th</sup>. There are also some nice examples of Craftsman architecture, such as the house at 2339 15<sup>th</sup> and the F.J. Miller House (1909) at 1506 Cedar.

The proposed Painter's Woods Historic District contains portions of Blocks 3, 4, 5 and 6 of the Knob Hill plat which was platted in 1909 by William Schultz and Felix and Elizabeth Verhoeven (Figure 2).<sup>4</sup> Knob Hill Addition is aptly named, since it sits upon a small hill, which formerly overlooked the lower farmlands to the south. Currently it overlooks a small newer housing development on 11th and the extension of Birch and Cedar, which is below Knob Hill to the south.

The western edge of Knob Hill includes two older and larger significant houses, including the National Register Isaac Macrum House, located at 2225 12th Avenue which was constructed in 1888, and the large Craftsman style house on the south side of 12<sup>th</sup>, at 2206 12th Avenue, that was constructed in 1916. With the exception of these two resources, the majority of Knob Hill houses were constructed in the late 1930s through the 1960s with a few recent constructions. There are several Colonial Revival houses, but most of the homes are ranch style or the smaller, minimal tract, one story square plan house with a hipped roof typical of the 1940s and 1950s.

Between 1910 and 1950, 52% of the houses were constructed in the Painter's Woods Historic district. Only four houses were constructed in the district in the 1910s, and six in the 1920s with infill along 15<sup>th</sup> Avenue and construction southward along Birch and Cedar Streets. Construction increased again beginning in the 1930s with thirteen houses constructed primarily along Birch Street. The boom continued in the 1940s with twelve more houses erected along Birch, Cedar and Douglas Streets as well as along 14<sup>th</sup> Avenue and additional infill along 15<sup>th</sup> Avenue. Construction fell off after 1948.

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at the north (1-5) and the south (16-20) each contain eight lots. The Clark Historic District includes Block 4 and portions of Blocks 3, 5, 6 and 7 of the South Park Addition.

<sup>4</sup> The Knob Hill plat consists of 8 blocks. Blocks 1-4 contain eight lots each (115' x 50'). Blocks 5, 7 and 8 contain sixteen lots (115' x 50'), with eight lots on the north and eight on the south separated by an alley. Block 6 was not platted into lots. The plat is crossed by 12<sup>th</sup> (formerly 8<sup>th</sup> Ave) and 11<sup>th</sup> (formerly 9<sup>th</sup> Avenue), which run east-west and by Birch (formerly 2<sup>nd</sup> Avenue) and Cedar (formerly 3<sup>rd</sup> Avenue) and Douglas (formerly 4<sup>th</sup> Avenue) which run north-south. The SW corner of the plat is the NW corner of the A.T. Smith Donation Land Claim.

## National Register of Historic Places Continuation Sheet

Section number 7 Page 4

### Resource Types

The district is comprised primarily of residential structures. The district contains one church which was constructed outside the period of significance. Most of the residential properties were constructed in the twentieth century. Homes span 128 years in construction, from 1880 to the present. Most of the homes were originally single-family dwellings, with a limited number of multi-unit dwellings, such as duplexes. A majority of the earlier styles, like the Vernacular, Queen Anne and Craftsman can be found along 15<sup>th</sup> Avenue. Infill in this area tends to be with Minimal Traditional or Ranch style houses. Later styles like the Colonial Revival, Craftsman and Bungalows appeared along the north-south streets like Birch and Cedar or in Knob Hill. The following is a breakdown of the domestic architectural styles recognized by the State Historic Preservation Office throughout the period of significance, appearing in the survey area in a rough chronological order.

### *Vernacular (1880-1910)*

'Vernacular structure' defines a building that is most likely to be constructed at a certain time in a common place. It is those ordinary structures, often owner-built, that are constructed in a style typical to an area with materials available locally. Gable front, side wing buildings with 1/1 windows are typically referred to as vernacular, as are the side gabled, 1- story, circa 1900 buildings.

The 2-1/2 story vernacular Queen Anne house at 2406 15th Avenue was built around 1904 and is an example of this type of structure in Forest Grove. The W.P. Spaulding House is two and a half stories, with a medium pitched roof and a brick straddle ridge chimney. While this house was owner built, detailing popular at the time was added. For example, the roof has gabled ends with Queen Anne detailing. The cross gable roof is covered with composition shingles and has wide rake boards. The siding is shiplap. The primary (north) façade has a porch which wraps around to the west façade. The porch has a low hipped roof supported by seven columns and a porch rail. The east half of the porch leads back to the front door which has decorative moldings and a stained glass transom. There is a stained glass window on the addition to the rear on the west façade typical of the kind of Queen Anne detailing added to this type of structure.

### *Queen Anne (1880-1900)*

The Queen Anne style is characterized by asymmetrical massing, wrap-around porches, and a variety of decorative surfacing materials. Towers are common features, as are a variety of window types and turned decorative elements. The style was quite popular in the Willamette Valley from 1885 through 1905. Five homes in the survey area are characterized as Queen Anne.

The Bailey House (1892) at 2422 15th is an excellent example of the Queen Anne style (Figure 5). It is located on a small lot facing 15<sup>th</sup> Avenue. The primary (north) façade consists of a covered porch with decorative columns which covers the eastern half of the north façade and wraps around to the east. A neoclassical portico with a pedimented gable covers the front entry. Both the porch and the projecting portico are supported by Roman Doric columns. The second floor is notable for the tower on the northeast corner with its steeply pitched roof and small roof dormer. There are three main roof gables which have boxed cornices. The peak of each gable is decorated with elaborate carved trim.

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### *Four Square (1900-1915)*

The Foursquare is a hip-roofed, two-story house with a square plan two rooms deep and two rooms wide. Sometimes called a box house or classic box, the Foursquare was a common style in Oregon around the turn of the century, from around 1900 until 1915. Foursquares usually have full-width front porches and dormers. Decorative elements are usually confined to the rafter tails and the porch. 2323 15<sup>th</sup> Avenue is an example of this style. The 2-1/2 story V. S. Abraham House at 1320 Cedar Street was built in 1902. It could be described as a Craftsman-inspired American Foursquare with Classical Revival elements, especially as expressed by the Tuscan Doric columns of the front porches.

### **Colonial Revival (1900-1940)**

Colonial Revival houses started appearing at the turn of the century in Oregon. The full complement of classical decorative elements were used and applied to symmetrical forms. 1208 Birch (1930) is an example of the Colonial Revival Style.

In the 1920s, Colonial Revivals found their way into catalogs in a bungalow form. Naturally symmetrical with minimal classical detailing, they usually were side gabled with multi-light sashes. Designers in the late 1930s and 1940s used the Colonial Revival by either applying its elements to minimal traditional dwellings or recreating colonial antecedents. Colonial Revivals are still being built today though with minimal detailing. There are five properties that could be classified as Colonial Revival in the district. They range in date from c.1904 to c.1940, demonstrating the longevity the Colonial Revival style had in Oregon.

In addition to revivals of early American building types there was a resurgence of the English Cottage. These typically have steep roofs, brick or stucco and half-timber walls, round-top doorways. The unique feature of the style was the shingled imitation of a thatched roof's rolled eaves. There are several examples of these residential types in the survey area including 2315 15<sup>th</sup> Ave (1911). Another example is the Sherman House, which is a two and a half story English Cottage constructed in 1930 and is a good example of a type of style found during this period. It is on a small narrow lot on the corner of 15<sup>th</sup> and Ash and faces Ash. The primary (east) façade is notable for the projecting stucco entrance portico. There is an arched front door entry with curved cement steps and a pair of fixed two over four windows on the second floor. The portico has a steeply pitched roof with wood shingles. Flanking the front entrance on the first floor are two large plate glass windows with decorative muntins. The second floor has a projecting gable with a one over one window on either side of the stucco front entrance portico. A brick chimney caps the center of the roof.

### **Craftsman (1905-1916)**

The term "Craftsman" is derived from the house designs published by Gustav Stickley in his Craftsman Magazine from 1901 to 1916. Craftsman and Bungalow styles shared many elements such as a low-pitched roof, wide eaves with exposed rafter tails and brackets, full deep porches with tapering posts and solid rails. The Craftsman goes beyond the Bungalow by presenting many different window types, a variety of decorative surfacing, and is generally two stories in height.

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The Craftsman period was short-lived and ended by 1915 primarily due to high building costs. There are five properties within the district that can be classified as Craftsman. The house at 2206 12th (1916) is a typical Craftsman with wide eaves, full porch, a variety of window types, and large mass. The two and a half story Moore house is a nice example of the Craftsman style of architecture. It is located in the Fairmount Addition on the southeast corner of 12th Street and Birch and faces 12th Ave. The house is situated on high ground overlooking adjacent farm land and originally had a barn and shop. The low pitched gable roof has wide overhanging eaves with prominent outriggers. On the first floor of the primary façade there is a large recessed veranda supported by ten square posts. This façade's most unique feature is the prominent bay window with a shed roof which projects from the second story. The building has a wood frame and cement foundation. The wood siding is clapboard on the first story and shingles on the second, common to this style in Forest Grove.

### ***Bungalow (1916-1930)***

The bungalow enjoyed enormous popularity in Oregon primarily because it arrived at a time of tremendous growth in the state. The bungalow was economically accessible to many people and its construction materials were readily available.

A bungalow is most readily categorized by its size of 1 to 1 1/2 stories. Like the Craftsman, the bungalow is characterized by a low pitched roof, wide eaves with exposed rafter tails, and brackets. A front porch is critical to the style, as it was to the Queen Anne; however, the bungalow integrates the porch into the building, allowing for a smoother transition from the inside to the outdoors. The porches are wide and are frequently delineated by solid rails with truncated, tapered columns. Also like the Craftsman, bungalows sheathe themselves in rustic materials, such as shingles, brick, clinkers, river rock, and stone. A variety of window types are present, often making use of leaded glass treatments.

There are six Bungalows within the district. The Templeton/Schultz house is a nice example of the Craftsman Bungalow style. It is located on the southwest corner of 15<sup>th</sup> and Birch and faces Birch and has many elements which are characteristic of the style. The front (east) façade is distinguished by a full front porch with a shed roof supported by three full square pillars and a half square pillar. Two large single pane windows of differing sizes face the porch on the lower level. There is a prominent dormer which projects from the center of the roof and contains three one over one windows. The roof of the house is a medium pitched gable with a large overhang in the front and back and brackets at the gable ends. A large wide chimney sits in the middle of the roof and the siding is clapboard, which is a common material used in this style in Forest Grove. Stone or river rock are not often seen, as most likely they were not easily available materials.

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### *Minimal Traditional (1920s-1940s)*

In response to the Great Depression of the 1930s, houses became less elaborate, but still favored traditional forms and influences. Minimal Traditional houses are simplified, less expensive versions of the eclectic period revival houses of the 1910s and 1920s. For example, houses may exhibit Tudor type roofs with a reduced pitch or feature some simplified classical or colonial detailing. The type remained popular in the period immediately following World War II, when resources were still limited and rapid construction was necessary. Buildings generally have one or one-and-a-half stories, with low to medium roof pitches and minimal eaves. When structures are side gabled they often feature a smaller front facing gable. Porches are reduced and often limited to a covering over the front door. There are seven examples of this style in the district. The house at 1202 Birch (1940) is an example of this style.

### *World War II Era Cottage/Minimal Tract (1930-1950)*

The Minimal Tract house appeared shortly before the beginning of World War II and continued to be built in great numbers for many decades. The economic depression of the 1930s led to this simple style of architecture, which often lacked decorative detailing. Minimal tract homes tended to be relatively small, one-story structures, with hipped or gable roofs. Many versions of this style include a front facing gable and a large exterior chimney, influenced by the Tudor style. During World War II there was a shortage of materials and housing. After the war, with the peacetime economy just beginning to start up, materials were still in short supply with demand for housing exacerbated by returning GI's and their new families. As a response to this situation, new houses were built rapidly and with little ornamentation, often in large subdivisions. These houses were also small, corresponding to the small size of young families, but designed with future additions in mind. The World War II Era Cottage resembles the Minimal Traditional house. Because of their simplicity and low cost, the Minimal Tract homes also made the dream of home ownership possible for an unprecedented number of people. World War II Era Cottages typically have only one story covered by a hipped or gabled roof with minimal eave overhangs. The overall shape is square or rectangular. There are eleven of these resources in the district. A typical minimal tract house is located at 2318 15th Ave (1948).

### *Ranch (1930s-1950s)*

"The Ranch" originated with California architects in the mid-1930s and was the most popular style of architecture from the 1940s through the 1960s. Ranch homes, which tend to maximize facade width and have attached garages appear to "sprawl" out especially when placed on large lots. The ranch style thrived on the increased dependence on the automobile, as it was no longer necessary to live in proximity to bus and streetcar lines, symbolizing urban sprawl in its very form. This style is dominated by asymmetrical, one-story plans with low-pitched roofs and moderate overhangs. It is characterized by large picture windows in the living area, decorative iron or wooden porch supports, and either wood or brick wall cladding. Partially enclosed patios or courtyards were influences from early Spanish Colonial precedents. There are nine Ranch structures in the survey area. A typical ranch home is the Burlingham house at 1306 Birch (c.1939).

Painter's Woods Historic District  
Name of Property

Washington County, OR  
County and State

NPS Form 10-900-a

OMB Approval No. 1024-0018

United States Department of the Interior  
National Park Service

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### Conclusion

The Painter's Woods Historic District is eligible for the National Register under Criterion A for local significance in the area of planning and development. Many prominent local individuals settled here, and the area represents of a wide range of architectural styles which occurred between 1888 and 1950.

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### Overview

The Painter's Woods Historic District is a well-preserved example of residential development in Forest Grove between 1880 and 1950. The development of the district reflects the overall development of the community and includes two of the city's early hospitals. The district represents Forest Grove's residential growth as the city grew from a small group of missionaries interested in establishing a local school to a well established community with a growing university.

The district meets the National Register Criterion A for its significance in the area of community planning and development. The Painter's Woods District was traditionally a desirable neighborhood where a variety of prominent citizens, professionals, and working class families lived and therefore is connected to many facets of the city's history.

### Settlement and Development of Early Forest Grove

The Native tribes of the Atfalati (Tualatin) band of the Kalapuya lived in the Forest Grove area prior to it being settled by European immigrants in the early 1800s. Missionaries from the Midwest, like Harvey Clark and A.T. Smith, chose to settle in the Forest Grove area in order to educate and minister to the native tribes. These missionaries were instrumental in developing early Forest Grove and establishing the school that became Pacific University.

As described by an early resident of the area the location of Forest Grove was a unique and desirable place to settle:

*The location is striking, and in the early days, before there had been brought about the changes incident to settlement, it possessed a romantic charm that is now lacking. The slightly elevated site, which is divided by a small run, or swale, was ornamented with an exceptionally handsome grove of oak trees, amid which rose an occasional group of firs, the whole area being open and clean and well grassed. It was a natural park, and while bearing on the first glance the impress of nature only, had also that simulation to man's most artistic planning that startles one with the thought that surely someone must have made it. Through the vistas of oak trees appeared to the north and east broad level prairies, or plains, edged with evergreen forests, and the horizon, at a long distance, was delineated underneath by the line of the Blue Mountain ranges, surmounted by the snow peaks.<sup>1</sup>*

<sup>1</sup> Smith, Jane Kinney *Recollections of Grandma Brown*. *Oregon Historical Quarterly*. Page 289.

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In 1843, pioneer Orus Brown came west with the Great Migration Wagon Train and obtained a Donation Land Claim in what is now Forest Grove. After a brief move to Oregon City in 1844, the Clarks returned to the Forest Grove area in 1845 and purchased the Donation Land Claim from Orus. At this time he and Smith constructed a two-story log home on the corner of 15<sup>th</sup> and Elm within the proposed district.<sup>2</sup>

While the log home is no longer extant, a stone marker was erected in 1961 at this location which reads:

*“In 1842, on this site, Pacific University was founded, a log cabin was built here that year by Harvey Clarke in which he conducted a school for Indian children and orphans. In 1849, this school was moved, with the cooperation of Tabitha Brown, to a building that was constructed on what is now a part of the present campus. Pacific University stems from this school. Erected 1961 by D. Otis Smith. Professor of History at Pacific University since 1929.”*

The latter building mentioned in this stone marker was a log meeting house located near what is now the corner of Main and 21<sup>st</sup> Streets. This meeting house was used for a variety of activities for the community, including worship and community meetings. As the marker indicates, it also housed the school—originally organized at Clark’s home on 15<sup>th</sup> and Elm—from which Pacific University originated. The school was known as the Orphan Asylum, and early attendees were typically children who had lost their mothers on the crossing to Oregon; although, it was also used by the children who were left behind while their parents went to California during the gold rush.

Tabatha Brown, the mother of the original owner of Clark’s land claim, was instrumental in running the school. In a letter to her siblings she discussed the arrangements she and Clark made with respect to the humble school:

*“I should go into the log meeting house and receive all the children, rich and poor. Those parents who were able were to pay \$1 a week for board, tuition, washing, and all. I agreed to labor for one year for nothing, while Mr. Clark and others were to assist as far as they were able in furnishing provisions. The time fixed upon to begin was March, 1848, when I found everything prepared for me to go into the old meetinghouse and cluck up my chickens. The neighbors had collected what broken knives and forks, tin pans and dishes they could part with, for the Oregon pioneer to commence housekeeping with. I had a well-educated lady from the East, a missionary’s wife, for a teacher, and my family increased rapidly. In the summer they put me up a boarding house.”<sup>3</sup>*

<sup>2</sup> See Figure 6 for a photo of this cabin. See also Figure 3.

<sup>3</sup> Brown, Tabitha. *Letter to Mrs. Brown’s Brother and Sister: August 1854. “A Brimfield Heroine-Mrs. Tabitha Brown”*. *Oregon Historical Quarterly*. Vol. 5, 1904, page 204.

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By 1847, Forest Grove had one store and a post office, which was located in Harvey Clark's log cabin. In addition to housing Forest Grove's first post office, Clark's residence was central to the community as a social and spiritual meeting place for the residents of the area. For example, Clark hosted a camp-meeting in July 1848.<sup>4</sup> Each took turns preaching during the meeting, and at its conclusion the men agreed to establish an association of the ministers and churches of the Congregational and Presbyterian denominations. They also resolved to 'found an Academy which should grow into a College'.<sup>5</sup>

On September 26, 1849 Tualatin Academy was granted its charter and incorporated by the Territorial Legislature. This was the first charter to be granted by the civil government of Oregon.

### **Establishment of Pacific University and the Town of Forest Grove: 1850-1880**

The second half of the nineteenth century was a time when significant events occurred that laid the groundwork for the growth that took place in Forest Grove during the early twentieth century. Pacific University and the town itself were established during this period. Settlers, who were becoming more diversified in their occupations late in the century, worked to improve the town's infrastructure—such as transportation routes and electricity. By the end of this time the area of the Painter's Woods District was platted and modestly populated. Its development reflects that of the town itself.

The campus for the Academy was initially established with land donated by Harvey Clark and William Stokes and Elkanah Walker (see Figure 7). Additionally Clark sold some of the remaining land for division into residential and commercial lots to raise money for the school. For example, he donated 200 acres south of the main campus, as an endowment for the new school. Later he donated an additional 150 acres to secure adequate instructors.

The town site was laid out around the school in a traditional New England style plan, around a central green. Tabatha Brown describes working with the boarders at the school:

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<sup>4</sup> Recorded in A.T. Smith's diaries as well as Dr. George Atkinson's personal papers. Summer camp-meetings were important diversions for hard working pioneers. The camp-meeting had a long tradition in the history of the Protestant religion in the New World and became especially important in the Oregon Country in mobilizing missionaries. The July 1848 meeting was attended by many prominent protestant clergymen: George Atkinson, Reverend Ezra Fisher (a Baptist), Reverends Lewis Thompson, Brawley, Jolly, and Cornwall (all Presbyterians), and Reverends O.C. Hosford, William Roberts and W.C. Willson (Methodists). Reverend Spalding and Rev. Harvey Clark represented the Congregational denomination, and Clark served as the manager of the meeting.

<sup>5</sup> Robertson, James R. *Origin of Pacific University*. *Oregon Historical Quarterly*. Volume VI, June 1905, page 116. Several months later, on September 21, 1848, the first meeting of this association of ministers took place at Oregon City, where it was resolved to establish an academy at Forest Grove. A board of trustees was elected and Harvey Clark was chosen to serve as the President of the Board. George Atkinson was selected as Secretary. To fulfill this resolution, it was decided that the Orphan Asylum run by Mrs. Brown would become Tualatin Academy.

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*It now had 30 boarders of both sexes, and of all ages, from four years old to twenty-one. I managed them and did all my work except washing. That was done by the scholars. In the spring of '49 we called for trustees. Had eight appointed. They voted me the whole charge of the boarding house free of rent, and I was to provide for myself. The price of board was established at \$2 per week. Whatever I made over my expenses was my own....Mr. Clark made over to the trustees a quarter section of land for a town plot.<sup>6</sup>*

On January 10, 1851, the trustees of Tualatin Academy adopted the name Forest Grove for the community, and the General Land Office map of Forest Grove was drawn in 1852. Soon after, many immigrants made their land claims of 640 acres within the Forest Grove and Washington County area. Settlers who lived in or near Forest Grove in the mid-nineteenth century were typically white farmers from the Midwest. The US Census from 1850 states that 77% of the 56 people in Forest Grove were farmers.

In 1851, a two-story building now known as Old College Hall was constructed for the Academy, and the first classes were held in the new building in October of 1851.<sup>7</sup> In January of 1854, new articles of incorporation were granted by the Legislature, and the name of the school changed from Tualatin Academy to Pacific University. Brown describes the school in a letter to her brother and sister in 1854: "*A large and handsome building is on the site we selected at the first starting. It has been under town incorporation for two years, and at the last session of the legislature a charter was granted for a University to be called Pacific University, with a limitation of \$50,000.*"<sup>8</sup>

The school was already drawing people to Forest Grove. For example, in December of 1853, Rev. Henry Harmon Spaulding came to the Forest Grove area with his son. Young Henry was in need of furthering his education, and he lived with Alvin and Abigail Smith while attending the Tualatin Academy.

By 1860, 430 people lived in Forest Grove. Farming was still the most predominant occupation, with an increasing number of merchants and teachers to serve those attending the school. During the 1860s, many donation land claim owners built or bought small houses in town so that their children could attend the school. For example, Norman Martin built the house at 106 22nd Avenue. He owned a Donation Land Claim to the south of Forest Grove, and the Martin children were enrolled in the Tualatin Valley Academy.

<sup>6</sup> Brown, Tabitha. *Letter to Mrs. Brown's Brother and Sister: August 1854. "A Brimfield Heroine-Mrs. Tabitha Brown"*. *Oregon Historical Quarterly*. Vol. 5, 1904, page 204.

<sup>7</sup> Some claim that it is the oldest structure on the Pacific Coast used continuously for educational purposes.

<sup>8</sup> Brown, Tabitha. *Letter to Mrs. Brown's Brother and Sister: August 1854. "A Brimfield Heroine-Mrs. Tabitha Brown"*. *Oregon Historical Quarterly*. Vol. 5, 1904, page 204.

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On September 4, 1865 Mrs. Clark sold part of the claim which contains the majority of the proposed district to R.M. Painter.<sup>9</sup> Sam Hughes built his home at 2111 Hawthorne in 1867 and was the city's first blacksmith. He later established a hardware and farm implement store on Pacific Ave near Ash. He went on to become Justice of the Peace, Mayor, and Senator from Washington County. His wife helped organize the first public school.

Even by the mid to late 1860s, one of the biggest difficulties for farmers in early Forest Grove continued to be the lack of an inexpensive and efficient transportation network to transport their goods to Portland for sale. Grain would often remain in barns for several years after harvest, as there was no way to market it.<sup>10</sup> As a way to address this problem, in 1869 Joseph Kellogg began running a steamship, The Onward, on the Tualatin River from Emerick's Landing east of Forest Grove to Colfax near Oswego, sixty miles away. The 100-ton ship carried both passengers and freight. Further solutions were finally provided when the Willamette Valley Railroad established a stop one mile south of Forest Grove in Carnation in 1869. Industrial development sprang up around this stop. Daily stagecoach service also started in 1870.

In 1870, 396 people lived in Forest Grove, which was a slight decline in population. Formerly an agricultural town, the community population was starting to diversify with only 33% of those employed working as farmers. The rest were merchants and craftsmen or professionals working at the school. Forest Grove was incorporated in 1872. The land south of the central town had been platted into blocks 400' x 400' containing four lots each. During this time, the 200' x 200' lots continued to be sold by the Congregational Church and Pacific University. Walker's Addition, which was just north of the original town plat, was added in 1872. The 1870s was a period of growth for Forest Grove, with 547 people living here by 1880. The town gained important amenities during this decade. For example, the first fire department was organized in 1872, and Frank Myers and W.A. Wheeler established the first newspaper, "The Independent" in 1874. The Masons organized in 1878.

### **Establishment and Early Development of Forest Grove and Painter's Woods: 1880-1900**

Between 1880 and 1900, census records show a wide range of occupations among those employed and living in Forest Grove. These included physicians, attorneys, bookkeepers, bankers, merchants as well as contractors and laborers. Early settlement of the Painter's Woods District drew a diversified group of prominent citizens and professionals. For example, in 1880, Governor George Abernathy's son constructed a house in the district at 2116 15<sup>th</sup> Avenue.

<sup>9</sup> Deed Record Emeline Clark to R. M. Painter Book E page 380 Date 4 Sept, 1865 Con. \$1400.00 Recorded 7 Sept., 1865. 108.29 acres

*Morelli Collection.*

<sup>10</sup> Context, 1993, p15)

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In addition, improving transportation and the draw of Pacific University affected the growth of the neighborhood. For example, Isaac Macrum constructed his home at 2225 12<sup>th</sup> Avenue in 1888.<sup>11</sup> Formerly the superintendent of schools of Multnomah County (1876-80), Macrum was a banker and lawyer who worked in Portland. Since the railroad had come to Forest Grove in 1872, Macrum decided he could commute to his job in Portland on the Southern Pacific train. The Macrums chose Forest Grove primarily because it was a place where their children could receive a higher education at Pacific University. The electrical and plumbing systems of the house were some of the most modern in Forest Grove at the time of its construction. Isaac was part-owner of one of the town's early power plants, and his house had some of the first interior electric lights in the city. Additionally, the house had one of the first indoor toilets in town. In 1893 Macrum resigned from the banking business and was elected by the State Legislature to serve as a State Railroad Commissioner. He also became chairman of the Washington County delegation to the Congressional Convention in the First District in 1896 and was appointed Forest Reserve inspector. Macrum was one of the developers of south Forest Grove. He partnered with E.W. Haines and purchased twenty acres within the district. A portion of this land was later platted into Knob Hill Addition (1909).<sup>12</sup>

The 1890s was a decade of many civic improvements. A new city charter was established in 1891. This charter changed the form of government from the village elder system originally established by the University and Congregational Church to an elected Mayor and Council form of government.

In 1891 C.M Keep and W.T. Kame purchased 65 acres from Painter's heirs on January 10, 1891 for \$11,000.<sup>13</sup> Later that year, this land was platted into twenty blocks crossed by three streets originally named Grove, Pennsylvania and Park. Now those streets have been renamed 14th, 15th and 16th. Central blocks 6, 7, 8, 12, 14 and 15 have alleys down the center. These central blocks 6-15 contain sixteen lots, while the blocks at the north (1-5) and the south (16-20) each contain eight lots. After recording of this plat, development within the district increased.

<sup>11</sup> Listed on the National Register in 1998.

<sup>12</sup> Fulton, Ann. *Macrum, Isaac, House National Register Nomination*. Portland, Oregon May, 1998

<sup>13</sup> *Per a legal affidavit by R. M. Painter's son (copy available): Robert Painter, of lawful age, being first duly sworn, deposes and says; that he is a son and one of the heirs of R. M. Painter, deceased, who along about 1865 lived in Forest Grove, Washington County, Oregon, and by deed from Emeline Clark dated on or about September 4, 1865 became the owner of the following real estate: (legal description follows) containing 108.29 acres, more or less. That the said R. M. Painter died on or about the 3<sup>rd</sup> day of November 1868, intestate, leaving an estate in Washington County, Oregon of which the following was a part: (description follows) containing 65.33 acres more or less and the above description is intended to cover only the tract of land owned by the heirs of R. M. Painter, lying south of the town of Forest Grove, Oregon, was conveyed by deed dated January 10, 1891, executed by Ella Z. Mumper, formerly Ella Z. Painter (widow of R. M. Painter), Zulette Z. Painter, Phillip Painter, Robert Painter, John Z. Painter and Octavia Painter, sole heirs of R. M. deceased, to C. M. Keep and W. T. Kame, and recorded, as affiant believes in Volume 30, page 220 records of deeds of Washington County, Oregon Deed Records Ella Z Mumper, (formerly Ella Z. Painter), Octavia J. Painter, Zulette Z. Painter, Robert Painter, Phillip Painter and John Z. Painter, sole heirs of R. M. Painter deceased to C. M. Keep and W. T. Kame Book 30 page 220 Date 10 Jan., 1891. Con: \$11,000.00 Recd 3 Feb., 1891*

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In 1892, another professional, John Bailey, chose the Painter's Woods District to construct his home. The Bailey House was located at 2422 15<sup>th</sup> Avenue. Bailey was a prominent local businessman who started a general store with Edward Haines at 2008 Main Street in 1890. Mr. Bailey helped to organize the Forest Grove National Bank in 1907, and went on to serve as a member of Forest Grove's City Council as well as a trustee for Pacific University. The house was in the Queen Anne style, and was the second Queen Anne house to be built during this decade. The first was the Ivan Marble House, which had been constructed at the northwest corner of Elm and 15<sup>th</sup> Avenue in 1890.

In 1892, electric power was established in Forest Grove. According to local citizen Lawrence Pratt, the "street lights at the middle of intersections were carbon arc lights. They were lowered from an overhead frame by a man turning the crank at the side of the road. He would change the carbons and throw away the old ones. Children would gather to pick up the old ones, and use them to draw with."<sup>14</sup> In 1895, a city election was held to raise \$30,000 in order to build locally-owned city water and power systems.

In 1893, a City Ordinance was passed requiring all buildings in the downtown business core to be constructed of brick to reduce the risk of fire. In 1894, the first phones were installed. In 1895, Dr. Daniel Ward opened his mansion at 1913 Pacific Avenue, known as "Kellogg Villa," to be used as a sanitarium. Improvements were made to the university as well. Marsh Hall was constructed in 1895 at the original site of Old College Hall. Marsh Hall is currently situated on the campus at the meeting point of the three original Donation Land Claims, which were granted by the Clark, Walker and Stokes families.

One prominent citizen to relocate to the proposed district in the 1890s was Thomas Madison Hines, who constructed the house at 2128 15<sup>th</sup> Avenue in 1897. Thomas Hines originally took a Donation Land Claim on a branch of the Tualatin in Washington County, where he farmed and raised cattle. In 1849, he went to California and mined for gold on the Feather River. He returned to Oregon, and eventually built this house in southern Forest Grove, where he retired.<sup>15</sup>

### Civic Growth: 1900-1950

By 1900, Forest Grove had a population of 1,300, a substantial increase from 396 just thirty years before. Forty businesses, four churches, and four fraternal organizations served this population.<sup>16</sup> Like much of Oregon, Forest Grove experienced an economic boom following the Lewis and Clark Exposition in Portland in 1905. This prosperity continued into the 1920s. The Services and facilities improving the quality of life in the city continued to expand during these decades, which, in turn, caused further growth. This growth stalled during the

<sup>14</sup> Margaret Gilbert notes, Morelli Collection

<sup>15</sup> Mary Jo Morelli indicates that a Hines House constructed in 1858 was moved to what is now Birch at 16<sup>th</sup> in 1888 when the Macrum House was built. Email- June 2008.

<sup>16</sup> p 22 1993 Context

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Great Depression, but picked up again after World War II. The character and growth of the proposed Painter's Woods District reflects the cycles of development in Forest Grove at large.

The economic prosperity of the first decades of the twentieth century contributed to the increasing number of services and infrastructure available to Forest Grove residents. In 1903, the Forest Grove Weekly Times newspaper was established. The Carnation Milk Factory was established in 1902 south of Forest Grove in the small community of Carnation. In 1906, E.W. Haines started a streetcar line to carry passengers down South Elm Street to the rail stop in Carnation.<sup>17</sup> Other transportation improvements followed. Beginning in 1908, Oregon Electric ran from Portland to the Forest Grove Depot at 19th and Ash. In 1912, the Southern Pacific Railway Co. also ran a line out of Forest Grove from a station at Main and 19th. This line ran south to McMinnville and east to Portland.

More services and infrastructure took place during the second and third decades of the new century. In 1909, the Rogers Library opened and, in 1910, the first road paving was completed. In 1912, Andrew Carnegie granted funds for a new library to be constructed in Forest Grove. This library was designed by Whidden and Lewis. By 1915, fifty blocks with sidewalks had been paved to accommodate the increased use of the automobile.

A health care facility is an important institution to a developing town, and the proposed Painter's Woods District housed two of the city's first. Since Dr. Ward's sanitarium burned in 1901, Forest Grove had been without a sanitarium or hospital. In 1906, local businessmen negotiated with Pacific University to purchase a dormitory building to be used as a hospital. The hospital was located there temporarily. By 1912, local businessmen raised funds to acquire the I.A. Macrum House, located within the district at 2225 12<sup>th</sup> Avenue, for use as a hospital. The sanitarium opened in 1912 and was managed by Miss Anna Paul (Figure 10). After Ms. Paul left, Mrs. Nellie Rike took over management and, in 1913, the name was changed to 'Forest Grove General Hospital'. Mrs. Rike was the former head nurse at Chicago Hospital and had also been in charge of the Health Culture Institute in Los Angeles.<sup>18</sup>

As described in an article in the local paper in 1913:

*"One of the public institutions in this city which is filling a long felt want, and which is therefore meeting with well merited success, is the Forest Grove General Hospital. The fact that Forest Grove has a hospital where every facility to treat medical and surgical cases may be found, is now quite generally known throughout Washington County, and physicians from all sections of the county are bringing their patients here for treatment. The value of an up to date hospital to a*

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<sup>17</sup> This streetcar line used to run through the Southside survey area, until 1911. See Figures 8 & 9

<sup>18</sup> Fulton, Ann. *Macrum, Isaac, House National Register Nomination*. Portland, Oregon May, 1998, Section 8 p8.

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*community cannot be estimated and the citizens of this community are showing their appreciation of the institution by their liberal donations and patronage.”<sup>19</sup>*

In 1918, the Macrum House was sold and the Forest Grove General Hospital was closed at this location. On August 1, 1921 a new Forest Grove Hospital opened in the district at 1320 Cedar Street, the former home of V.S. Abraham. This hospital operated until the Forest Grove General Hospital opened on 1806 Elm Street in 1937, in a building that was constructed in 1923 for Alpha Zeta Fraternity.

As Forest Grove changed from an agricultural town to one with a more diversified workforce, the population density within the city grew, which necessitated boundary growth. In 1905, Branford's Addition was added to the original city plat north of the center of town. In fact, in the period between 1905 and 1913 there were fourteen additions to the original city plat and a concomitant amount of residential development. Bailey's Addition and Smith Addition (1906), as well as Knob Hill Addition (1909) were the additions added to the original city plat during this time period in southern Forest Grove.

In 1910, the Congregational Church building burned. The church sat on property that had become increasingly valuable to the commercializing town. To fund a new place of worship, the church sold the land that had been used as the town common, bordered by Main, College Way and Pacific Avenue. This common public area originally reflected the design of a traditional New England town. The east side of Main was filled in with commercial structures, and a unique public space was forever lost to the community.

As one of the first residential neighborhoods to be platted, the proposed Painter's Woods District was close to the town center and to the college; therefore, it was a highly desirable place to live. During the first decade of the twentieth century, construction of handsome homes in the area of the proposed Painter's Woods District by well-off citizens took a feverish pace. Throughout the early part of the twentieth century, the Painter's Woods District became a neighborhood where prominent local businessmen and civic leaders chose to live. For example, after Thomas Hines passed away in 1901, his son Charles inherited the property at 2128 15<sup>th</sup> Avenue. Charles Hines became a doctor and operated a drug store on Main Street from 1905-1932. Charles Hines was also postmaster for Forest Grove in 1915-1916. The V.S. Abraham House was constructed in 1902 at 1320 Cedar in the southern part of the district. Vestal Abraham and his brother owned a grocery and dry goods store in downtown Forest Grove known as Abraham and Sons. Abraham's boys worked at the store and attended Pacific University.

On the site of Harvey Clark's cabin at the southwest corner of Elm at 15<sup>th</sup> on the eastern edge of the district, a new house was constructed for Lavina Lyon Watts, a sister to the manufacturer of Dr. Lyons Tooth Powder.<sup>20</sup>

<sup>19</sup> Forest Grove General Hospital. *Washington County News Times*. February 20, 1913.

<sup>20</sup> Lavina was sister to Dr. Whitney Lyon, who manufactured the nationally top selling brand of tooth powder during at this time, known as 'Dr. Lyon's Tooth Powder'.

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Ms. Watts had lived in the house across the street at 1504 Elm for five years prior to that time while her new house was constructed.

Businessmen like Carmel Morris Good continued to settle in the area of the proposed district. Both Carmel M. Good and his father W. J. Good were prominent landowners in Washington County. Good lived at 2303 15th Avenue in the South Park Addition. He was the deacon of the First Christian Church and treasurer of the Chamber of Commerce.

In 1906, Felix Verhoeven constructed a house for his wife at 2417 15<sup>th</sup> Avenue. According to a privately written history, "*Uncle Felix sold his share in the "castle" house to his co-owner, and bought a large lot a few blocks away, where he built Aunt Lizzie and Florence a lovely new home. On the west part of the lot there was room enough for him to build two spacious greenhouses. He loved flowers and in no time had them stocked with rose bushes and other flowering and ornamental plants.*"<sup>21</sup>

Although new construction in the proposed district did not maintain its previous rate, construction in the 1910s remained steady in southern Forest Grove. In 1914, John Templeton constructed his house on 1414 Birch Street in the center of the district. John Templeton had been instrumental in installing the streetcar line in Forest Grove and establishing the Forest Grove Transport Company. He was also Vice President of the First National Bank.

Prominent residents continued to settle in the district throughout the early twenties. W.F. Schultz built his Bungalow residence at 2204 15<sup>th</sup> Avenue in 1921. Schultz had a store in downtown Forest Grove specializing in meat and groceries. From 1907-1922 it was known as the Schultz Food Co., and from 1923-1926 it was known as Schultz and Son. In 1925 E. Vernon Burlingham and his wife Mildred purchased the house at 1506 Cedar Street, where they lived until 1955. Mr. Burlingham was President and General Manager of E.B. Burlingham and Sons and Burlingham Meeker Seed Company. Mr. Burlingham served on the Forest Grove City Council and Forest Grove High School budget committee. He served as President of the Chamber of Commerce, Rotary Club, and the Forest Grove National Bank. In 1927, J.M Person purchased the Bungalow at 2402 11<sup>th</sup> Avenue. Mr. Person was chairman of the Hillsboro City Utilities Commission for twenty years. Person was organizer and founder of Washington Federal Savings & Loan Association in 1925, serving as its general manager for twenty years before retiring. Mr. Person also organized the J.M. Person Realty Company, which he operated with George Nolan. Since the Persons owned property in Hillsboro, Cornelius and Forest Grove, it appears as though this was an investment property for them. In 1929, Omar Fendall purchased the Bungalow at 1222 Birch Street. Fendall had opened and operated Fendall Hardware in Forest Grove since 1919.

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<sup>21</sup> *Dust and Raindrops*. Unpublished manuscript. P 66

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After the regional boom following the 1905 Lewis and Clark Exposition and the prosperity that the country enjoyed during the twenties, a depression hit. As it had in the rest of the nation, it began with the stock market crash of 1929. The Great Depression and the disastrous fires of the Tillamook Burn (1933) took their toll on local industries, such as nursery and timber-related companies, and slowed development. The Stimson Lumber Co., for example, operated eighteen miles of logging railroad into the Coast Range out of Forest Grove from 1932 until 1952. Between 1920 and 1930 the population in Forest Grove remained steady at just below 2,000.

The Depression lasted through the thirties, but due to efforts by Franklin D. Roosevelt many federal programs were put in place during this period to offset the economic hardships felt by many. In the 1930s, Washington County benefited from federal relief from State Emergency Relief Administration (SERA) programs. Farmers cooperating with the agricultural administrations production control programs didn't suffer due to failure of their crops. Government programs also employed laborers to pave roads, and by 1930, roads connected Forest Grove with McMinnville, Portland and the coast. No longer a necessity, the Southern Pacific rail stopped its service in 1929, and Oregon Electric discontinued its service in 1933.

Construction did not halt altogether in the area of the proposed Painter's Woods District during the difficult economic times of the 1930s, possibly because it was a neighborhood with a demographic least affected by the Great Depression. However, the style of the building changed to one that was typically more modest. The house at 1502 Ash Street was constructed in 1930 by Harry A. Sherman. Harry Sherman was Director of Forest Grove Light and Power for thirty-five years and later became the Forest Grove City Manager. Mr. Sherman was one of those responsible for negotiating the low power rate for Forest Grove. John Bailey died in 1935, leaving his house at 2422 15<sup>th</sup> Avenue to his daughter Mary Shipley and her husband William D. Clark (descendant of Harvey Clark), who resided at the house until 1939. In 1936 Willis Hines inherited the Queen Anne at 2128 15<sup>th</sup> Avenue from his father. Willis was a history and general science teacher at Forest Grove High School until 1943. He then purchased the Craft Insurance Agency which he operated as the Willis Hines Agency for many years. Dr. Rex Wilson constructed the Colonial Revival at 1305 Birch in 1938. Dr. Wilson was a chiropractor who received his training at the Western States College of Chiropractic Physicians in Portland, where he later served on the faculty as associate professor.

Much of the new housing in Forest Grove during the thirties through the fifties was modest and unadorned, reflecting the public's reduced disposable income. While construction did not halt in the district, this trend can be seen there. The Minimal Traditional house at 1221 Birch was constructed in 1936 by Joseph Robert McCready. McCready owned part of the W.J. McCready Lumber Co. He served as City Attorney for 18 years and as legal advisor for both Forest Grove School Boards. McCready also served as a trustee and attorney for Pacific University.

The Burlingham's constructed their one-story house at 1306 Birch in 1939. Charles Burlingham entered his father's business, and the firm became known as E.F. Burlingham & Sons. They specialized in field and grass

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seed, and Charles served as Director of the American Seed Trade Association, President of the Forest Grove Chamber of Commerce, as well as on the board of directors of the Forest Grove National Bank. His wife, Doris, served as a trustee for Pacific University, and the property was left to the University upon her death. The house was known locally as the 'pool' house, as the Burlingham pool was the center for many social gatherings.

Population growth returned to Forest Grove in the 1940s, a decade of demographic change inside and outside the district. By 1947, the number of building permits issued was three times the number in 1938 to accommodate the greater demand for housing in the area. The population in Forest Grove had increased to 4,500 during the late 1940s. The population growth was primarily a result of an increased migrant population, which moved to the area to work in the fields, taking the place of many agricultural workers who had left to fight in World War II or work in the shipyards in Portland. A government trailer park was created in Rogers Grove (now Rogers Park) in 1943. It had 25 small house trailers that housed 50 people. Bailey's Addition (1946) was added to the original city plat during this time period. This plat had 15 conditions. One notable condition reflects the feelings of the community at the time: "*No persons of any race other than the Caucasian race shall use or occupy any building or any lot.*"<sup>22</sup> Fortunately, this condition was stricken by the owners on December 12, 1950.

After a lull in enrollment during the Great Depression and during World War II, Pacific University began to thrive again by 1948. This was primarily due to the influx of students who were veterans of WWII and benefiting from the GI Bill, a government program that helped veterans afford college. Enrollment increased to a record 925 students. To accommodate the growth, President Giersbach managed to secure two wooden structures from Camp Adair outside of Corvallis, Oregon.<sup>23</sup> These two structures were bricked over and served as a science building called Warner Hall and a campus bookstore and student union called Tabitha Brown Hall (Figure 11).<sup>24</sup> President Giersbach also bought ten barracks from Vancouver, WA to serve as housing for returning veterans and their families.

Prominent members of the community continued to settle in the Painter's Woods District of Forest Grove throughout the 1940s. In 1940, Leon McQuary constructed the Minimal Traditional House at 2212 15<sup>th</sup> Avenue. Leon owned and operated McQuary's Department Store in Forest Grove until 1958. In 1941, Dr. Fred Stewart Richards bought the Bungalow at 1222 Birch from Omar Fendall. Dr. Richards was an Osteopath and Urologist who had offices in both Forest Grove and Portland. Dr. Richards was a Forest Grove City Health Official and helped facilitate the chlorination of the City of Forest Grove's water supply. Ray and Norabel Miller purchased the house on the southwest corner of 15<sup>th</sup> and Elm at 2434 15<sup>th</sup> Avenue in 1944. Mr. Miller

<sup>22</sup> Bowmans' Addition, 1946.

<sup>23</sup> An army training camp used to prepare infantries for fighting during WWII.

<sup>24</sup> Miranda, Gary and Rick Read. **Splendid Audacity: The Story of Pacific University.** (Seattle, WA: Documentary Book Publishers, 2000) p-91: Figure 11 shows "An aerial photograph from the 1950s (taken from the southeast) clearly shows Warner and Tabitha Brown Halls (moved from Camp Adair in Corvallis) on the south side of campus, as well as 10 barrack buildings on the east side."

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started the Rotary Youth exchange program in Forest Grove, served as Rotary President, was on the Forest Grove City Council, and was later elected county commissioner. Mr. Miller was a member of the Forest Grove Fire Department and served on the fire lines in three Tillamook forest fires. In 1935, he purchased the Forest Grove Hardware Store, which later became Ace Hardware. In 1948 the William Bone and his wife constructed a Ranch house at 1205 Birch. The Bones owned and operated the W.N. Bone Drug Store in Forest Grove for twenty-two years before retiring in 1962. In 1948 Louis Schultz and his wife purchased the Craftsman Bungalow at 1414 Birch where they lived until 1985. Louis had operated a grocery store on Main Street with his father for many years after which Louis took over operation of the store.

In addition to prominent members of the community, blue collar workers were also settling in the district during the 1940s. The GI Bill likely influenced this demographic change, as it provided many different kinds of loans for returning veterans to purchase homes. Carl and Ava Scherpf, who purchased the WWII era cottage at 2313 14<sup>th</sup> Avenue in 1943, are an example of this new class of Painter's Woods District homeowner. Carl Scherpf labored as a sawmill worker for the Carnation Lumber Company and its successor, the Forest Grove Lumber Company for thirty-four years. The Scherpfs sold their house to the Blems in 1948. Lester Blem worked as a millwright for Larkins Lumber and the Sunset Lumber Company, and then at the Northco lumber mill in North Plains. In 1947, J.A. and Ella Olovson constructed the WWII era cottage at 2318 15<sup>th</sup> Avenue. John Olovson worked as a building contractor and founded the Forest Grove Cabinet Shop. His wife worked for the Birds Eye Cannery in Hillsboro. Harold and Nan Henderson inherited the bungalow at 1510 Ash (1930) from Nan's father, William Crary, who was a retired newspaper publisher and attorney. Harold Henderson worked for Consolidated Logging Co. as a brakeman on the logging railroads. He later worked for Gales Peak Lumber Co. Nan Henderson was a teacher who taught in Vernonia and at Hillsboro High Schools. In 1941, C.K. Christianson purchased the Foursquare at 2303 15<sup>th</sup> Avenue. Christianson was a high school janitor.

### 1950- Present

While a majority of the residences had been constructed prior to 1950, throughout the mid to late twentieth century, the district area continued to be settled by prominent locals. For example, Dr. Ritchie, the 12<sup>th</sup> President of Pacific University, purchased property in the district at 1221 Birch Street from Joseph McCready in 1959. The Ritchies owned the property for ten years, until 1969. During Dr. Miller Ritchie's term as president, from 1960-1970, he was also the Dean of the NW College Presidents. More construction occurred at Pacific University during ten years of Ritchie's tenure than in the previous 100 years. Ritchie launched a ten million dollar development program that transformed the campus, adding the following buildings: Washburne Hall (1963); Clark Hall (1966); Jefferson Hall, Brombach Wing (1967); Harvey W. Scott Memorial Library (1967); Aquatic Center (1968); Adult Student Housing (1969); and Pacific Athletic Center (1970). Ritchie raised 411 million dollars in government loans and grants, foundation bequests and private gifts. Miller left in 1970 to accept a position at the University of Miami in Florida.<sup>25</sup>

<sup>25</sup> Miranda, Gary and Rick Read. *"An Era of Expansion: the Post-War Years and Miller Ritchie"* Splendid Audacity: The Story of Pacific University. (Seattle, WA: Documentary Book Publishers, 2000) pp-95-104.

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The population of Forest Grove continued to grow throughout this period, with 8,175 residents in 1970 growing to 13,559 by 1990 and 20,380 by 2006.<sup>26</sup> Currently located at the western edge of the 'Silicon Forest', the local economy of Forest Grove is influenced by the computer industry, and since the 1990s has seen growth in employment in related industries. Forest Grove continues to maintain a strong agricultural base with a 24% increase in agricultural employment since the 1990s.<sup>27</sup>

Pacific University currently enrolls more than 2,500 full time students. The University offers courses in five divisions in arts, exercise sciences, humanities, natural sciences and social sciences. Within these divisions are 17 departments offering 45 majors. Of Pacific's 2,500 students, approximately half are enrolled in one of eight professional programs.<sup>28</sup> The University has grown significantly from its inception at Harvey Clark's cabin more than 150 years ago.

### Conclusion:

The Painter's Woods Historic District in Forest Grove is significant for its association with Harvey Clark and the founding of Pacific University in the mid nineteenth century. As Forest Grove grew into a larger community in the late nineteenth century and throughout the mid-twentieth century, the district became the neighborhood where a number of prominent Forest Grove residents chose to settle including merchants, bankers, as well as civic and University leaders who shaped and guided the development and growth of the City of Forest Grove. Additionally, the district includes two of the city's early hospitals. Therefore, the Painter's Woods District meets the National Register criterion A for its local significance in the area of planning and community development.

<sup>26</sup> Oregon Blue Book, <http://bluebook.state.or.us/local/populations/pop02.htm>; accessed April 20, 2008. Population was estimated at 20,775 by 7/1/2007 by PSU (James Reitz, City of Forest Grove comment June 2008).

<sup>27</sup> <http://www.fgchamber.org/partnership.html#Economy> Accessed April 20, 2008.

<sup>28</sup> <http://www.pacificu.edu/about/facts/index.cfm> accessed April 20, 2008.

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### *Boundary Description*

The Painter's Woods Historic District is located in the city of Forest Grove on the western edge of Washington County, Oregon. The district is located in the southern portion of downtown Forest Grove. The district is roughly bounded on the north by 15<sup>th</sup> Avenue. The eastern boundary is Cedar and Elm Streets. The boundary on the south is 12<sup>th</sup> Avenue. The western boundary is Ash Street. The district includes approximately 15 partial blocks which are laid out in a grid system with named streets running north and south, and numbered avenues running east and west. The area includes portions of the South Park Addition plat (1891) and the Knob Hill Addition (1909). The district is irregularly shaped, primarily including resources fronting 15<sup>th</sup> Avenue between Ash and Elm Streets and resources fronting Birch Street between 12<sup>th</sup> and 15<sup>th</sup> Avenue.

### *Boundary Justification*

In 2005 a reconnaissance survey of 289 properties within the Southside survey area was completed. The Southside Survey area is located south of central Forest Grove and roughly bounded by Hawthorne Street on the east, Ash Street on the west, 11<sup>th</sup> Avenue on the south and 16<sup>th</sup> Avenue on the north. For the 231 properties that were older than 35 years, information describing the property was collected, a database was created, and preliminary findings were generated. Properties were divided by level of integrity, with 49 ranking Excellent, 110 Good, and 70 Fair levels of integrity. 58 sites were eliminated because they are less than 35-years old. Once the areas with the area with the highest concentration of resources with historic integrity were identified, the proposed boundary was considered and intensive level surveys completed. While the proposed boundary is irregular, the diminished integrity of properties outside of the proposed boundary precluded their inclusion. The high incidence of unsympathetic alterations to original fabric could have been caused by several factors. Contributing to the loss of integrity was the relatively late introduction of remodeling permits in Forest Grove. Some of the additions or alterations could have been modified or prevented if plans had to be approved by the City before construction proceeded.

The proposed district shares the same rectilinear grid system and includes properties that share the same period of significance, historic association and feeling. The properties within the area are largely developed between 1880 and 1950 in response to broad growth trends impacting the growth of Forest Grove. The district boundary is justified, as it includes the highest concentration of buildings from the identified period of significance

**Painter's Woods Historic District**

Name of Property

**Washington County, OR**

County and State

NPS Form 10-900-a

United States Department of the Interior  
National Park Service

OMB Approval No. 1024-0018

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Figure 1: Harvey Clark Marker

Figure 2: Forest Grove Plats

Figure 3: Looking West down 15<sup>th</sup> Ave (formerly 5<sup>th</sup> Ave. ) circa 1902

Figure 4: Looking west down 15<sup>th</sup> Avenue circa 1910

Figure 5: Bailey House at 2422 15<sup>th</sup> Avenue circa 1900

Figure 6: Harvey Clark cabin, circa 1872

Figure 7: Original DLC to Pacific University's main campus

Figure 8: Streetcar in downtown Forest Grove

Figure 9: Streetcar route through Forest Grove

Figure 10: Macrum House converted to hospital circa 1912

Figure 11: Pacific University

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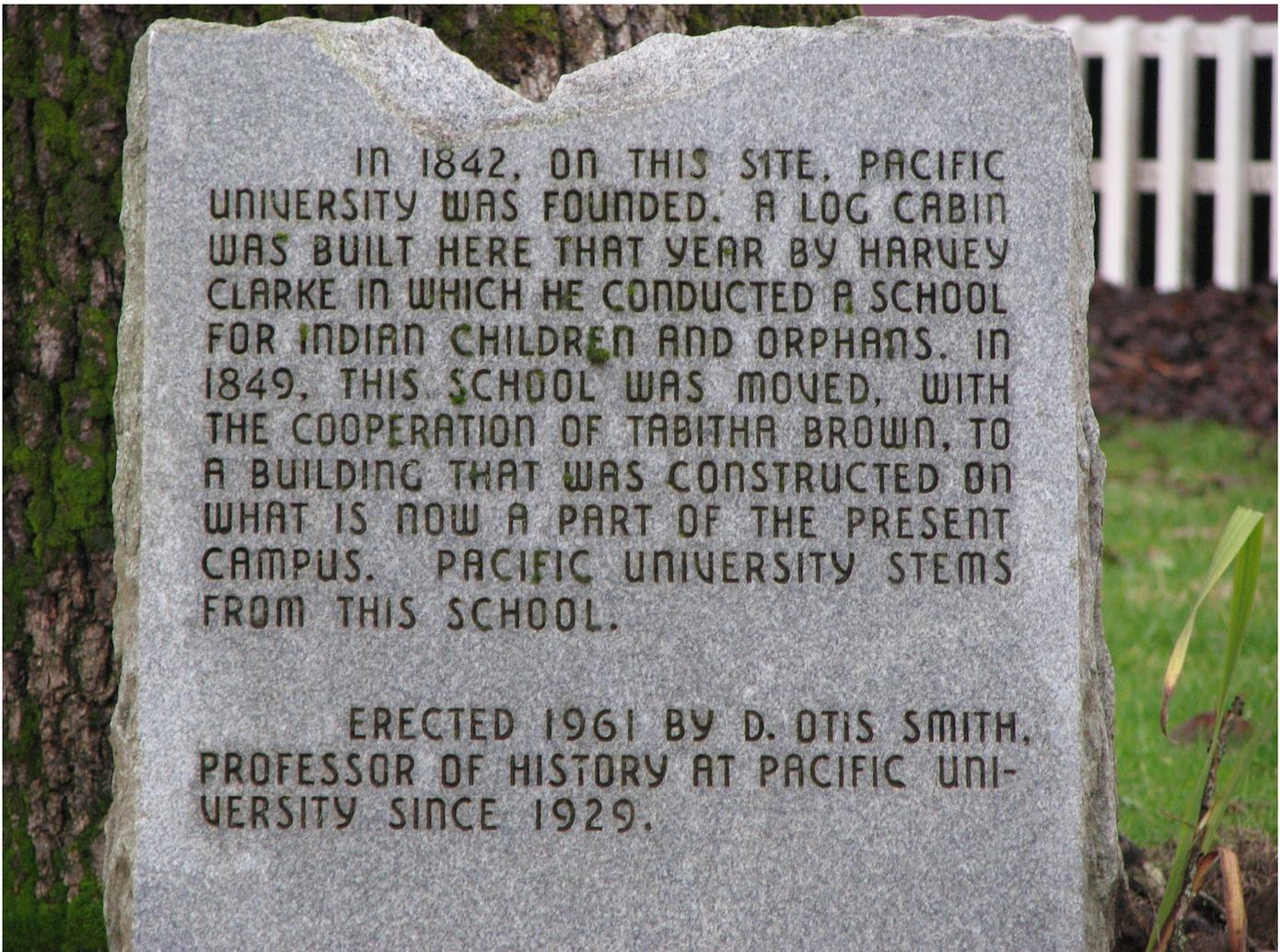


Figure 1: Harvey Clark Marker

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Figure 2: Forest Grove Plats

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Figure 3: Looking West down 15<sup>th</sup> Ave (formerly 5<sup>th</sup> Ave. ) circa 1902

## National Register of Historic Places Continuation Sheet

Section number Supplemental Information Page 5

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Figure 4: Looking west down 15<sup>th</sup> Avenue circa 1910

## National Register of Historic Places Continuation Sheet

Section number Supplemental Information Page 6

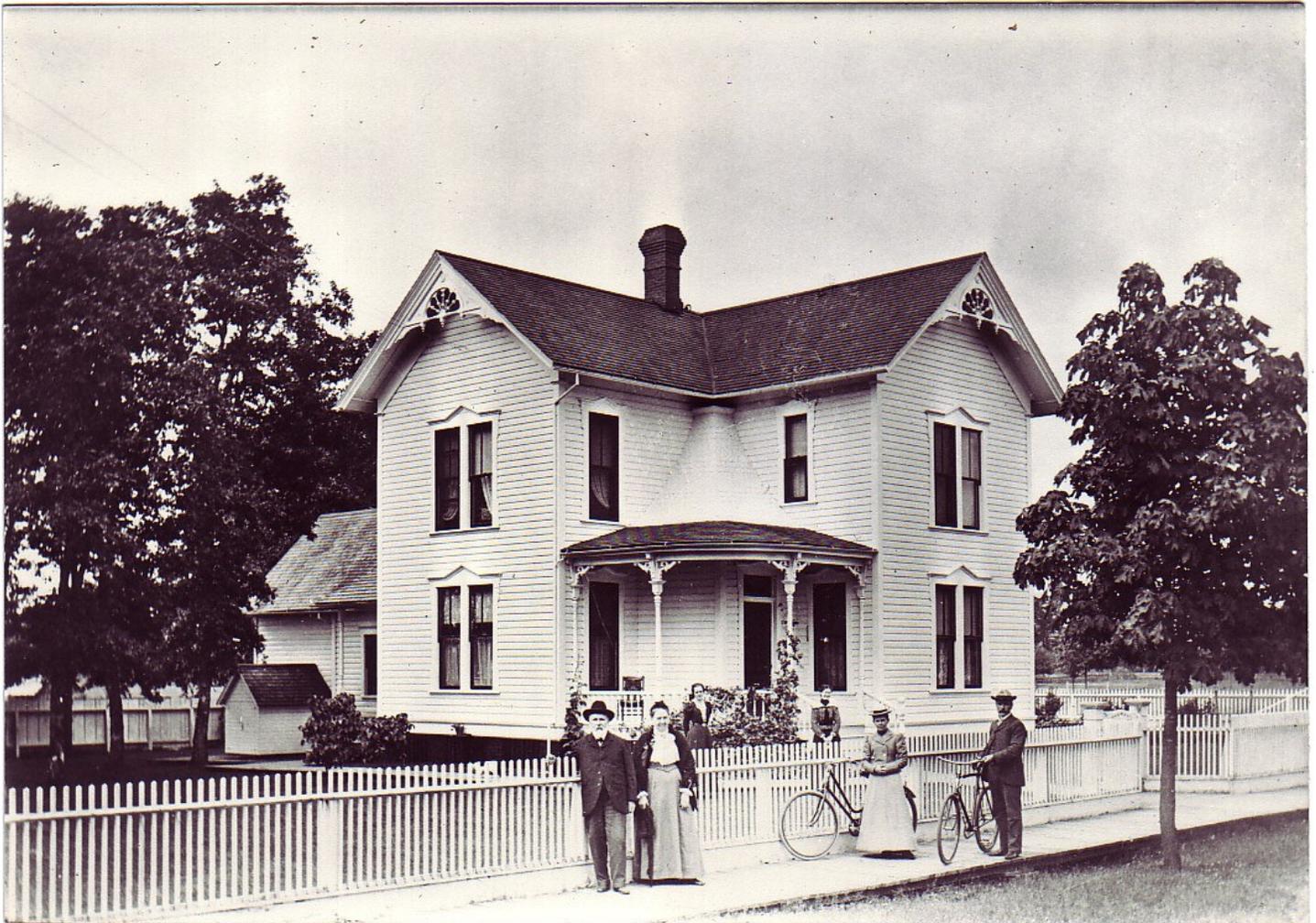


Figure 5: Bailey House at 2422 15<sup>th</sup> Avenue circa 1900.

NPS Form 10-900-a

OMB Approval No. 1024-0018

United States Department of the Interior  
National Park Service

## National Register of Historic Places Continuation Sheet

Section number Supplemental Information Page 7

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Figure 6: Harvey Clark cabin, circa 1872

# National Register of Historic Places Continuation Sheet

Section number Supplemental Information Page 8

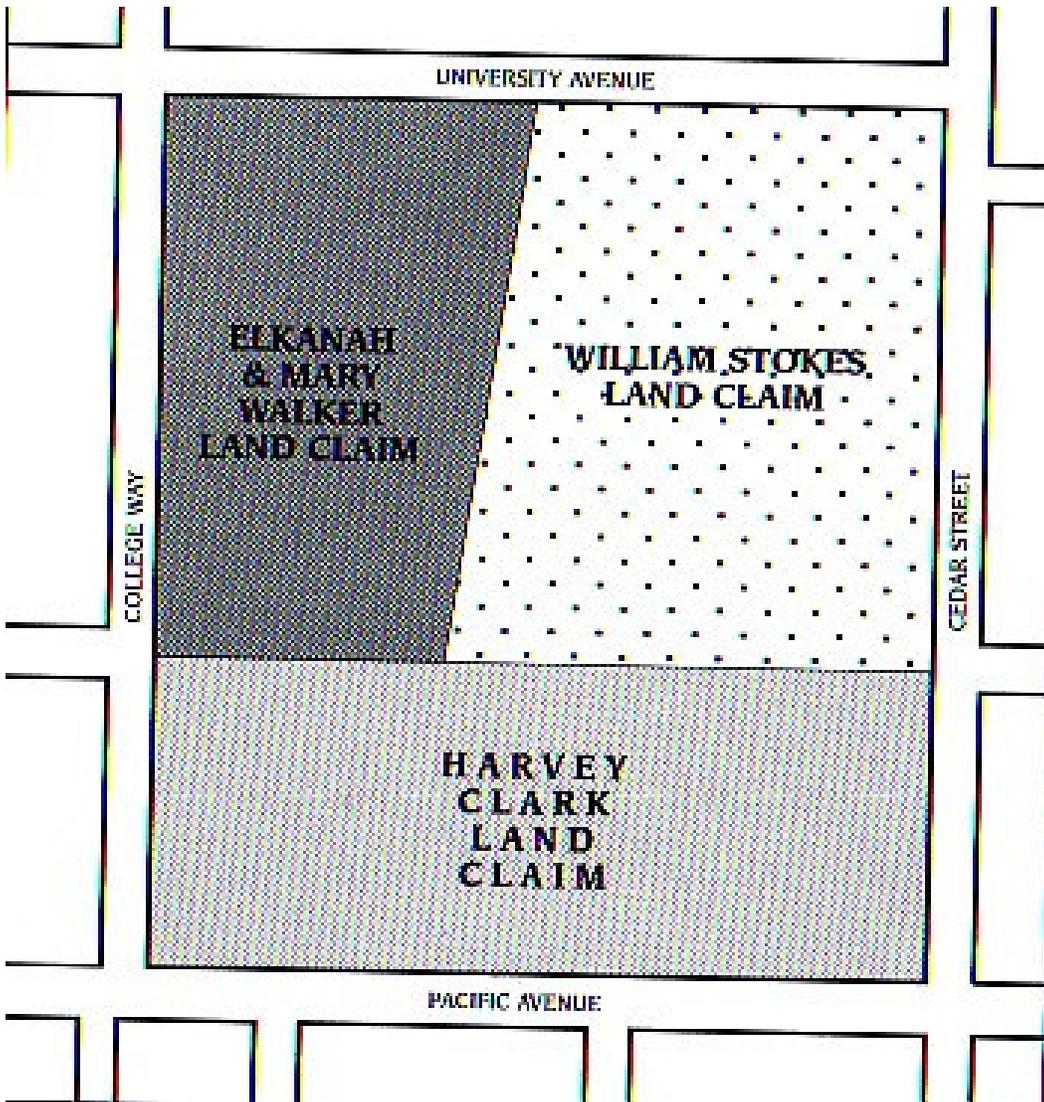


Figure 7: Original donations of Land to Pacific University's main campus from various DLCs.

# National Register of Historic Places Continuation Sheet

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Figure 8: Streetcar in downtown Forest Grove



Figure 9: Streetcar route through Forest Grove

## National Register of Historic Places Continuation Sheet

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Figure 10: Macrum House converted to hospital circa 1912

## National Register of Historic Places Continuation Sheet

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Figure 11: Pacific University from the book *Splendid Audacity*- page 91; caption reads: "An aerial photograph from the 1950s (taken from the southeast) clearly shows Warner and Tabitha Brown Halls (moved from Camp Adair in Corvallis) on the south side of campus, as well as 10 barrack buildings on the east side."

July 14, 2008

**REPORT ON THE LABOR AGREEMENT BETWEEN  
THE CITY OF FOREST GROVE AND THE FOREST  
GROVE POLICE ASSOCIATION (FGPA), EFFECTIVE  
JULY 1, 2008, AND EXPIRING JUNE 30, 2011**

**Project Team:** Michael Sykes, City Manager  
Rob DuValle, Human Resources Manager

**Issue Statement:** The current year labor agreement expired June 30, 2008. The new labor agreement has been modified, ratified by bargaining unit members, and needs to be approved by the Council.

**Background:** Representatives of the City of Forest Grove and FGPA met during recent months and have reached tentative agreement on certain modifications to the agreement, pending approval of the City Council. The substantive agreement modifications are as follows:

- **Representation:** Sergeants voted in a unit clarification petition with the Employment Relations Board and are now represented by the Association.
- **COLA:** Cost of living adjustments were negotiated for all classifications covered within the agreement at four and a quarter percent (4.25%) per year during the term of the contract, with the exceptions of the Sergeants who will receive an additional one and a half percent 1.5% adjustment for compression and the Community Service Officers who will receive a ten percent 10% adjustment in 2008 based on market data. A contract re-opener was also implemented for CSO's due to the potential modification of the focus of their position over the next year.
- **Safety Release:** Language was added to allow for 9 hours off duty if an officer is required to work 15 or more hours on a shift before returning to active duty status.
- **Off Duty Communications:** Language was added to compensate employees for work related communications in excess of 7.5 minutes during off duty hours as authorized by the City. Scheduling and remedial contacts were excluded from compensation.
- **Sick Leave:** The cap was increased to 1400 hours consistent with the other bargaining units

in the City. Grandchildren and grandparents were added pursuant to changes in Oregon law.

- **On the Job Injury:** The City agreed to fund the difference between worker's compensation time loss payments and an injured officer's net pay for a period of up to 90 days, consistent with other bargaining units in the City.
- **Bereavement:** The list of eligible family members was modified to include brothers and sisters of the employee.
- **Long Term Disability:** The benefit level was increased from 50% to 66.67% consistent with other bargaining units in the City.
- **Retirement:** No changes to the retirement benefit were bargained. The parties agreed to a re-opener in 2009 for the purpose of integrating new hires into Oregon PERS.
- **Vacation:** The maximum accrual was increased to 360 hours consistent with other bargaining unit in the City.
- **Seniority:** Language was added to clarify seniority definitions and eligibility upon return to the bargaining unit from a non-represented position.
- **Incentives & Premiums:** Clarifying language was added for definition and eligibility. Sergeants were excluded from assignment premiums (Investigations, FTO, Bike, and Motorcycles). A Fitness Incentive was added allowing for a \$500 annual incentive for sworn officers who successfully complete the DPSST ORPAT on a voluntary basis.
- **Uniforms and Equipment:** Cell phone stipends were included consistent with other bargaining units in the City.
- **Shift Bidding:** Language was included requiring Sergeants to work an alternate shift once every two years for developmental purposes.
- **Term:** Extends the term of the agreement for three years, expiring June 30, 2011.

The costs to implement this agreement are within the parameters set by Council and funds have been identified in the 2008-2009 budget and within the 5-year fiscal plan.

**Staff Recommendation:** Staff is recommending that City Council approve the attached resolution authorizing the City Manager to execute the labor agreement between the City and FGPA.

First Reading 6.

**RESOLUTION NO. 2008-55**

**RESOLUTION AUTHORIZING EXECUTION OF A  
LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE  
AND THE FOREST GROVE POLICE ASSOCIATION (FGPA)  
EFFECTIVE JULY 1, 2008, AND EXPIRING JUNE 30, 2011**

**WHEREAS**, representatives of the City of Forest Grove and the Forest Grove Police Association (FGPA) have met in good faith and negotiated a labor agreement between both parties effective July 1, 2008, through June 30, 2011; and

**WHEREAS**, the labor agreement provides for certain compensation and fringe benefit adjustments.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE  
AS FOLLOWS:**

Section 1: That the City Manager is authorized to execute the attached labor agreement (Exhibit A) between the City of Forest Grove and the FGPA.

Section 2: That the compensation plan contained in this agreement is approved, effective July 1, 2008, and expiring June 30, 2011.

Section 3: That the fringe benefits contained in this agreement are approved, effective July 1, 2008, and expiring June 30, 2011.

Section 4: This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** for first reading this 14<sup>th</sup> day of July, 2008.

**PRESENTED AND PASSED** for second and final reading this 11<sup>th</sup> day of August, 2008.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 11<sup>th</sup> day of August, 2008.

\_\_\_\_\_  
Richard G. Kidd, Mayor

**AGREEMENT**  
**BETWEEN THE**  
**CITY OF FOREST GROVE, OREGON**  
**AND**  
**FOREST GROVE POLICE ASSOCIATION**  
**JULY 1, 2008 TO JUNE 30, 2011**

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## **PREAMBLE**

This Agreement entered into by the City of Forest Grove, Oregon, hereinafter referred to as the "City," and the Forest Grove Police Association, hereinafter called the "Association," made and entered into for the purpose of fixing the wage scale, schedule of hours, employee relations as defined by statute and conditions of employment affecting members of the bargaining unit.

## **ARTICLE 1 - RECOGNITION**

1.1 The City recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for all regular employees including sworn police officers, sergeants, evidence/records clerks, community service officers, and records specialists of the Forest Grove Police Department, excluding supervisory, confidential, managerial, and temporary employees. For the purpose of this Agreement, a regular part-time employee shall be one who is regularly scheduled to work twenty (20) or more hours of work in a workweek, but less than full-time. A regular full-time employee shall be one who is regularly scheduled to work forty (40) hours of work in a workweek. Part-time employees shall earn sick, vacation, and holiday hours on a pro-rated basis. Maximum accruals shall also be pro-rated.

1.2 The City shall notify the Association of its decision to change any of the bargaining unit classifications. If the successor classification is not significantly altered or changed from the existing classification, the new classification shall be automatically recognized as part of this Agreement.

1.3 New classes may be developed within the Police Department by the City and a wage scale assigned thereto. The City shall forward a new class and wage scale to the Association for their review of the wage scale. Within ten (10) days, the Association may request to bargain on the wage scale; but in any event, the City shall not be barred from implementing the position or positions during the term of negotiations.

## **ARTICLE 2 - MANAGEMENT RIGHTS**

2.1 It is understood and agreed that the City possesses the sole right to conduct the City's business and carry out its obligations and that all management rights repose in it, but that such rights are subject to such conditions, requirements and limitations as may be applicable under law, and must be exercised consistently with the provisions of this Agreement. The power or authority which the City has not officially abridged, delegated or modified by this Agreement is retained by the City.

2.2 Excluding those rights which are superseded by this agreement, management shall enjoy, but not be limited to, the following rights:

- A. To utilize personnel, methods, and procedures and means in the most appropriate and efficient manner possible.
- B. To manage and direct the employees of the Police Department, to enforce department rules, regulations, procedures, and guidelines; and to assess employees' job performance.
- C. To hire, schedule, promote, transfer, assign, train or retrain employees in positions within the Police Department.

- D. To suspend, demote, discharge or take other appropriate disciplinary action against employees for just cause. Scheduling of disciplinary days off will be at the convenience of department operations. The City has the right to discharge probationary employees for any reason without recourse to the grievance procedures of this Agreement.
- E. To determine the size and composition of the work force and to lay off employees.
- F. To determine the mission of the City and the methods and means necessary to efficiently fulfill the mission, including: transfer, alteration, curtailment, addition or discontinuance of any services; establishment of acceptable standards of job performance and qualifications; and purchase and utilization of equipment.
- G. The City has the right to schedule overtime as required in the manner most advantageous to the City and consistent with the requirements of municipal employment in the public interest.
- H. The City retains the right to establish job descriptions, work rules and rules of conduct.
- I. The exercise of management rights, except where abridged by specific provisions of this Agreement, are not subject to challenge by the grievance procedure.
- J. The City shall have the right to take any and all actions necessary in the event of an emergency. An emergency is an unexpected event demanding immediate action which must be declared by management.

2.3 The parties recognize the City may need to make operational changes in areas not covered by the above management responsibilities. In the event the City desires to make a change in a mandatory subject of bargaining, for which bargaining is mandated by the Public Employee's Collective Bargaining Act, the City shall give the Association at least fourteen (14) days notice of the desired change in writing. The Association may request bargaining of the issue, and the City thereafter will meet with the Association in an effort to resolve the issue. Should resolution not be achieved, either party may request the assistance of an ERB mediator. If mediation is unsuccessful within thirty (30) days after a mediator is assigned, the issue will be taken expeditiously to interest arbitration if arbitrable.

2.4 Nothing in this article shall have the effect of nullifying agreements entered into under other sections of this Agreement, provided that management rights and prerogatives, except where abridged by a specific provision of this Agreement, are not subject to the grievance procedure specified in Article 22. It is further agreed that the City retains all rights, powers, and privileges not expressly specified in this section.

### **ARTICLE 3 - EMPLOYEE RIGHTS**

3.1 It is recognized that employees have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on

matters of employee relations. Employees covered by this Agreement also shall have the right to refuse to join the activities of the Association or any other employee organization. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the City or by the Association because of their exercise of these rights.

3.2 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to marital status, sex, race, color, national origin, age, religion, pregnancy, ancestry, veteran's status, sexual orientation, Association affiliation or political affiliation. Discrimination on the basis of relationship or mental or physical disability are prohibited except in the instance of valid occupational qualification and under the provisions of the Americans with Disabilities Act.

3.3 All references to employees in this Agreement designate both sexes and, whenever the male gender is used, it shall be construed to include male and female employees.

#### **ARTICLE 4 - PEACEFUL PERFORMANCE OF CITY SERVICE**

4.1 During the term of this Agreement, there shall be no strike, slowdown or recognition of any picket line while in the performance of official duties. For purposes of this section, "strike" means an employee's conduct in concerted action and includes failing to report for duty, or stoppage of work, or deviation in whole or in part from the regular, ordinary and/or consistent, full, faithful, and proper performance of duties of employment, for the purpose of inducing or coercing a change in the conditions, compensation, rights, privileges, or obligations of employment. The Association agrees to inform its members of their obligations under this Agreement and to direct them to attend to and fully perform duties as City employees.

4.2 In the event of a violation of this Article by the Association or employees in the bargaining unit, the City may, discipline any employee involved in such activity. Nothing herein shall preclude recourse by the City to such other legal or equitable remedies as may be available.

#### **ARTICLE 5 - ASSOCIATION SECURITY**

5.1 Membership or non-membership in the Association shall be the individual choice of the employees covered by this Agreement. Employees who are not members of the Association shall make payments in lieu of dues to the Association. Such payments shall be in an amount determined by the Association in accordance with constitutional and statutory requirements.

5.2 The City agrees to deduct from the paycheck of each employee Association dues or "fair share". The City shall not be held liable for checkoff errors, but shall make proper adjustments with the employee and the Association for errors as soon as practicable and upon notification from the Association. The Association agrees to indemnify and hold harmless the City from any action arising from this article. The amounts to be deducted shall be certified to the City by the Treasurer of the Association as needed

5.3 An employee who is a member of a church or religious body having bona fide religious tenets or teachings which prohibit association with a labor organization or the payment of dues to it shall pay an amount of money equivalent to the fair share amount described in Section 5.1. Such payment shall be made to a non-religious charity or another charitable organization mutually agreed

upon by the employee affected and the Association. The employee shall furnish written proof to the City that payment has been made.

5.4 The City agrees to continue to furnish bulletin board space for Association use of at least 22 inches by 36 inches in dimension in an unobstructed place to be used and maintained by the Association and restricted to Association business and training or education or announcements. The Association shall limit its posting of notices and bulletins to such bulletin board. The Association shall periodically clear the board of outdated material and shall restrict posting to matters of Association business, which are of a non-inflammatory nature.

5.5 The City shall notify the Association of all new hires within the bargaining unit within two (2) weeks of their having been employed, furnishing the Association with the new employee's name, mailing address and position for which he was hired.

5.6 Use of the City's E-Mail System

a. The parties recognize that the City's email system is the sole property of the City. This resource is provided or assigned to employees to facilitate the orderly and efficient conduct of the public's business. Permitted email uses constitute public business in conducting labor relations activity. In general, all such communications may be subject to disclosure, and the parties recognize that the City does not have an obligation to assert any exceptions or exemptions from disclosure as to public records that happen to contain information relating to Association activity by City employees. The parties recognize that the City may review all City emails in the City system at any time.

b. Certified Association Officers may use the City's email system to conduct labor relations business for the limited purposes of:

- i. Notifying Association members of meetings and scheduling meetings (date, time, place and agenda);
- ii. Scheduling meetings among Association Officers (date, time, place and agenda); and/or
- iii. Filing official correspondence with the City (i.e., grievance documents, demand to bargain notices), provided however that timelines for grievance responses shall run from receipt (the date an email is opened).
- iv. Communication between the Association attorney, Certified Association Officers and City Officials.

Such City email communications shall be specifically identified in the Subject Line as Labor Relations Business in addition to any other topic.

c. The City retains control over the City email system and may restrict or revoke permission to use the City email for labor relations purposes at any time after meeting and discussing such decision and the City's reasons. Association officers and members will keep on duty use of email for labor relations purposes (sending/reading) to a minimum.

d. The parties recognize that misuse of the City's email system is considered a violation of policy and the parties agree that any violation of this limited exception for the use of the City's email system may result in discipline, up to and including termination.

e. From time-to-time, the Association will certify to the City's HR Manager or designee and the Chief of Police or designee an up-to-date list of Association Officers.

## **ARTICLE 6 - HOURS OF WORK**

6.1 The workweek shall consist of seven (7) days with four (4) consecutive ten (10) hour shifts followed by three (3) consecutive days off. Solely at the discretion of the Chief or his designee, a schedule consisting of five (5) consecutive eight (8) hour shifts followed by two (2) consecutive days off may be established. Shift rotations shall be implemented within two consecutive work weeks, during which time an employee shall work no more than 80 hours and five (5) consecutive days or four (4) consecutive days, depending on schedule without one (1) day off.

6.2 The regular hours of each workday shall be consecutive with interruptions for rest periods and lunch periods. The workday shall commence at the start of the employee's scheduled shift and continue for twenty-four (24) hours. Employees shall be scheduled a minimum of ten (10) hours off between regularly scheduled shifts.

6.3 Each employee shall be scheduled to work on a regular shift. Each employee shall have regular starting and quitting times.

6.4 Work schedules showing employee's work day and hours shall be posted on the Department bulletin board. Schedule changes that are not requested by an employee shall be made only after other options are evaluated. Except for emergency situations and for the duration of the emergency, any changes in work schedules shall be posted a minimum of ten (10) days prior to the effective date of the change. An "emergency" is an unexpected event demanding immediate action, which must be declared by management. Work schedule changes, resulting from employee attendance in training courses, shall require 24-hour notification to the affected employees. Schedule changes for the convenience of the employee, by mutual agreement or after other options are evaluated, shall not be subject to the notification requirements set forth above.

Employees who are undergoing FTEP are exempt from the scheduling notification requirements herein and may be reassigned by the City with a minimum of three (3) calendar days notice in order to accommodate the efficient and effective completion of their training. Individual employees may voluntarily waive the three (3) calendar days notice requirement at the City's request.

6.5 Rest periods of fifteen (15) minutes shall be provided when practicable for all employees during each half shift which shall be scheduled by the City in accordance with the operating requirements of each employee's duties and shall be considered on-duty time.

6.6 All employees shall be granted a thirty (30) minute meal period during each work shift to the extent consistent with operating requirements of the Department. Each meal period shall be scheduled in the middle of the work shift or as near thereto as possible when practical.

6.7 Travel to and from work, whether in a personal or City vehicle, shall not constitute hours worked unless the employee is otherwise on duty.

6.8 Employees in the same classification may trade shifts subject to the advance written approval of the affected shift supervisors(s). Trades are at the sole option of the employees who shall be solely responsible to reciprocate the trade. The City shall not record hours worked on a trade; both employees records of hours of work shall be maintained as if each employee worked the regular hours assigned, and shall be paid accordingly.

6.9 Community Service Officers shall not be subject to the scheduling restrictions provided for in this Article. The parties agree to continue their current practice of flexible scheduling of this position.

6.10 Safety Release. An employee who is required by the City to work fifteen (15) or more hours in any twenty-four (24) hour work day and who is scheduled to work a shift in the next twenty-four (24) hour work day shall be guaranteed at least nine (9) hours off before being required to return to active duty status. The Police Chief retains the authority to suspend this provision upon declaring a public safety emergency.

## **ARTICLE 7 - OVERTIME**

7.1 The City shall have the right to assign overtime work as required in a manner consistent with the requirements of the Police Department. Employees required to work beyond forty (40) hours per work week, or eight (8) hours on any work day for employees on a 5 day/8 hour schedule, or ten (10) hours on any work day for employees on a 4 day/10 hour schedule, shall be compensated at the rate of one and one-half (1½) times their regular rate of pay in either cash or compensatory time. Under no condition shall such compensation be received twice for the same hours. Management will notify the Association of overtime needs of the department and the Association will be responsible for filling the overtime needs of the department.

7.2 Employees shall be allowed to accrue compensatory time to a maximum of forty (40) hours and such accrual may continue as long as the employees' accrual is below the maximum. Compensatory time-off must be scheduled with the approval of the supervisor. Overtime in excess of forty (40) hours shall be paid on the next regularly scheduled paycheck.

7.3 Overtime shall be computed to the nearest one-quarter (1/4) hour. For purposes of compensating authorized off-duty communications to an employee, cumulative work performed in excess of 7.5 minutes within an eight (8) hour period will be rounded up in 15 minute increments at the employee's overtime rate of pay except for telephone calls relating to the employee's schedule and remedial calls shall not be compensated.

7.4 Employees called back to work shall be compensated at a rate of time and one-half (1½) for a minimum of four (4) hours. This section only applies when call back results in hours worked which do not fall within two (2) hours before or after the beginning or end of the workday which shall be treated as a shift extension and not as a call back. More than one (1) court appearance scheduled within the applicable minimum shall be considered a single call back under this section. Any work performed beyond the minimum shall be applied as added time. If a subsequent call back is scheduled with more than the applicable call back interval, it shall be applied as a separate call back.

7.5 When an employee is authorized to attend school or training course not required by the City on the employee's regularly scheduled day(s) off such attendance will be considered hours worked and will be compensated if attendance was required by the City. If the employee volunteers to attend and so requests in writing, and the City and the employee mutually agree to arrangements related to representation, expense reimbursement, accounting for the time involved, and shift coverage, the employee will be paid wages and/or reimbursed as agreed by the City and the employee. The employee will be compensated at the appropriate regular or overtime rate of pay for training activities, including travel time, as required by the FLSA. Any overtime remedial work shall be exempt from the minimum callback provision in Article 7.4.

7.6 Requests for overtime compensation shall be submitted to the employee's supervisor within seventy-two (72) hours of the overtime being worked.

## **ARTICLE 8 - SICK LEAVE**

8.1 Employees shall accumulate eight (8) hours of sick leave per month, beginning with the date of employment and prorated for partial months worked. Accrued sick leave shall not exceed fourteen hundred (1400) hours.

8.2 Employees may utilize their accrued sick leave when unable to perform work duties by reason of illness, injury, disability or necessity for medical or dental care. Employees may utilize their accrued sick leave by reason of illness or injury in the employee's immediate family when the employee's attendance is required. The definition of "immediate family" for this article includes spouse, same-sex domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, and parent of same-sex domestic partner or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster, or stepchild of an employee or the child of an employee's same-sex domestic partner, grandchild, or grandparent of the employee.

8.3 Sick leave shall not be used for absence due to illness or injury which is the result of outside employment.

8.4 An employee unable to report for work due to illness or injury, shall notify the on-duty supervisor of the absence at least two (2) hours prior to his reporting time. When an employee cannot be reasonably expected to know the illness or injury exists two (2) hours prior to the scheduled reporting time, the on-duty supervisor must be notified as soon as practicable.

8.5 Employees may be required after three (3) consecutive days of sick leave usage to furnish a certificate issued by a licensed physician or practitioner or other satisfactory evidence of the illness or injury. If the employee's sick leave usage warrants possible discipline or corrective action or the employee has been disciplined, a supervisor may require a doctor's certificate for less than three (3) days' absence. The City will reimburse the employee co-payments, co-insurance, deductions or other payment to the health care provider or other expenses incurred as a direct result of the application of this provision which will result in no cost to the employee.

8.6 Proven abuse of sick leave shall be grounds for disciplinary action.

8.7 The City will comply with federal and Oregon family leave laws. Paid leaves of absence permitted under this Agreement shall run concurrently with statutorily protected family leaves, which are defined by federal and Oregon law, and explained fully in City personnel policy. For parental leave the employee may designate the order in which the leave banks are used.

8.8 Unused sick leave is applied as a credit as part of the City retirement plan. Refer to Article 13 relating to Retirement.

## **ARTICLE 9 - ON-THE-JOB INJURY**

9.1 Employees who are injured while in the performance of duty shall report such injury to the on-duty supervisor as soon as practicable, but normally no later than the end of the employee's work shift.

9.2 Employees who sustain an injury or illness compensable by Worker's Compensation and who are unable to perform their normal duties as a result of such injury or accident will be compensated by the City's insurance carrier for the period of time loss. The City will pay the difference between the employee's regular salary net after taxes and the compensation benefits for lost time for a period of 90 days following the injury or illness.

9.3 If an employee is off work beyond 90 days as a result of a work injury, accrued days of sick leave may be used on a pro rata basis to supplement the employee's insured disability income until such leave is exhausted. Such supplement shall not exceed the amount of an employee's net base pay while in active status. An employee may request in writing at the time of notifying the department that he is taking leave and that he does not want the leave charged against his accrued sick leave. In this event, the leave shall not be paid by the City.

9.4 The employee may use his accrued compensatory time, holiday credits and vacation credits after the use of any accumulated sick leave. Medical progress reports may be required prior to approval of such payments.

9.5 It is in the mutual interest of the parties to return an injured employee to work as soon as practicable. The City may provide limited duty assignments for injured employees, to the extent consistent with the operating requirements of the City. With the concurrence of the attending physician, when a limited duty assignment is made available to an employee, the employee shall return to work in the limited duty assignment until such time as he is released for normal duties. In no instance will a limited duty assignment extend beyond sixty (60) days without the express approval of the Chief or designee.

## **ARTICLE 10 - LEAVE OF ABSENCE**

10.1 In the event of the death of a member of an employee's immediate family or household, including grandchildren, grandparents, brothers, sisters, and in-laws, the Police Chief may grant leave with pay, not to exceed one (1) work week, to provide sufficient time to make funeral arrangements if necessary and to attend the funeral. Leave with pay of up to four (4) hours may be granted when an employee serves as a pallbearer.

10.2 When an employee is called for jury duty or is subpoenaed as a witness as a result of his employment with the City, he shall not suffer any loss in regular pay from such absence. However, he shall remit to the City any compensation or fees received for such duties. Upon being excused from jury duty for any day, an employee shall immediately contact his supervisor for assignment for the remainder of his regular workday.

10.3 Military leave shall be granted in accordance with state and federal law. An employee taking military leave for training shall be entitled to reimbursement of an amount equal to the difference between the daily military salary and regular rate of pay in accordance with state and federal law.

10.4 Upon written application by the employee, parental leaves without pay may be granted in instances of a birth or adoption of a child within the immediate family. Such leave request shall not exceed 180 calendar days. The approval of such leave shall be at the sole discretion of the City Manager or a designee and shall be in accordance with any pertinent statutory provisions.

10.5 The City shall consider a written application for leave of absence without pay not to exceed 180 calendar days if the City finds there is reasonable justification to grant such a leave and that the work of the department will not be seriously jeopardized by the temporary absence of the employee. Such leaves shall not be approved for the purpose of accepting employment outside the service of the City. The City may also deem a resignation in the event that the employee has accepted employment outside the service of the City, entered into a full-time business or occupation, or has not complied with the terms of his application for such leave.

10.6 Employees granted a leave without pay may maintain their medical insurance coverage through the City by remitting premium payments to the City on a schedule provided by the City.

## **ARTICLE 11 - OUTSIDE EMPLOYMENT**

11.1 Employees shall receive approval from the Police Chief based on Article 11.2 prior to engaging in outside employment. Such request and approval shall be made in writing and may be rescinded in writing by the Police Chief.

11.2 In order to be approved, outside employment shall:

1. Be compatible with the employee's adherence to the Police Officer's Code of Ethics;
2. In no way detract from the efficiency of the employee in City duties;
3. Not take preference over extra duty required by City employment;
4. Not present a legal or ethical conflict of interest with the police profession.

## **ARTICLE 12 – HEALTH & WELFARE**

12.1 The City shall provide health insurance benefits to the employee and their dependents comparable to Blue Cross Copay Plan B-PPP, including Well-Baby care and Physical Examination

riders, Blue Cross Plan II dental insurance, and the VSP Vision insurance through the EBS Trust. The City shall also offer Kaiser medical, prescription, dental, vision and alternate care insurance as an alternative to Blue Cross. The City's premium for full-time employees shall be set at ninety five percent (95%) of either the full Blue Cross premium cost or the full Kaiser premium cost as elected by the employee during benefits enrollment. The City's premium for part-time employees shall be fifty percent (50%) of the caps established for full-time employees.

12.2 The City agrees to offer a Section 125 plan.

12.3 Upon retirement from City service, employees may elect to continue their group medical insurance coverage at their own expense as provided by COBRA and the CCIS or City insurer's retiree program in effect at the employee's date of retirement.

12.4 The City shall provide the following insurance benefits and shall pay all premium costs for the duration of this Agreement:

1. Life and accidental death in an amount equal to the employee's annual salary rounded to the nearest \$1,000.
2. Worker's compensation.
3. Long-term disability after a 90-day waiting period, with a maximum of sixty-six and two-thirds percent (66 $\frac{2}{3}$ rds) of the first \$4,000 of monthly salary up to age 65 or until the employee is able to return to work.

Part-time employees shall not receive life insurance, long term disability insurance or retirement benefits.

12.5 The City shall provide self-insurance or liability insurance coverage and defense of claims arising out of acts committed by employees in the discharge of their duties and in the course of their employment, in accordance with the Oregon Tort Claims Act, excluding acts constituting malfeasance in office or willful or wanton neglect of duty.

12.6 The City agrees to reimburse an Association member for the reasonable, usual and customary legal fees charged by an attorney as a direct result of criminal charges or a grand jury appearance against the Association member arising out of the Association member's involvement in the proper performance of duty as an employee for the City. The City's obligation of reimbursement is subject to the following:

- A. To receive reimbursement under this Article, the Association member must select an attorney from a list of attorneys that has been mutually agreed upon by the Forest Grove Police Officers' Association and the City. Neither party shall unreasonably oppose the inclusion of an attorney on the list. Within sixty (60) days of the execution of this Agreement, the Association shall submit to the City the names and professional biographies of the attorneys the Association proposes for inclusion on the list. If the City Attorney does not object, in writing, to an attorney on the list within twenty (20) working days, the attorney shall be included on this list. The names on the list shall be reviewed every six (6) months upon the request of either party. If no attorney on the list is available to represent an Association member, the Association member may obtain another attorney of choice, however, the City's obligation to reimburse will arise only if the City

receives written notice of the selected attorney from the Association within three (3) calendar days of the Association member or Association learning of the lack of availability of an attorney from the predetermined list.

- B. Following the initial meeting between the Association member and the attorney, the Association shall arrange for an attorney to provide the City, at no cost to the City, a preliminary estimate of the anticipated legal fees, costs and expenses. This preliminary estimate shall be directed to the City Attorney, the Chief of Police, and the Association.
- C. Before becoming obligated under this Article, the City shall be presented with a sworn affidavit by the attorney listing an hourly breakdown of the time spent and a brief description of the purpose of such time. The attorney shall account for and value time at the attorney's most favorable rate, not to exceed \$160.00 per hour. If the City, in its discretion, feels the charges exceed the reasonable, usual and customary fees normally charged, the parties shall submit the matter to the Oregon State Bar Fee Arbitration program for resolution. The decision of the OSB fee arbitrator or arbitration panel shall be final and binding as to the City's obligation under this Article. Under no circumstances shall the provisions of this Article give rise to a claim of any sort against the City by the attorney retained or selected by the Association member.
- D. Reimbursement will not be made in those instances where:
  - 1. The Association member is convicted by verdict or plea, or pleads no contest to any criminal charges arising out of the incident;
  - 2. The Department sustains any disciplinary charge(s) on the basis of the Association member's actions which formed any part of the basis for the possible criminal liability unless the Department's disciplinary action is wholly set aside on grievance appeal;
  - 3. The City shall have no obligation to reimburse an Association member, the Association or counsel for the Association for costs or legal fees in any instance where the Association member or the Association elect to have counsel for the Association represent the Association member involved in the incident at any stage of the criminal proceeding, including, but not limited to, any grand jury proceeding;
  - 4. The City shall have no obligation to reimburse an Association member, the Association, or counsel for the Association for costs or legal fees associated with representation at pre-disciplinary procedures; and
  - 5. The City shall have no obligation to reimburse an Association member, the Association, or counsel for the Association for fees associated with representation at or in conjunction with the filing of a civil claim, except in accordance with the indemnity requirements of the Oregon Tort Claims Act.
- E. Any reimbursement required by the City shall be made only at the conclusion of all criminal and disciplinary proceedings against the Association member relating to or arising out of the incident and are subject to the following monetary maximums:

- A. Legal fees relating to a grand jury investigation and/or appearance: \$5,000.
- B. Legal fees relating to post-grand jury indictment or other charging instrument: an additional \$5,000.

#### 12.7 Voluntary Employees' Beneficiary Association (VEBA)

- A. Effective July 1, 2005, the City will establish a medical savings account Voluntary Employees' Beneficiary Association (hereinafter VEBA) plan, under Section 501 (c) (9) of the Internal Revenue Code for each employee of the Association who is eligible for, and enrolls in, one of the City's Health Insurance Plans as described in Article 12. The City shall make monthly contributions equal to one percent (1%) of the employee's base salary to said account.
- B. Effective July 1, 2005, once an employee's sick leave accruals reaches one thousand (1000) hours, the cash equivalent of two (2) hours of sick leave accrued will automatically be paid into the employee's VEBA account each month. The remainder of the monthly accrual of sick leave will continue to accrue up to the maximum established in Article 8, Section 1.
- C. Effective July 1, 2005, when an employee's holiday accruals reach forty eight (48) hours, the City shall contribute the cash equivalent of all additional holiday hours accrued in excess of forty eight (48) hours into the employee's VEBA account. If an employee's holiday accruals fall below forty eight (48) hours, the VEBA contributions will cease until the employee has the minimum of forty eight (48) hours accrued.

12.8 ORPAT Physical Fitness Incentive. Recognizing that physical fitness is beneficial to the health and wellbeing of Employees, in addition to lowering the potential costs of healthcare and work related injuries, a physical fitness incentive will be established beginning July 1, 2008.

Effective July 1, 2008 and once per fiscal year thereafter with 30 days notice, employees will be provided the opportunity to participate in the DPSST certified ORPAT course. Scheduling of this testing shall be determined by the Chief of Police, but will allow for make-up tests, and retests as described herein.

Those employees who successfully complete the ORPAT course in a time that is considered passing, will receive an incentive bonus of five hundred dollars (\$500.00) to be paid in the first pay period in December each year. The parties recognize that the City will reflect any and all amounts paid as allowances, bonuses, and/or incentives as subject to the IRS and Oregon payroll tax deductions.

If an employee fails to pass the ORPAT, that employee may request a re-test within two (2) months after their first attempt. At the discretion of the Chief of Police, the employee may be allowed to retake the ORPAT at a mutually agreed date, within four (4) months after the Employee's request. If an employee passes the ORPAT on their second attempt they will receive an incentive bonus of two hundred fifty dollars (\$250.00) for the fiscal year the re-test was taken for. The parties recognize that the City will reflect any and all amounts paid as allowances, bonuses, and/or incentives as subject to the IRS and Oregon payroll tax deduction.

Employees who are newly hired after July 1, 2008, and who have passed the ORPAT as a condition of their employment process with the City of Forest Grove, will receive the \$500 physical fitness incentive for the year in which they were hired after successful completion of the department's field training and evaluation program (FTEP).

If an employee is unable to participate in the scheduled ORPAT test due to vacation, court, or other reasonable conflict, the employee may request a make-up test without penalty so long as the make-up test is completed and passed within a mutually agreed time frame between the employee and the Chief of Police. Reasonable efforts shall be taken to complete the make-up test within three (3) months of the originally missed scheduled test. If an employee is unable to attend the scheduled make-up test, it is at the discretion of the Chief of Police whether or not to allow a third make-up test.

If an employee is unable to participate in the ORPAT test due to a bonafide illness or injury the employee may request a make-up test without penalty for the year the test was taken for.

For purposes of this agreement, the minimum standard for passing will be the time established as passing by DPSST for an Entry Level Police Officer. Recognizing that passing standards for the ORPAT may change at the discretion of DPSST, it is hereby established that the standard used by the City of Forest Grove as passing, will be the standard used by DPSST on July 1, 2008. This passing standard may be changed upon mutual agreement between Forest Grove Police Association and the City of Forest Grove.

All ORPAT testing will be done "On Duty Time."

Employees who seek this incentive, but do not meet the minimum ORPAT passing standard as defined in this agreement, will not be deemed "physically unfit for duty." In addition, an employee will not be negatively treated by the City of Forest Grove, or its supervisors, due to not passing the ORPAT standard as defined in this agreement.

Recognizing that participation in this incentive program is purely voluntary, those employees who opt not to participate will not receive discipline, will not be denied promotions or special assignments, or be negatively treated by the City of Forest Grove, or its supervisors, for this choice.

This test will be administered by certified ORPAT instructors.

## **ARTICLE 13 – RETIREMENT**

13.1 The City will afford members participation in the City Retirement Plan (Plan) for regular full-time employees. The retirement benefit for police officer shall be equal to or better than that provided by the Public Employees Retirement System (PERS) as determined in accordance with Oregon law.

13.2 The City shall pay the employee's contribution to the retirement plan.

13.3 Sick leave at retirement will be administered consistent with the terms of the Plan.

13.4 The City will not amend or reduce the sick leave conversion at retirement aspects of the Plan without notice to the bargaining unit and bargaining.

13.5 The City and the Association may re-open Article 13 after July 1, 2009 for the purpose of negotiating new hires in the Oregon PERS.

**ARTICLE 14 - VACATION**

14.1 Vacation shall be credited at the following rates:

<u>Length of Continuous Service</u>	<u>Vacation Hours Earned p/Month</u>	<u>Vacation Days p/Year</u>
1 - 24 Months/ 1+ - 2 Years	6.67	10
24+ - 60 Months/ 2+ - 5 Years	8.00	12
60+ - 120 Months/ 5+ - 10 Years	10.00	15
120+ - 180 Months/ 10+ - 15 Years	13.34	20
180+ Months/ 15+ Years	16.67	25

14.2 "Continuous Service" is defined as that service which is unbroken by separation from City service other than by the Military, Peace Corps, or any other paid leave allowed under this Agreement. Time spent on other types of authorized leave will not count as time of continuous service; except that employees returning from such leave or employees who are laid off, shall be entitled to credit for service prior to the leave or layoff.

14.3 Employees are eligible to take vacation time after the completion of the Field Training Evaluation Program; exceptions may be made by the Chief of Police for emergency situations. Employees shall be responsible for planning, initiating requests for, and using vacation credit. Accrued vacation may be utilized in one (1) hour increments. In case of conflicts between employees concerning the scheduling of vacations, refer to Article 19.

14.4 Employees may not accrue over three hundred sixty (360) hours of vacation time without the approval of the City Manager.

14.5 Upon termination of employment for any reason, or in the event of an employee death, the beneficiary shall be paid a lump sum of all earned but unused vacation hours.

**ARTICLE 15 - HOLIDAYS**

15.1 All sworn employees shall accrue holiday time at the rate of eight (8) hours per month. An employee may elect to take off the accrued holiday hours at a time mutually agreeable to the employee and the supervisor, or to receive pay in lieu of time off during the pay period in which the holiday time is earned.

15.1.1 Sworn employees may accrue up to forty eight (48) hours of holiday time. See Article 12, Section 7 for additional VEBA information.

15.3 Upon termination of a sworn employee for any reason, or in the event of death, the employee or the employee's beneficiary shall be paid a lump sum for all earned but unused holiday hours.

15.4 Non-sworn employees shall observe designated holidays listed below:

- |                                   |                               |
|-----------------------------------|-------------------------------|
| New Year's Day                    | Veteran's Day                 |
| Martin Luther King Jr.'s Birthday | Thanksgiving Day              |
| Memorial Day                      | Friday after Thanksgiving Day |
| Independence Day                  | Christmas Day                 |
| Labor Day                         |                               |

15.5 For non-sworn employees, when a holiday falls on a Sunday, it will be observed on the following Monday. A holiday that falls on a Saturday will be observed the Friday preceding the holiday.

15.5.1 In the event an employee is required to work on a holiday, all hours worked will be paid at one and one-half times (1½ x) the base rate of pay and the employee will receive another day off.

15.5.2 Employees assigned to work a 4/10 schedule whose normal day off falls on the holiday shall schedule another day off during the same pay period of the holiday. The day taken off shall be agreed upon and scheduled in advance.

**ARTICLE 16 - PERSONNEL FILE**

16.1 Each employee shall have the right upon request to review and obtain at his own expense copies of the contents of his personnel file exclusive of materials received prior to the date of his employment by the City. The official personnel file shall be maintained by the personnel director.

16.2 Following the date of employment, no material shall be placed in an employee's personnel file without the knowledge of the employee. An employee may respond in writing to any item placed in his personnel file and said response shall become part of his personnel file.

16.3 Upon request of the employee, all documentation up to and including letters of reprimand shall be removed after twelve (12) months, or earlier by approval of the Police Chief, provided there is no subsequent letter(s) of reprimand or disciplinary action taken during the intervening period of time.

**ARTICLE 17 - PROBATIONARY EMPLOYEES**

17.1 The probationary period for non-sworn represented employees shall be twelve (12) consecutive months of employment within the classification. The probationary period for police officers shall be eighteen (18) consecutive months of employment within the classification. The

probationary period may be extended for no more than three (3) months in individual cases by mutual agreement between the City and the Association.

17.2 During the probationary period, an employee may be disciplined or discharged at the sole discretion of the City without any reason or cause being shown and without recourse to the grievance procedure. Any employee who is returned to his former classification shall not be discharged without just cause.

## **ARTICLE 18 - SENIORITY**

18.1 Bargaining Unit seniority shall mean the length of an employee's service within a bargaining unit in the police department. Classification seniority shall mean the length of an employee's service within the classification in the police department. Department seniority shall mean length of service in the police department. An employee shall attain seniority after completing the probationary period, at which time the employee shall be credited with the seniority accrued during the probationary period.

Employees who are promoted to positions within the Department that are outside the bargaining unit, but are returned to bargaining unit positions by the City will return with the seniority they had accrued at the time of their promotion. The time an employee spends in such a position will not however, be applied toward his/her seniority. Instead, the employee's seniority date will be adjusted by an amount equal to the time he/she served in the non-bargaining unit position.

18.2 The City shall provide the Association with an updated seniority list of members annually and upon request of the Association.

18.3 A non-probationary bargaining unit employee who resigns voluntarily and chooses to request reinstatement within ninety (90) days of termination may be granted reinstatement to a vacant and available position if the City approves. The reinstated employee will receive the vacation and sick leave accrual rates which applied at the date of termination. This section shall not operate to require the City to fill a vacant position which the City has elected to hold vacant. An employee/former employee may not request reinstatement under this Article 18.3 more than once.

18.4 In the event of a staff reduction, the City will lay-off in inverse order of bargaining unit seniority by job classification. Laid off employees may bump to any lower classification for which the employee is qualified and displace an employee with less bargaining unit seniority. An employee promoted outside the bargaining unit may use department seniority to displace the junior employee in the bargaining unit.

18.5 An employee who is laid off due to reduction of staff shall have preference for recall based upon seniority. Employees laid off shall retain such right of recall for eighteen (18) months. Employees so recalled by the City shall be reinstated with seniority rights accumulated as to the date of their lay off. Any laid off employee who is recalled by the City shall have ten (10) days from mailing of notice by Certified mail, sent to the last address provided to the City by the employee, in which to accept the assignment and two (2) weeks to report if employed elsewhere unless otherwise mutually agreed. Return of the notice as undeliverable because the employee has moved without notifying the City shall constitute rejection of the assignment. A laid off employee who is recalled by

the City and who rejects the assignment shall relinquish all rights provided for within this article and Agreement.

18.6 Classification seniority shall be used for shift and days off.

### **ARTICLE 19 - VACATION SCHEDULING**

Priority vacation scheduling shall be by department seniority for requests which are submitted before February 1st of each year. Such exercise of seniority shall be limited to one (1) selection for each calendar year. Priority requests submitted before February 1<sup>st</sup> will be approved or denied by March 1<sup>st</sup>. Subsequent requests will be approved or denied on a first come, first served basis within twenty-one (21) calendar days. Seniority time off requests will be approved by the shift supervisor of the shift that will be affected at the time the leave is to be taken.

### **ARTICLE 20 - DISCIPLINARY ACTION**

20.1 Disciplinary Measures. Disciplinary action shall be for just cause. Discipline shall include the following actions as well as additional actions as are appropriate to the circumstances of the violation. These include: verbal reprimand (which may be documented in writing), written reprimand, reduction in pay, suspension without pay, demotion and dismissal, as warranted by circumstances and the nature of the offense. The City shall not impose a reduction in pay, suspension without pay, demotion or dismissal of a non-probationary employee without due process. Counseling and coaching are not considered disciplinary action.

Verbal reprimands over one (1) year old shall not be the sole basis for progressive disciplinary actions. Verbal and written reprimands are not subject to the grievance procedure beyond Step 2. The employee or the Association may submit a written rebuttal to a verbal or written reprimand which shall be maintained with the record of reprimand.

20.2 Due Process. Pre-disciplinary "due process" means written notice of the charges, and the facts which the charges are based, notice of the maximum range of discipline under consideration, and an opportunity to meet with the decision maker or his/her designee.

20.3 Avoidance of Embarrassment. If the Chief of Police or designee has reason to discipline an employee, the Chief of Police or designee shall make a reasonable effort to impose such discipline in a manner that will not unduly embarrass the employee before other employees or the general public.

20.4 Association Representation in Interview and Disciplinary Process. The City acknowledges the right of the employee to have a representative of the Association present at meetings with the employee which could lead to discipline greater than a verbal reprimand.

20.5 Use of Deadly Force Situations. Employees directly involved in the use of deadly force shall be advised of their rights to and shall be allowed to consult with an Association representative or attorney prior to being required to give an oral or written statement about the use of deadly force. Such right to consult with a representative or attorney shall not delay the giving of the statement more than twenty-four (24) hours.

20.6 Police Officer's Bill of Rights. Internal investigations shall be conducted within the law as

expressed by statute and case decisions. The rights of the individual shall be protected, and shall include the following:

- A. The officer under investigation shall be informed in writing of the nature of the investigation prior to any interview.
- B. Interviews shall be conducted at a reasonable hour, preferably at a time when the officer is on-duty, or during the normal waking hours of the officer, unless the seriousness of the investigation requires otherwise.
- C. The interview shall be for a reasonable period, taking into consideration the gravity and complexity of the issue being investigated. The person under interview shall be allowed to attend to his own personal physical necessities.
- D. If prior to or during the interview it is deemed that the officer may be charged with a criminal offense, the individual shall be immediately informed of constitutional rights.

#### **ARTICLE 21 - SUBSTANCE ABUSE POLICY**

21.1 The City and the Association agree that the City may engage in reasonable suspicion drug and alcohol testing in accordance with the provisions of the City Drug Free Workplace Policy as revised periodically. Many elements of this policy are mandatory subjects of bargaining and changes that relate to a mandatory subject may be bargained if the Association so requests.

#### **ARTICLE 22 - GRIEVANCE PROCEDURE**

22.1 It is the intention of the parties to this Agreement that all disputes between said parties regarding the application, meaning, or interpretation of this contract be settled by their submission to the established grievance procedure as herein provided.

Step I. After first attempting to resolve the grievance informally, the Association or any employee with notice to the Association may claim a breach of this Agreement in writing to the employee's immediate supervisor within fifteen (15) days from the occurrence thereof or the employee's knowledge thereof. The notice shall include: (1) a statement of the grievance and relevant facts; (2) provisions of the Agreement violated; and (3) remedies sought. The supervisor shall respond to the grievance in writing within ten (10) days with a copy to the Association.

Step II. If, after ten (10) days from the date of submission of the grievance to the supervisor, the grievance remains unadjusted, the grievance may be submitted within five (5) days to the Police Chief. The Police Chief may meet with the aggrieved party, who may request Association representation at the hearing. The Police Chief shall respond to the grievance within ten (10) days with a copy to the Association.

Step III. If, the grievance remains unadjusted after the Police Chief's response at Step II, the grievance may be submitted within ten (10) days of the Chief's response to the City Manager or designee. The City Manager shall meet with the aggrieved party, the Police Chief, and an

Association representative at a mutually agreeable time and shall respond to the grievance in writing within twenty (20) days following the meeting.

Step IV. If the grievance is not resolved after the City Manager's response at Step III, the Association may submit it to arbitration within ten (10) days of the City Manager's response. The arbitrator shall be selected by mutual agreement of the parties. If the parties cannot agree upon an arbitrator within ten (10) days, he shall be chosen in the following manner:

- A. A list of thirteen (13) Oregon or Washington arbitrators from the State Employee Relations Board shall be requested and the parties shall alternately strike one (1) name from the list until only one (1) name is left. A coin toss shall occur to determine who will strike first. The parties shall strike names, and the one remaining shall be the arbitrator.
- B. The arbitrator shall render a decision within a reasonable time. The decision of the arbitrator shall be binding on both parties.
- C. The cost of the arbitrator shall be borne equally by both parties, as designated by the arbitrator. Each party shall be responsible for costs of presenting its own case to arbitration.
- D. The arbitrator shall be limited to the interpretation and application of the specific provisions of this agreement and shall have no authority or jurisdiction to add or revise the agreement of the parties.

The appeal of a discharge may be taken up at Step III of the Grievance Procedure contained in this Article. All other disciplinary actions may be appealed beginning at Step II of the Grievance Procedure. The information required in Step I must be included in the grievance regardless of the Step at which the grievance process is entered.

Any time limits specified in the grievance procedure may be waived by mutual consent of the parties. Failure to submit the grievance in accordance with these time limits without such waiver shall constitute abandonment of the grievance. If the grievant fails to respond in a timely fashion, the grievance shall be deemed waived. If the party being grieved against fails to respond in a timely fashion, the grievance shall advance to the next step. A grievance may be withdrawn at any time upon receipt of a signed statement from the Association or the employee that the matter has been resolved.

For purposes of this Article, "day" shall mean "business day", and shall not include Saturdays, Sundays or legal holidays on which the City's administrative offices are closed.

22.2 If a grievance arbitration hearing is postponed or canceled by mutual agreement, any fee charged by the arbitrator shall be split equally between the parties. If the postponement or cancellation is not by mutual agreement and a fee is incurred, then the party taking the action shall be responsible for payment of such fee.

## **ARTICLE 23 - ASSOCIATION BUSINESS**

23.1 An Association attorney and an Executive Board member shall be allowed to attend grievance meetings and *Weingarten* interviews without loss of pay. Association representatives shall be allowed to attend labor management meetings without loss of pay. Association representatives shall be permitted access to the Forest Grove Police Department for purposes of representation activity which is conducted off duty or with the prior authorization of a supervisor.

23.2 Members of the bargaining unit selected to serve as authorized representatives shall be certified in writing to the City.

## **ARTICLE 24 - CONTRACT RENEWAL SESSIONS**

24.1 The City and the Association shall make reasonable efforts to schedule negotiating sessions at a time that does not interfere with the operation of the Police Department. Two (2) on-duty employees shall be permitted to attend negotiating sessions. The dates, times, and places of these negotiating sessions shall be established by mutual agreement between the parties.

## **ARTICLE 25 - WAGES AND SALARIES**

25.1 Salaries covered by this Agreement shall be in accordance with the schedule set forth in Appendix A attached and incorporated in this Agreement. Each employee shall be paid at one of the steps in the range prescribed for the job classification.

25.2 Eligibility for advancement in the salary range shall be based upon demonstration of satisfactory performance as documented in the annual performance appraisal. (Performance appraisal shall not be subject to the grievance procedure.) A new employee or promoted employee is eligible for advancement to the next step of the salary range following completion of twelve (12) months of service. An employee is eligible for additional step increases at twelve (12) month intervals of continuous service until the employee reaches the top step of a salary range.

25.3 Employees assigned the duties and responsibilities of a higher classification for four (4) hours or more shall be paid five percent (5%) premium on their base salary for the total time of such assignment.

## **ARTICLE 26 – INCENTIVE AND PREMIUM PROGRAM**

26.1 Incentive Qualification. The City agrees to pay incentives set forth below to those employees who qualify under the following terms:

1. Have completed the probationary period.
2. Received a "Satisfactory" or better rating on their last performance review.

Eligible employees shall be paid three percent (3.0%) of base salary for Oregon DPSST Intermediate Certificate or six percent (6.0%) of base salary for Oregon DPSST Advanced Certificate

26.2 Incentive Application. The employee must make application upon receipt of certification to receive incentive pay and there shall be no retroactivity. An application shall be approved or denied within seven (7) working days. Incentive awards shall commence the first of the month following approval by the Police Chief.

26.3 Bi-Lingual Pay Premium. An employee that demonstrates proficiency in speaking and understanding a second language shall be eligible to receive a premium of two and one-half percent (2.5%) of the employee's base salary if the employee provides the Department with proof on an annual basis of proficiency. The Chief of Police will designate which languages are eligible for the Bi-lingual premium, based on operational needs of the Department.

26.4 Other Premiums. The City shall pay premiums based on the employee's regular rate of pay (base salary) for the following assignments except for sergeants:

Investigations	5.0%
FTO	5.0% for time spent working with a recruit
Bike Officer	2.5% for time spent on bike patrol
Motorcycles	5.0%

In no event will an employee be entitled to premium pay under Article 26.3 and 26.4 in excess of 11%. Each premium shall be paid during each month an employee serves in an assignment as determined by the City.

Premiums shall be computed based upon the employee's base salary. All work performed for the assignment beyond the regular shift must be approved by the Chief or a designee and properly recorded by the officer performing the assignment. The Chief makes assignments and may reassign officers from such assignments.

**ARTICLE 27 - DEFERRED COMPENSATION PLAN**

27.1 Employees shall have the option of participating in a deferred compensation plan sponsored by the City. The deferred compensation plan shall be of no direct cost to the City and employee participation shall be voluntary.

**ARTICLE 28 – UNIFORMS & EQUIPMENT**

28.1 The City shall provide basic uniforms for new Police Officers hereinafter employed. Those presently employed shall be provided any replacements or additions to the present uniform which may be required by the City. After the initial fitting, employees are responsible for their own alterations.

28.2 The City shall provide a clothing allowance of two hundred sixty five dollars (\$265.00) twice annually for plain-clothes officers assigned as investigators. The clothing allowance is subject to mandatory withholdings under State and Federal tax regulations.

28.3 If an employee is required by the City to wear a uniform, protective clothing or any type of protective device, such uniform, clothing, or protective device shall be furnished to the employee by the City. The cost of repairing the uniform or protective clothing shall be paid by the City

(including initial tailoring and repair). If a uniform requires dry cleaning, the City shall provide cleaning for one (1) uniform per week and one (1) jacket per month, maximum. The City may contract with a cleaner for dry cleaning, and may require all articles of clothing to be cleaned at City expense be cleaned by the contract holder.

28.4 The City shall reimburse employees for prescription eye wear of up to \$200 and wristwatches of up to \$50, and for other personal property which the police chief has pre-authorized in writing for on duty use by the officer in question and which is damaged or destroyed in the performance of the employee's duties.

28.5 The City shall provide for one pair of boots for sworn officers, community service officers, evidence/records clerks and full-time evidence technicians to be used solely for City business. The City will provide for the replacement and/or repair when they become worn in order to maintain appropriate function at the Chief of Police's discretion, but not more often than every two years. The style, manufacturer, and other standards will be set by the Chief of Police. The employee will make restitution to the City for loss or damage to any City supplied boot unless such loss or damage occurred in the line of duty and was not caused by negligence on the part of the employee. Proper maintenance of the appearance of the boot is the responsibility of the employee.

28.6 Cell Phone Stipend. All employees who are assigned by the City to carry a cell phone for work shall have the option to receive a stipend of \$35 per month in lieu of receiving a City owned device. If the employee chooses to accept the cell phone stipend, the employee shall use the cell phone for work related calls and provide the cell phone number to the City. Employees required to use a Blackberry device shall receive an additional \$25 per month and receive a one-time maximum payment of up to \$99 for purchase or upgrade to a Blackberry device. Stipends received for this purpose shall be considered taxable compensation to the employee. If the employee receiving the stipend terminates employment, the City is not responsible for continued payments of any service the employee may have contracted for. If an employee's phone is lost or damaged during the performance of the employee's duties the phone will be replaced pursuant to 28.4.

## **ARTICLE 29 - SHIFT BIDDING**

29.1 Members working patrol shall be allowed to bid for shifts by classification seniority based upon the following:

- A. Shift bidding shall occur once annually to begin at the first of the calendar year. Sign-up shall be accomplished during November and December.
- B. The Chief will provide the Association President or designee with work schedules, which includes the blocks of days off and recruit shift assignments. Staffing will be such that there will always be a senior officer working at all times. "Senior" officer is defined as an officer with two or more years law enforcement experience with the City of Forest Grove. The Association President or designee will be responsible for scheduling that meets the requirements set forth by Article 29. If the requirements are not met, the Chief has the option to reassign as outlined below.
- C. The decision to allow a new recruit to bid by seniority with less than two (2) years of service may be made at the Chief's discretion.

- D. In the event a shift becomes understaffed, the Police Chief may make any adjustments necessary to insure an adequate staffing level.
- E. Sergeants shall rotate to another shift within a twenty four (24) month period for a three (3) month shift.
- F. During any three-month shift, the Police Chief or a designee may, for good cause and based upon a good faith analysis of operational and personnel needs of the Department, and due consideration of appropriate alternatives, reassign employees to a different shift. Except in emergencies, employees shall receive ten (10) days' notice of reassignment, which time may be waived by the employee on a non-precedent setting basis. Such good faith assignments shall not be grievable, but employees shall be afforded the opportunity to discuss the reassignment with the Police Chief upon request.

29.2 Members who serve in Special assignments (investigations, motorcycles, and full-time joint teams or task forces) shall accept shifts as assigned without regard to this shift bidding article. When multiple officers serve in the same special assignment, they shall exercise classification seniority to choose from shifts available to that assignment.

### **ARTICLE 30 - TRAVEL PAY**

30.1 An employee is expected to use a City vehicle when required to report to work at another location whenever possible. If a City vehicle is not available, the employee shall be paid for the use of his personal transportation at the current authorized City mileage rate. Whenever required to travel as part of regular work activity, the employee shall be paid for actual meals and transportation expenses. Employees whose travel takes them away overnight, shall be compensated for actual lodging and for other expenses at the City's established policy which includes a per diem rate.

### **ARTICLE 31 - SAVINGS CLAUSE**

31.1 Should any portion of this Agreement or amendment thereto be judged by a court of appropriate final jurisdiction to be in violation of any state or federal law, then that portion(s) shall become invalid and the remainder of the Agreement and amendments thereto shall remain in effect. The parties shall immediately enter negotiations for the purpose of replacing such invalid portion(s) of the Agreement.

### **ARTICLE 32 - TERM OF AGREEMENT**

32.1 This Agreement shall be effective July 1, 2008 and shall remain in effect until June 30, 2011.

32.2 This Agreement shall be automatically renewed from year to year thereafter unless either party shall notify the other between January 1 and March 1 that they wish to modify this Agreement.



## Appendix A

### Wages

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Effective 7/1/2008						
Records Specialist	2720	2829	2943	3060	3182	3309
Evid Tech/Rec Clerk	2778	2902	3034	3170	3313	3462
Comm Service Officer	2676	2796	2920	3053	3191	3336
Police Officer	3837	4089	4273	4508	4711	4970
Sergeant	4618	4848	5091	5346	5613	5893
Effective 7/1/2009						
Records Specialist	2836	2949	3068	3190	3317	3450
Evid Tech/Rec Clerk	2896	3025	3163	3305	3454	3609
Comm Service Officer	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Police Officer	4000	4263	4455	4700	4911	5181
Sergeant	4884	5127	5384	5653	5936	6232
Effective 7/1/2010						
Records Specialist	2957	3074	3198	3326	3458	3597
Evid Tech/Rec Clerk	3019	3154	3297	3445	3601	3762
Comm Service Officer	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Police Officer	4170	4444	4644	4900	5120	5401
Sergeant	5165	5422	5694	5978	6277	6590

July 14, 2008

**REPORT AND RESOLUTION APPROVING THE EXTENSION OF THE  
FOREST GROVE ENTERPRISE ZONE TO THE CITY OF CORNELIUS  
AND AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH  
CORNELIUS TO MANAGE THE ZONE**

**PROJECT TEAM:** Jeffrey King, Economic Development Coordinator  
Michael Sykes, City Manager

**ISSUE STATEMENT**

The City of Cornelius has asked that Forest Grove consider extending the Forest Grove Enterprise Zone to Cornelius for purposes of encouraging economic growth in the western Washington County region. For this to occur, the City Councils of both communities would need to pass a joint resolution. A request for an amended enterprise zone boundary would then need to be submitted to the Oregon Economic and Community Development Department for final approval. An intergovernmental agreement with Cornelius to manage the combined zone has also been submitted for Council approval.

**BACKGROUND:**

The City of Forest Grove established an enterprise zone in late spring of 2006. The intent of the enterprise zone is to provide property tax incentives to encourage economic investment and job creation in Forest Grove that might not otherwise occur.

On May 12, City staff appeared before Council to discuss the operation of the Forest Grove Enterprise Zone and the proposed extension to the City of Cornelius. Council provided staff with guidance on issues to be addressed.

A formal proposal in the form of a joint resolution (Attachment 1) is now being presented. The extended enterprise zone to Cornelius would operate with exactly the same regulations and requirements. The proposed zone in Cornelius would cover their industrial zoned land and include the hotel/motel option. As in Forest Grove, the program supports new companies as well as expansion of existing facilities. The program provides 100% property tax exemptions for 3-5 years on new investment only in exchange for job creation and investments. Land and existing buildings are not exempt. Only certain businesses, mostly industrial, are eligible.

Cornelius would enter into an Intergovernmental Agreement (Attachment 2) with Forest Grove to pay for application amendment preparation and overall zone management, including project application processing. City of Forest Grove staff would provide management for the combined zone. The time needed to manage the extended zone would not require a large time commitment and can be adequately handled by existing economic development staff. Forest Grove would not market or actively promote Cornelius sites. Both the

Forest Grove and Cornelius City Council's would need to approve all four and five year enterprise zone applicants in either City but not three year ones.

The overall advantages to an expanded enterprise zone with Cornelius are:

- Would increase overall interest and awareness in Western Washington County as a place to locate.
- Help build alliances with Cornelius when support needed for regional issues such as land use and transportation.
- Provides another option to keep companies and jobs in local area as opposed to relocating elsewhere such as Washington State or Gresham.
- Forest Grove would still retain overall competitive advantages such as cheaper electricity, cheaper water, more amenities and staff to put together a deal, follow-up with leads and provide attention to business requests.

The advantages and disadvantages to the key stakeholders are as follow:

**FOREST GROVE PUBLIC/TAXPAYERS/CITY:** The advantages are that there will be increased job opportunities and wealth in a larger area as the result of local companies expanding and new ones that are lured to the City with enterprise zone benefits. It encourages growth in Cornelius along with Forest Grove. Over the long term it will also increase the tax base of both communities contributing to stable City services. The extension of the zone improves inter-community relations and helps build support from Cornelius for future issues that are vital to Forest Grove such as land use and transportation. There is no cost to Forest Grove taxpayers as a result of this zone expansion as only new investments that otherwise may not occur without the zone, are affected. The chief disadvantage is that a company that otherwise might locate in Forest Grove could locate in Cornelius.

**FOREST GROVE INDUSTRIAL LANDOWNERS:** The main advantage is that will increase marketing and awareness of incentives and land availability in western Washington County. The main disadvantage is that a landowner may lose a prospect to Cornelius. However this is not very likely as Forest Grove offers other advantages and is usually in competition with areas beyond western Washington County.

**INDUSTRIAL BUSINESS LAND BUYER IN FOREST GROVE:** The enterprise zone has no effect on the actual cost of land but does provide a significant incentive to locate in western Washington County creating new jobs, investment and eventually new tax base. The main advantages and disadvantages are similar to landowners above.

#### **RECOMMENDATION:**

The likelihood of losing an existing business or prospect due to the added incentive of an enterprise zone is slim. Often Forest Grove is competing with Hillsboro, Gresham, and southern Washington State, elsewhere in Oregon or even out of state. The extension of the Enterprise Zone to Cornelius has been endorsed by the Forest Grove Economic Development Commission and the Cornelius Economic Development Commission. The resolution was approved by the Cornelius City Council at their June 16<sup>th</sup> meeting.

Staff recommends that City Council approve the attached joint resolution to extend the enterprise zone to the City of Cornelius and authorize the City Manager to endorse the attached Intergovernmental Agreement between the City of Forest Grove and City of Cornelius that will enable Forest Grove staff to manage the combined zone.

**FOREST GROVE RESOLUTION NO. 2008-53  
CORNELIUS RESOLUTION NO. 1695**

**RESOLUTION APPROVING THE ENTERPRISE ZONE BOUNDARY CHANGE AND  
CREATING THE FOREST GROVE/CORNELIUS ENTERPRISE ZONE**

**WHEREAS**, in 2006, the City of Forest Grove successfully applied for an enterprise zone, which was designated as the Forest Grove Enterprise Zone by the Director of the Oregon Economic and Community Development Department on April 17, 2006; and

**WHEREAS**, the Designation of an enterprise zone does not grant or imply permission to develop land within the Zone without complying with all prevailing zoning, regulatory and permitting processes and restrictions of any and all local jurisdiction; nor does it indicate any public intent to modify those processes or restrictions, unless otherwise in agreement with applicable comprehensive land use plans; and

**WHEREAS**, this Enterprise Zone and the three to five-year property tax exemption that it offers for new investments in plant and equipment by eligible business firms are critical elements of local efforts to businesses and to secure and diversify the local economic base; and

**WHEREAS**, in order to include the City of Cornelius, the name of the current Forest Grove Enterprise Zone is to be known henceforth as the **Forest Grove/Cornelius Enterprise Zone**; and

**WHEREAS**, the City of Cornelius is currently not a sponsoring government of the Forest Grove Enterprise Zone. This proposed change in the zone boundary includes areas within the jurisdiction of the City of Cornelius and the City of Cornelius is requesting to join the Forest Grove Enterprise Zone as a co-sponsor; and

**WHEREAS**, officials of the City of Forest Grove and City of Cornelius agreed in requesting a change in the boundary of the Forest Grove Enterprise Zone that would add the area indicated in the attached maps (Exhibit A) and legal description (Exhibit B), such that the amended Enterprise Zone would be configured according to the attached map and description (Exhibits C & D); and

**WHEREAS**, special notification was sent to all affected taxing districts that the zone affects: Washington County, Port of Portland, Forest Grove School District, Hillsboro School District, Metro and Portland Community College; and

**WHEREAS**, a public meeting was held in Cornelius on June 16, 2008, to hear the response of the citizenry to the proposed change in the Forest Grove Enterprise Zone requested herein; and

**WHEREAS**, this change in the boundary of the Forest Grove Enterprise Zone would also allow the City of Cornelius to offer economic development incentives, which would benefit the local area through development of contiguous industrial and business.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**Section 1.** The City of Forest Grove requests a change in the boundary of the Forest Grove Enterprise Zone as shown in the attached maps and legal descriptions (Exhibits A to D).

**Section 2.** The Cities of Forest Grove and Cornelius requests that the name of the Forest Grove Enterprise Zone be changed to the **Forest Grove/Cornelius Enterprise Zone**

**Section 3.** The City of Forest Grove requests that the City of Cornelius be added to the Forest Grove Enterprise Zone as a co-sponsor to the zone.

**Section 4.** The City of Cornelius makes a binding proposal to provide, within that portion of the **Forest Grove/Cornelius Enterprise Zone** under its jurisdictions, the enhanced public services and the local incentives and regulatory flexibility to qualified and authorized business firms, as delineated in the attached Exhibit E.

**Section 5.** Jeff King, City of Forest Grove Local Zone Manager, is hereby authorized to prepare and submit technical memoranda to the Oregon Economic and Community Development Department, along with this resolution and other necessary documents, verifying that the requested boundary change to the Forest Grove Enterprise Zone complies with the requirements of ORS 285C.115, so that the request herein may be approved by order of the department's Director.

**Section 6.** The City of Cornelius, in joining the sponsorship of the **Forest Grove/Cornelius Enterprise Zone** shall not be excluded for the zone's election, by which a hotel, motel or destination resort is an eligible business firm.

**Section 7.** This resolution is effective immediately upon its enactment by the City Council.

**City of Forest Grove**

**PRESENTED AND PASSED** This 14<sup>th</sup> day of July, 2008.

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**Anna D. Ruggles, City Recorder**

**APPROVED** By the City of Forest Grove Mayor this 14<sup>th</sup> day of July, 2008.

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**Richard G. Kidd, Mayor**

**City of Cornelius**

**INTRODUCED AND APPROVED** by the Cornelius City Council this 16<sup>th</sup> day of June, 2008.

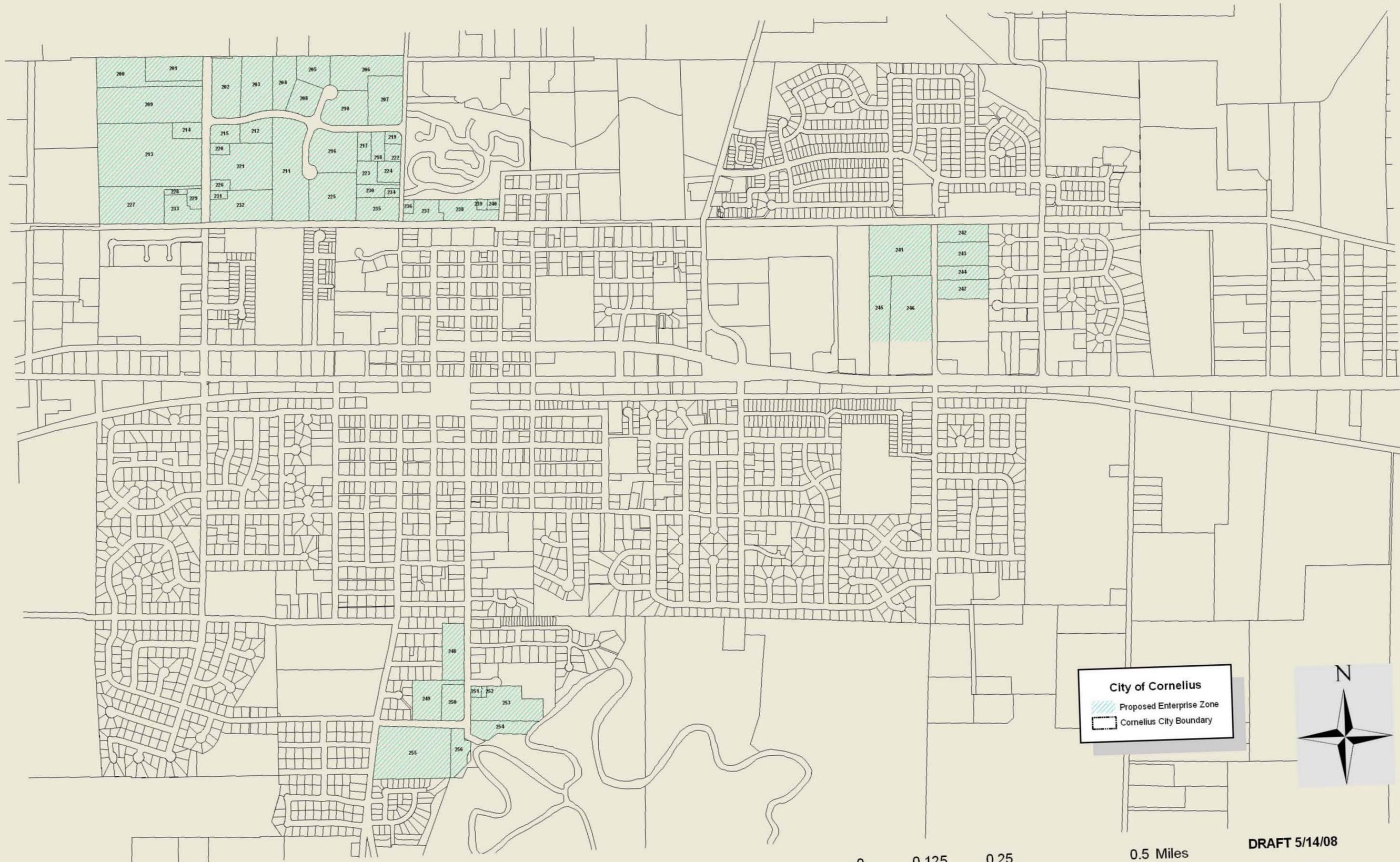
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**William Bash, Mayor**

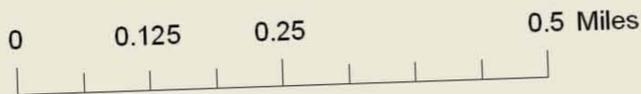
**ATTEST:**

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**Debby Roth, City Recorder**



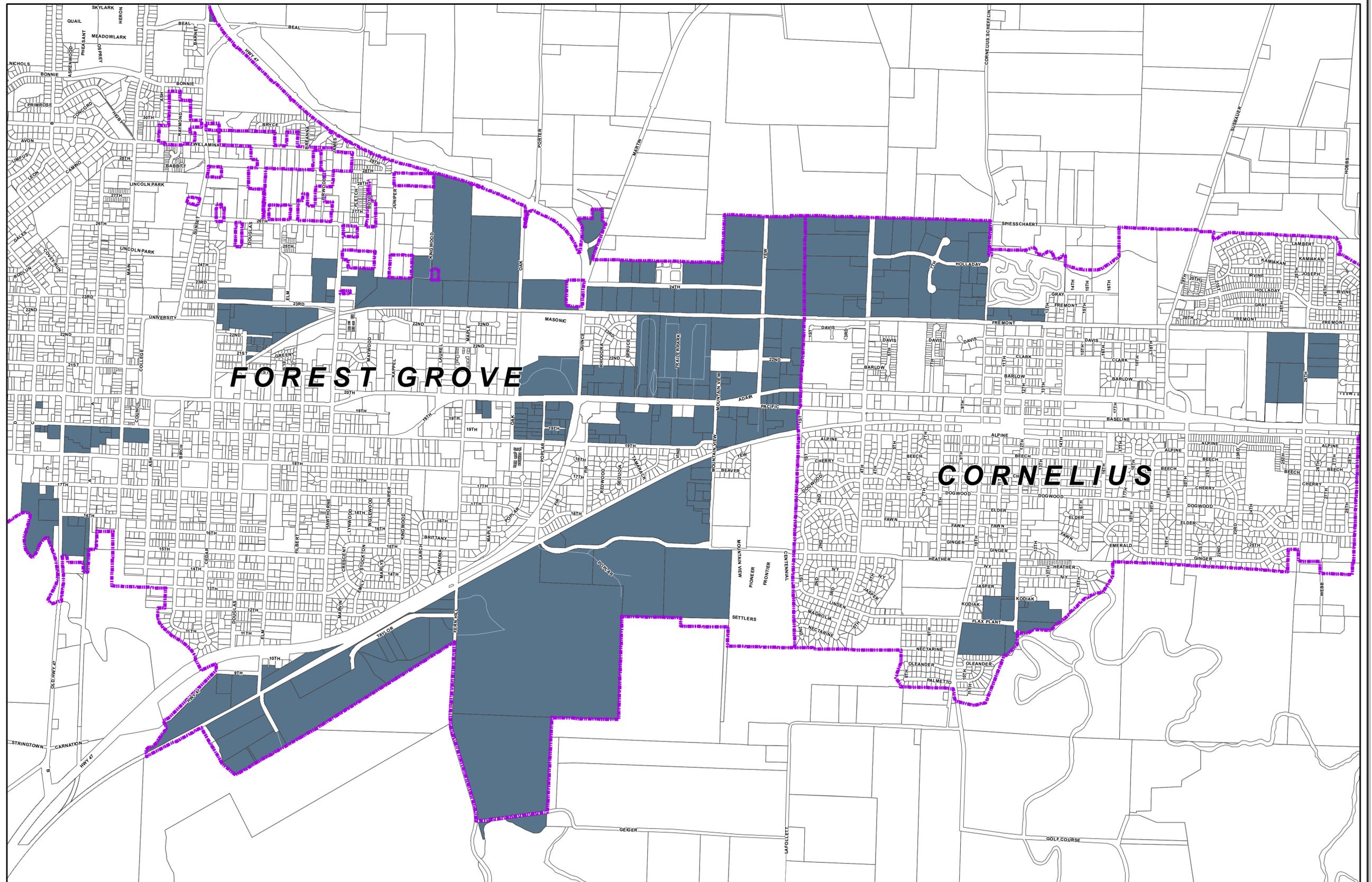
**City of Cornelius**  
Proposed Enterprise Zone  
Cornelius City Boundary



**DRAFT 5/14/08**  
**TNF for DW**

ID_1	OWNER1	OWNERADDR	OWNERCITY	SITEADDR	TOTALVAL	A T ACRES
200	PACIFIC WOOD RECYCLING LLC	1045 N 4TH AVE	CORNELIUS	0	\$ 502,190	3.40
201	PACIFIC WOOD RECYCLING LLC	1045 N 4TH AVE	CORNELIUS	913 N 4TH AVE	459,360	2.78
202	DAVIS FAMILY TRUST	2627 NW HWY 47	FOREST GROVE	0	3,830	3.75
203	DAVIS FAMILY TRUST	2627 NW HWY 47	FOREST GROVE	0	3,660	3.59
204	DAVIS FAMILY TRUST	2627 NW HWY 47	FOREST GROVE	0	2,460	0.01
205	DAVIS FAMILY TRUST	2627 NW HWY 47	FOREST GROVE	0	1,850	1.82
206	DAVIS FAMILY TRUST	2627 NW HWY 47	FOREST GROVE	0	4,190	4.11
207	DUYCK JEFFREY L & LAURA K	PO BOX 309	CORNELIUS	1035 NW CORNELIUS-S	435,610	1.89
208	DAVIS FAMILY TRUST	2627 NW HWY 47	FOREST GROVE	0	1,710	1.68
209	CHAMBERLAIN JOSEPH G	15666 NE EILERS RD	AURORA	825 N 4TH AVE	1,259,320	7.42
210	DAVIS FAMILY TRUST	2627 NW HWY 47	FOREST GROVE	0	3,040	2.98
211	JSTT INC	2627 NW HWY 47	FOREST GROVE	0	1,974,090	3.73
212	JSTT INC	2627 NW HWY 47	FOREST GROVE	0	273,480	1.47
213	DAVIS FAMILY TRUST	2627 NW HIGHWAY 47	FOREST GROVE	0	12,790	12.52
214	LEOS JOSE I & ROSALINDA	747 N 4TH AVE	CORNELIUS	747 N 4TH AVE	222,790	0.97
215	JSTT INC	2627 NW HWY 47	FOREST GROVE	0	182,620	1.14
216	JSTT INC	2627 NW HWY 47	FOREST GROVE	707 N HOLLADAY ST	21,240	0.15
217	KIFTON DEVELOPMENT INC	1536 SW HIGHLAND PKWY	PORTLAND	0	840	0.83
218	KIFTON DEVELOPMENT INC	1536 SW HIGHLAND PKWY	PORTLAND	0	850	0.84
219	KIFTON DEVELOPMENT INC	1536 SW HIGHLAND PKWY	PORTLAND	0	420	0.42
220	HOLMES MARCUS A	706 N 4TH AVE	CORNELIUS	706 N 4TH AVE	336,560	0.45
221	JSTT INC	2627 NW HWY 47	FOREST GROVE	495 N HOLLADAY	1,930,130	5.05
222	STRAIGHT AHEAD SHELTER INC	PO BOX 690	CORNELIUS	681 N 10TH AVE	336,880	0.58
223	MOREY FAMILY FOUNDATION	1536 SW HIGHLAND PKWY	PORTLAND	0	690	0.35
224	KIFTON DEVELOPMENT INC	1536 SW HIGHLAND PKWY	PORTLAND	0	390	0.39
225	WESTERN FARM SERVICE INC	PO BOX 1168	FRESNO	574 N 7TH CT	136,800	0.00
226	JSTT INC	2627 NW HWY 47	FOREST GROVE	560 N 4TH AVE	299,070	0.44
227	NEW SEASONS FOODS INC	2329 YEW ST	FOREST GROVE	0	900,760	5.30
228	ROOT PROPERTIES LLC	PO BOX 4310	MEDFORD	0	38,810	0.20
229	BARBEE PRODUCE INC		PULLMAN	547 N 4TH AVE	229,340	0.61
230	MOREY FAMILY FOUNDATION	1536 SW HIGHLAND PKWY	PORTLAND	0	1,020	1.00
231	JSTT INC	2627 NW HWY 47	FOREST GROVE	550 N 4TH AVE	225,520	0.29
232	JSTT INC	2627 NW HWY 47	FOREST GROVE	0	519,560	3.63
233	SABROSO CO - HEIKES DIVISION	PO BOX 129	MEDFORD	0	1,002,650	0.00
234	JOHNSON LEROY C AND	569 N 10TH	CORNELIUS	569 N 10TH AVE	177,100	0.29
235	KNIGHT NEAL D & CHRISTINE E	310 S 16TH	CORNELIUS	539 N 10TH AVE	1,439,760	1.88
236	BAGGETT JOE	502 N 10TH AVE	CORNELIUS	502 N 10TH AVE	172,930	0.30
237	PARK PLACE INDUSTRIAL PARK LLC	36905 SW GODDARD RD	CORNELIUS	0	190,610	1.42
238	BOARDWALK INDUSTRIAL PARK LLC	36905 SW GODDARD RD	CORNELIUS	503 N 13TH AVE	1,735,990	2.13
239	FOREST HILLS-MCGILL LLC	11781 SW BEAV-HLSDDL HWY	BEAVERTON	570 N 10TH AVE	78,580	0.23
240	SILLS JOHN R ELAINE J	537 N 13TH	CORNELIUS	537 N 13TH AVE	182,010	0.00
241	FARM CREDIT LEASING	5500 S QUEBEC ST	GREENWOOD VILLAGE	0	319,200	6.36
242	FRATERNAL ORDER OF EAGLES	PO BOX 643	CORNELIUS	424 N 26TH AVE	585,260	1.93
243	SHELDON MANUFACTURING INC	PO BOX 627	CORNELIUS	400 N 26TH AVE	1,699,320	2.41
244	AIR PRODUCTS & CHEMICALS INC	7201 HAMILTON BLVD	ALLENTOWN	0	22,050	1.45
245	HANEY INDUSTRIAL PROPERTIES INC	805 SW BROADWAY SUITE 2020	PORTLAND	2442 BASELINE	1,231,860	4.50
246	HANEY INDUSTRIAL PROPERTIES INC	805 SW BROADWAY SUITE 2020	PORTLAND	85 N 26TH AVE	2,496,160	7.82
247	LEWIS CONTROLS INC	PO BOX 526	CORNELIUS	0	643,680	2.06
248	LEAHY KENNETH C TRUST AGREEMENT	34175 SW PEAKS VIEW DR	HILLSBORO	915 S 12TH AVE	744,610	2.57
249	WOLF CLYDE D & ROBERTTA L	PO BOX 976	CORNELIUS	1088 S FLAX PLANT	465,860	2.43
250	HORDICHOK WALTER R TRUSTEE	5420 NW SEWELL RD	HILLSBORO	1123 S 12TH AVE	335,710	1.68
251	MARTIN RONALD C & ELLA S	1160 S 12TH AVE	CORNELIUS	1160 S 12TH AVE	220,980	0.24
252	JOHNSON HAROLD	2346 S EDGEWOOD	SEASIDE	0	82,880	0.11
253	JOHNSON HAROLD A &	1117 SE 52ND CT	HILLSBORO	1150 S 12TH AVE	689,670	4.26
254	DOUGLAS GARY R	976 S FAWN	CORNELIUS	1214 S 12TH AVE	185,290	1.60
255	CARTER BETTIE J	24500 NW DIXIE MOUNTAIN RD	NORTH PLAINS	1085 S FLAX PLANT	1,255,230	8.15
256	KING ALGIA A JR & RICHEE E	1385 NE LINCOLN ST	HILLSBORO	0	268,580	1.51
				<b>TOTAL</b>	<b>\$ 26,547,860</b>	<b>129.12</b>

# FOREST GROVE - CORNELIUS 2008 ENTERPRISE ZONE



### Legend

-  Forest Grove - Cornelius Enterprise Zone
-  City Limits



# forest grove Enterprise Zone

## Industrial Zones

Reference #	Taxlot ID	Owner	Site Address	Acres
0	1N330CD02201	WASHINGTON COUNTY	0	0.32
1	1N332C000403	WASHINGTON COUNTY	0	0.01
2	1N332C000401	WASHINGTON COUNTY	0	0.19
3	1N332C000700	WOODFOLD-MARCO MFG INC	0	20.88
4	1N332C000204	WASHINGTON COUNTY	0	2.56
5	1N332D000106	HENNINGSSEN COLD STORAGE CO	0	8.18
6	1N332D000104	HENNINGSSEN COLD STORAGE CO	0	11.55
7	1N332C000500	WOODFOLD, MARCO MFG INC	2812 OAK ST	18.48
8	1N332C000202	ABUDAKAR, MOH'D &	904 MARTIN RD	0.49
9	1N3310001004	HOCKERSMITH, ROBERT	0	1.48
10	1N332D000103	HENNINGSSEN COLD STORAGE CO	4115 24TH AVE	8.35
11	1N332D000400	TEUFEL, FRED R & JEAN M	2345 QUINCE ST	3.36
12	1N332D000402	KIEF, RICHARD F & BARBARA T	3707 24TH AVE	1.50
13	1N332D000404	ATKINSON, VICKI	3801 24TH AVE	0.99
14	1N332D000403	OREGON ROSES, INC	3821 24TH AVE	2.00
15	1N332D000405	FOREST GROVE BUSINESS PARK LLC	3831 24TH AVE	3.51
16	1N332D001600	WESTAK OF OREGON, INC	0	3.49
17	1N332D000406	EVENSON, MELINDA J	4071 24TH AVE	1.50
18	1N332C000800	POLICH, DONALD M AND DARYL S	2355 NW KINGWOOD S	0.45
19	1N331DB01800	PACIFIC AIR SWITCH CORP	2615 23RD AVE	4.88
20	1N3310001100	MATIACO, ANNE L	0	6.00
21	1N332D000102	KTC (USA) INC	0	9.93
22	1N331DB01300	MATIACO, ANNE L	2339 HAWTHORNE ST	4.45
23	1N3310001200	WOODFOLD-MARCO MFG INC	0	4.10
24	1N331DC00103	FRONE, CLARK A REVOCABLE LIVING	0	0.37
25	1N332C000900	WOODFOLD-MARCO MFG INC	2304 SW MAPLE ST	4.08
26	1N331CA03601	GRAY & COMPANY	2321 23RD ST	3.38
27	1N332C001200	GRAND LODGE OF ANCIENT FREE	0	7.17
28	1N332C001000	FOREST GROVE, CITY OF	2301 SW MAPLE ST	5.66
29	1N332D000514	AAT COMMUNICATIONS CORP	3830 24TH AVE	0.50
30	1N332C001100	UNITED STATES OF AMERICA	0	1.61
31	1N332D000505	TEUFEL, FRED R & JEAN M	2345 QUINCE ST	2.07
32	1N332D000509	MERIX CORP	3700 24TH AVE	2.00
33	1N332D000510	STARK, JOSEPH M & VICTORIA L	0	2.00
34	1N331DC00104	FRONE, CLARK A REVOCABLE LIVING	2617 23RD AVE	0.36
35	1N332D000512	D M H, INC	0	3.34
36	1N332D000501	STADELMAN, EDWARD H &	3900 24TH AVE	2.00
37	1N332D000507	RIECKMANN PROPERTIES LLC	4028 24TH AVE	3.00
38	1N332D000506	COONEY FAMILY TRUST	4040 24TH AVE	1.00
39	1N332D000101	HENNINGSSEN COLD STORAGE CO	4124 24TH AVE	2.40
40	1N332D000109	HENNINGSSEN COLD STORAGE CO	4124 24TH AVE	5.60
41	1N331DC00601	GRAY & COMPANY	0	0.38
42	1N331DC00702	GRAY AND COMPANY	0	0.44
43	1N331DC00105	LIEB PROPERTIES, LLC	0	3.50
44	1N331DC00500	LIEB PROPERTIES, LLC	2415 22ND AVE	7.59
45	1N331DC00700	FORDHAM, LESTER L & JOSEPHINE L	2223 CEDAR ST	1.21
46	1N333CC00100	DAVIS, LOIS	0	0.95
47	1N333CC00101	F AND C INC	2235 YEW ST	0.95
48	1N333CC01300	FOREST GROVE, CITY OF	0	3.95
49	1N332D001506	LEE ACCOMMODATIONS II LLC	2238 YEW ST	8.74

Reference #	TLID 1	OWNER1	SITEADDR_1	ACRES
50	1N331DC05000	O'NEIL, STEVEN L & LISA K	2500 22ND ST	0.84
51	1N331DC04900	PALOMINOS, ISMAEL	2147 DOUGLAS ST	0.20
52	1N331DC04901	BECKER, RODNEY A/RHONDA	2408 22ND AVE	0.13
53	1N331DC04800	LEE, MILTON BONNIE	2420 22ND AVE	0.42
54	1N331DC04700	COP, DAVID R	2430 22ND AVE	0.34
55	1N333CC00200	RELCOM INC	2221 YEW ST	0.96
56	1N331DC04500	STEELE, ROBERT L & VICKIE J	0	0.04
57	1N331DC04400	STEELE, ROBERT L & VICKIE J	2133 DOUGLAS ST	0.34
58	1N331DC04501	STEELE, ROBERT L & VICKIE J	0	0.18
59	1N333CC00300	REICHOW, VINCENT	2205 YEW ST	0.96
60	1N333CC01301	VANDYKE, NORMAN A &	4405 ADAIR AVE	1.08
61	1N331DC04300	STEELE, ROBERT L & VICKIE J	2119 DOUGLAS ST	0.11
62	1N333CC01100	ALFARO, JUAN M	4308 22ND AVE	0.40
63	1N333CC00400	STARK, JOE M & VICTORIA L	0	1.44
64	1N333CC01200	TANNER, JOSEPH E	4348 22ND AVE	0.93
65	1S401AA05400	ZURBRUGG DEVELOPMENT CO	1710 19TH AVE	0.11
66	1S401AA05300	SCHRADER, ELMER CLARENCE &	1712 19TH AVE	0.18
67	1S401AA05200	HEISLER, CARL AND KATHLEEN R	1716 19TH AVE	0.13
68	1S306BB12300	CROWELL, VERNA H TR	1922 19TH AVE	0.35
69	1S401AA05401	TRAN, CHINH N	1833 C ST	0.09
70	1S401AA05100	GABRIEL INVESTMENT LLC	1840 B ST	1.05
71	1S306BB13900	WOODFOLD-MARCO MFG INC	0	0.60
72	1S306BB13300	WOODFOLD-MARCO MFG INC	1850 19TH AVE	2.45
73	1S306BB13800	WOODFOLD-MARCO MFG INC	1821 MAIN ST	2.11
74	1S306BB13901	WOODFOLD - MARCO MFG, INC	0	3.02
75	1S306BB13400	WOODFOLD-MARCO MFG INC	1818 B ST	1.54
76	1S305AD00100	FOX, JOANN KEMPER LIVING TRUST	1828 MOUNTAIN VIEW	0.81
77	1S305AD00200	RITCHIE, ROBERT J & BARBARA J	1818 MOUNTAIN VIEW	1.49
78	1S305AD00400	KLEIN, SHARON	1804 MOUNTAIN VIEW	0.45
79	1S305AD00700	BORAIN GROUP LLC	1776 MOUNTAIN VIEW	0.84
80	1S305AD00500	BORAIN GROUP LLC	1782 MOUNTAIN VIEW	0.31
81	1S305AD00600	BORAIN GROUP LLC	1778 MOUNTAIN VIEW	0.35
82	1S305AD00800	BORAIN GROUP LLC	1774 MOUNTAIN VIEW	1.07
83	1S4010000202	AYM PARTNERSHIP	1610 B ST	2.42
84	1S305AD00900	GIONTA, JON P & MARY J	1758 MOUNTAIN VIEW	0.50
85	1S305AD01000	LIEBENOW, ESTHER C REVOC LT	1740 MOUNTAIN VIEW	0.57
86	1S306BC09500	MORELLI, FRANK L & MARY HELEN	1812 16TH AVE	0.58
87	1S306BC09502	CORRA, JACK A BARBARA A	1832 16TH AVE	0.34
88	1S4010000203	KYLE, SAMUEL R AND	0	8.48
89	1S306BC09700	WASTE MANAGEMENT OF OREGON INC	0	1.34
90	1S306BC09501	METROPOLITAN DISPOSAL & RECYCLIN	1525 B ST	3.68
91	1S3050001000	PORTLAND PROPERTY LLC	0	1.26
92	1S3050000900	MERIX CORPORATION	1521 POPLAR ST	73.69
93	1S306CB00600	METROPOLITAN DISPOSAL & RECYCLIN	1525 B ST	0.52
94	1S3050000800	MATSUSHITA ELECTRONIC MATERIALS,	4114 HEATHER ST	26.00
95	1S305CB05800	COBLE, JACKIE R & BEVERLY L	1344 SW FERN HILL	0.35
96	1S305CB05900	HABERMAN, RICHARD A & DANNY L &	0	1.86
97	1S305CB06000	HABERMAN, RICHARD A & DAVID M	1280 SW FERN HILL	1.51
98	1S306D000600	CRAN CORPORATION	0	0.52
99	1S306D000100	GERDES, RONALD A	0	0.68
100	1S305C000100	FOREST GROVE, CITY OF	0	122.64
101	1S306D000200	OREGON, STATE OF	0	5.00
102	1S306D001400	GLENN'S CONCRETE PUMPING, INC	0	1.46
103	1S306D001700	UNITED STATES OF AMERICA	0	0.65
104	1S306D001600	SUNDBY, ROBERT R & SANDRA	2800 TAYLOR WAY	1.62
105	1S306D001500	PARKER, BRUCE K & MELINDA J	0	1.33

106	1S306D000500	CHAMBERLAIN, JOSEPH G	0	10.22
107	1S306D000900	UNION PACIFIC RAILROAD CO	0	3.83
<b>Reference #</b>	<b>TLID_1</b>	<b>OWNER1</b>	<b>SITEADDR_1</b>	<b>ACRES</b>
108	1S306D000800	STRASSEL, THOMAS MARK & DEBRA JE	0	0.90
109	1S306D001200	FOREST GROVE SCHOOL DIST #15	2701 TAYLOR WAY	7.48
110	1S306C001100	LONG, JAMES H & MARY ANNE	2336 9TH AVE	1.66
111	1S306C002400	YOSHIDA REAL ESTATE HOLDINGS LLC	920 ELM ST	3.57
112	1S306D001300	CASCADE CONSTRUCTION MANAGEMENT	0	25.14
113	1S306C002500	SAKEONE CORPORATION	0	10.40
114	1S307AB00600	HARDY MANAGMENT COMPANY LLC	0	5.45
115	1S307AB00700	HARDY MANAGMENT COMPANY LLC	0	6.03
116	1S307AB00800	CHAMBERLAIN, ARLENE VIRGINIA	0	3.58
117	1S307AB00401	FRIENDS OF HISTORIC	0	0.18
118	1S307AB00500	FRIENDS OF HISTORIC	0	1.84
119	1S3080000400	FOREST GROVE, CITY OF	0	60.55
<b>Total</b>				<b>616.05</b> <b>Acres</b>



**Commercial Auto**

Reference #	Taxlot ID	Owner
1	1S401AA00501	PATEL, ASHOK A & PREMILABEN A
2	1S305BB00302	PHILLIPS, RAYMOND P/WILMA C
2	1S305BB00301	PHILLIPS, RAYMOND P/WILMA C
3	1S305BB00203	DUFFY, CLIFFORD D & DORIS L
4	1N332C001300	GRAND LODGE A F A M
5	1N332D001300	BDS, LLC
6	1N333CC00901	PRAMUKH SWAMI LLC

Reference #	Taxlot ID	Owner
0	1N332DC00600	ROSE GROVE MOBILE HOME PARK, L
1	1N332DC00300	ROSE GROVE MOBILE HOME PARK LT
2	1N332DC00201	ROSE GROVE MOBILE HOME PARK, L
3	1N332D001301	ROSE GROVE MOBILE HOME PARK, L
4	1N332C001300	GRAND LODGE A F A M
5	1N332DC01101	SENKO, SUSAN K
6	1N332DC01100	SENKO VILLA
7	1N332DC00700	EDDY, ALBERT W AND RUTH M
8	1N332DC00500	EDDY, ALBERT W AND RUTH M
9	1N332D001500	DOHERTY FORD, INC
10	1N332D001503	DOHERTY FORD, INC
11	1N332DC00200	ROSE GROVE MOBILE HOME PARK LT
12	1N332DC00901	QUAY, RONALD W
13	1N332DC00902	SPELTS, GEORGE AND SHARON
14	1N332DC00900	EDDY, ALBERT W AND RUTH M
15	1N332DC00800	EDDY, ALBERT W AND RUTH M
16	1N332D001300	BDS LLC
17	1N332DC00400	HABERMAN, RICHARD A AND SHARON
18	1N332D001400	ROSE GROVE MOBILE HOME PARK, L
19	1N332DC01000	HEISLER, CARL W
20	1N332DC00100	ROSE GROVE MOBILE HOME PARK LT
21	1N333CC01000	COVEY RUN APARTMENTS
22	1N333CC00500	MITCHELL, B C & K J TRUSTEES
23	1N333CC00901	PATEL, ASHOK A & PREMILA A
24	1N333CC00900	ACKERLY COMMUNICATIONS OF
25	1N333CC00902	CHOI, YOON SUH & SOON JA
26	1N333CC00800	ROHRER, DAVID C/CAROLE M
27	1N333CC00700	ROHRER, DAVID C AND
28	1N333CC00600	BRABHAM, EDWARD L AND JANIS M
29	1S305BA00102	BRIAR DEVELOPMENT CO
30	1S305BA05700	FULS, JACK M
31	1S305AB07600	BRIAR DEVELOPMENT CO
32	1S305AB00700	BRIAR DEVELOPMENT CO
33	1S305BA00100	HARRIS ENTERPRISES, INC
34	1S305BA00200	TRUAX HARRIS ENERGY COMPANY
35	1S305BA00300	RICE, THOMAS C & YVONNE R
36	1S305BA00501	RICE, THOMAS C & YVONNE R
37	1S305BA00600	KARR, JAMES M
38	1S305AB00600	BRIAR DEVELOPMENT CO
39	1S305AB00500	BRIAR DEVELOPMENT CO
40	1S305AA00600	PD PROPERTIES LLC

# CORNELIUS ENTERPRISE ZONE

**This tax abatement program provides a financial incentive for industrial business and certain hotels/motels facilities that make new investments in real property and equipment and create new jobs.**

## **Location of Enterprise Zone**

Lands zoned **General Industrial (M-1)**, portions of the area zone **Core Commercial-Employment (CE)** and other zones inside the City of Cornelius for Hotels and Motels only.

## **How it Works**

In exchange for locating or expanding into an enterprise zone, eligible (generally non-retail) business firms receive total exemption from the property taxes normally assessed on new plant and equipment for at least three years but can be up to five years.

## **Eligible Businesses**

Eligible businesses must produce, sell or provide goods, commodities, products, merchandise, work or services to other businesses or business operations. This includes not only conventional manufacturing but also includes assembly, fabrication, processing, shipping or storage, warehouse, distribution, bulk clerical processing, printing or mass document production, after-sale technical support and maintenance facilities. Industrial processes such as cleaning, coating, curing, kiting, labeling, laminating, packaging, refining, smelting, sorting or treating are eligible, as is development of standardized computer software products. Call centers in which no more than 10% of the customers or business transactions come from inside the local calling area, in which the telephone calls are made without long distance charges can be eligible if they meet certain additional requirements.

Hotels and Motels including associated property of ancillary operations are eligible under the motel/hotel option if used 50 percent or more by overnight guests.

## **Qualified Property**

Minimum \$50,000 investment.

- Real property such as newly constructed buildings or structures
- New additions or modifications to existing building/structure
- Heavy/affixed machinery and equipment
- Machinery and equipment classified as personal property (readily movable) \$50,000 or more.

**Not eligible:** land, non-inventory supplies, rolling stock, vehicles, motor-propelled devices and certain minor personal property items.

## **Program Options**

### **3-Year Enterprise Zone Tax Exemption**

- Invest at least \$50,000 in new plant or equipment
- Increase full time permanent employment by the greater of 1 person or 10% of existing employment base.
- Pay the new employees an average of 150% of minimum wage (2007: \$11.70 per hour). Most benefits can be used to meet this total compensation level.
- Maintain increased employment level over 3 years
- Enter into a First Source Hiring Agreement with local job training providers. Commits company to consider local applicants for new hires.
- Complete intake application and pay \$200 fee before proceeding with investment

### **5-Year Enterprise Zone Tax Exemption**

- Invest at least \$50,000 in new plant or equipment
- Increase full time permanent employment by 10% of existing employment base.
- Pay the new employees an average of 100% of average Washington County (currently \$45,757) yearly wage. Most benefits can be used to meet this total compensation level.
- Maintain increased employment level and wage over 5 years
- Enter into a First Source Hiring Agreement with local job training providers. Commits company to consider local applicants for new hires.
- Complete intake application and pay \$200 fee before proceeding with investment

## **CONTACT:**

Dave Waffle, ICMA-CM  
City Manager  
City of Cornelius  
1355 N. Barlow Street  
Cornelius, OR 97113

**Phone: (503) 357-9112**

**Fax: (503) 357-7775**

**E-mail: [dwaffle@ci.cornelius.or.us](mailto:dwaffle@ci.cornelius.or.us)**

## INTERGOVERNMENTAL AGREEMENT

### BETWEEN THE CITY OF CORNELIUS AND THE CITY FOREST GROVE FOR ENTERPRISE ZONE MANAGEMENT

THIS AGREEMENT, authorized by ORS 190.010, is made this \_\_\_\_ day of AUGUST 2008, by and between the CITY OF CORNELIUS, an Oregon municipal corporation (hereinafter referred to as "CORNELIUS"), and CITY OF FOREST GROVE, an Oregon municipal corporation (hereinafter referred to as "CITY"), the promises and agreements of each being in consideration of the promises and agreements of the other.

The parties agree as follows:

#### RECITALS

In June, 2008, the City of Cornelius in coordination with the City of Forest Grove applied to the State of Oregon for a boundary change that would add certain parcels of land in Cornelius to the existing Forest Grove Enterprise Zone. The expanded Forest Grove/Cornelius Enterprise Zone expires in June 30, 2017. The zone is part of a tax abatement program created and administered by the Oregon Economic and Community Development Department. Businesses located in the enterprise zone are eligible for three to five year tax abatement if then can demonstrate that they:

1. Pay above average wages as outlined in Scope of Services 2B below.
2. Increase employment by 10% and
3. Sign a First Source Agreement with the Oregon Employment Department that commits them to consider hiring local workers first.

This is a tax abatement program provides a financial incentive for private investment and job creation.

1. **Term.** The term of this Agreement begin on the \_\_\_\_\_ of August 2008. This agreement will be in effect until June 30, 2011 unless amended from time to time by mutual agreement commemorated by letter.
2. **Compensation.** Compensation to the CITY for management services shall be a fee of \$50.00 per hour. The CITY shall present Cornelius with a written invoice of the dates and number of hours of services rendered. Enterprise zone applications fees will be collected by the CITY and will be used as a credit to CORNELIUS to be used as a partial offset for management service costs.

3. **Scope of Services.**

A. The CITY will designate a zone manager and administer the program on behalf the city of CORNELIUS. Services the zone manager will provide include assistance with setting up the enterprise zone program. Services will also include:

**A. Zone Administration** tasks will be conducted throughout the term of the AGREEMENT. CITY staff will:

- Prepare annual compliance reports to OECDD and distribute them to all appropriate parties.
- Work with the Washington County Assessor's office to develop an annual fiscal report.
- Communicate with taxing districts through annual reports and updates on authorized firms.
- Maintain official files for the program.

**B. Company Authorization Processing** tasks will be conducted throughout the term of the AGREEMENT. CITY staff will:

- Consult with prospective businesses to determine if they are eligible for Enterprise Zone benefits, explain the process and answer any questions
- Arrange an authorization meeting between each business representative and (1) Cornelius and City staff, (2) the County Assessor's office, and (3) the Oregon Employment Department, to review the application materials
- Maintain company files.
- Notify taxing districts of successful authorizations.
- Notify companies of important filing deadlines.
- In conjunction with City and County Assessor's office, address any compliance issues that may arise with affected companies.

The CITY will work to train the Cornelius staff to perform some of the above listed tasks. However the CITY will retain responsibility for the overall program and project review.

B. In order to be eligible for the three-year abatement, an employer must pay new employees a minimum wage of 150% of Oregon minimum wage for three years. Benefits can be used to reach this pay level. To be eligible for the four or five-year abatement the employer must pay 100% of average County wages for Washington County. Benefits can be use to achieve this salary. The CITY agrees to provide CORNELIUS with regular reports as required by ORS 285.560 to 285.617.

C. The CITY shall keep the CORNELIUS informed of all new developments, issues, or concerns affecting Enterprise Zone operations. The CITY shall endeavor to notify CORNELIUS in advance of any public announcement that is to be made on

the subject. CORNELIUS shall endeavor to notify the CITY of any developments or issues concerning the Agreement in advance of any public announcements on the subject.

Unless otherwise specifically prescribed in this Agreement, the following provisions shall govern its interpretation and construction:

- D. Time is of the essence of this Agreement. Neither the CITY nor CORNELIUS shall be relieved of its obligation to comply promptly with any provisions of this Agreement by any failure of the other party to enforce prompt compliance with any of its provisions.
- E. Unless otherwise specified in this Agreement, any action authorized or required to be taken by CORNELIUS may be taken by City staff, the Council or by the City Manager. Potential actions could include arranging meeting locations and notice as needed, participating in preauthorization conferences with businesses, promoting the program to potentially eligible businesses, distributing marketing information at city hall and coordinating business assistance with Oregon Economic and Community Development Department or the Governor's Economic Revitalization Team.
- F. Every duty and every act to be performed by either party imposes an obligation of good faith on the party to perform such.
- G. All notices, reports, or demands required to be given in writing under this Agreement shall be deemed to be given when delivered personally to the person designated below, or when five (5) days have elapsed after it is deposited in the United States mail in a sealed envelope, with registered or certified mail postage prepaid, or on the next addressed business day if sent by express mail or overnight air courier to the party to which the notice is being given, as follows:

For City of Forest Grove

For CORNELIUS

Michael Sykes  
City Manager  
P.O. Box 326  
Forest Grove, Oregon 97116

Dave Waffle  
City Manager  
1355 N. Barlow St.  
Cornelius, Oregon 97113

Such addresses may be changed by either party upon written notice to the other party given as provided in this section.

- 4. **Hold Harmless.** Each party agrees to release, defend, indemnify and/or hold harmless the other, its officers, commissioners, councilors, employees and agents from and against all damages, claims, injuries, costs or judgments which may in any manner arise as a result of the party's performance under this contract, subject to Oregon Tort Claims limitations.

5. **Termination.** This Agreement may be terminated by either party as of the 30<sup>th</sup> day of June of any year during the term of this Agreement by giving notice six (6) months prior.
6. **Disputes.** Disputes regarding this agreement, which cannot be resolved by respective managers, shall first be directed to each party's counsel. Failing resolution, parties shall mutually agree upon a third party mediator.
7. **Discrimination.** The parties agree not to discriminate on the basis of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation or source of income in the performance of this Agreement.
8. **Waiver of Breach.** A waiver of any breach of any provision of this Agreement by either party shall not operate as a waiver of any subsequent breach of the same or any other provision of this Agreement.

City of Cornelius, an Oregon municipal corporation.

City of Forest Grove, an Oregon municipal corporation

by: \_\_\_\_\_

by: \_\_\_\_\_

***William Bash, Mayor***

***Michael J. Sykes, City Manager***

Approved as to Form:

Approved as to Form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Attorney

## Memorandum

**To:** City Council  
Planning Commission

**From:** Dan Riordan, Senior Planner  
Jon Holan, Community Development Director  
Michael Sykes, City Manager

**Date:** July 14, 2008

**Subject:** FOREST GROVE COMPREHENSIVE PLAN EVALUATION AND  
PERIODIC REVIEW WORK PROGRAM

**Request:** Staff is requesting that:

- 1). The Planning Commission pass a motion recommending City Council approval of the Forest Grove Comprehensive Plan evaluation and periodic review work program for submittal to the Oregon Department of Land Conservation and Development; and
- 2). The City Council approve the attached Resolution adopting an evaluation of the Forest Grove Comprehensive Plan and periodic review work program for submittal to the Oregon Department of Land Conservation and Development.

**Background:** The Oregon Department of Land Conservation and Development (DLCD) notified the City of Forest Grove on November 13, 2007, of the need to begin local review of the Forest Grove Comprehensive Plan to determine if periodic review of the comprehensive plan is warranted at this time. In response to the notice, staff prepared an evaluation of the comprehensive plan for City Council and Planning Commission consideration during a joint City Council and Planning Commission held on November 19, 2007. The City Council and Planning Commission determined that the Forest Grove Comprehensive Plan is in need of revision and periodic review is necessary.

To support the periodic review effort, staff has prepared a preliminary draft work program outlining tasks and work products needed for the comprehensive plan update process. A joint City Council and Planning Commission work session was held on June 30, 2008 to review the draft work program prior to the July 14, 2008 public hearing. An evaluation of the current comprehensive plan and locally approved work program must be submitted to DLCD for approval by August 14, 2008. Once submitted to DLCD there is a 21-day objection period during which time participants in the local evaluation and work program preparation process may file objections with DLCD (OAR 660-025-0100(2)). Depending on the comments received during the objection period, there may

be a need to revise the work program through the Council and Commission to address comments.

**Discussion:** Staff has attached the proposed three-year comprehensive plan periodic review work program to the accompanying resolution for City Council consideration and adoption (Resolution Exhibit B). The work program includes a summary table of tasks and deliverables, anticipated timeline, list of affected stakeholders and comments heard during the last Annual Town Meeting held on January 26, 2008, City Council and Planning Commission joint public hearing held on November 19, 2007, City Council and Planning Commission joint work session held on June 30, 2008, and other public comments received through July 2, 2008. Public comments received are attached to this memorandum (Attachment 1).

The purpose of the work program is to ensure compliance with state law governing the local periodic review process as defined by OAR Chapter 660 Division 25. The draft work program also provides a framework for completing the project in an efficient and timely manner with completion of all work program elements expected by August 2011. This timeframe complies with state requirements providing for a three-year period to complete periodic review.

#### Statutory Requirements

Periodic Review is guided by Oregon Administrative Rule (OAR) Chapter 660 Division 25. Division 25 implements Oregon Revised Statutes (ORS) Chapter 197 (Comprehensive Land Use Planning Coordination). The purpose of periodic review is to ensure that comprehensive plans and land use regulations remain in compliance with the statewide planning goals; specifically needed housing, economic development, transportation, public facilities and services, and urbanization. Periodic review is a cooperative process between the state, regional, local governments, and other interested persons and organizations.

Periodic Review begins once DLCD sends a periodic review commencement letter to the affected local government (OAR 660-025-0050). The City of Forest Grove received the commencement letter from DLCD on November 13, 2007.

Consistent with OAR 660-025-0070, Periodic Review is necessary when there has been a substantial change in circumstances upon which the plan was based. Substantial changes are those that affect the plan so that the plan no longer complies with the statewide planning goals relating to economic development, needed housing, transportation, public facilities and services and urbanization. The local government must conduct an evaluation of its plan and land use regulations consistent with OAR 660-025-0090. A copy of the evaluation is attached to the accompanying resolution for City Council consideration (Resolution Exhibit A). The City Council and Planning Commission held a public hearing on November 19, 2007. It was found that due to the age of the

Comprehensive Plan (adopted in 1980 without any further substantial changes since 1991), conditions have changed to such a degree as to warrant periodic review and adopt a new Forest Grove Comprehensive Plan.

The evaluation of the Forest Grove Comprehensive Plan and subsequent development of the draft work program have followed the City's citizen involvement program as required by OAR 660-025-0090(1)(a). The evaluation and work program phase of the periodic review project included opportunities for public input during public hearings and community meetings. In addition, newspaper articles and notices were prepared regarding the evaluation and work program. Notices and flyers were included as inserts with city billing statements and also mailed to the project mailing list and potentially affected governmental agencies, interested persons and community organizations. Flyers were also posted throughout the community including at the Library and City Hall.

As a result of comprehensive plan evaluation, staff began the process to prepare a work program showing the subject areas, tasks and timeline for revising the Forest Grove Comprehensive Plan. The three-year work program addresses economic development, housing, transportation, public facilities and urbanization. In addition, the work program includes issues related to community livability and sustainability. The work program has been reviewed by DLCD and Metro for initial comment. Comments received from DLCD and Metro are attached (Attachments 2 and 3). DLCD has expressed concern regarding the amount of time necessary to complete the proposed work program. Specifically, DLCD is most concerned about including a Community Livability and Sustainability element and conducting the alternatives analysis as proposed.

The proposed Community Livability and Sustainability task in the work program includes the following Statewide Planning Goals:

Goal 5 (Natural Resources, Scenic and Historic Areas, and Open Spaces);  
Goal 6 (Air, Water and Land Resources Quality);  
Goal 7 (Areas Subject to Natural Hazards);  
Goal 8 (Recreational Needs); and  
Goal 13 (Energy Conservation)

DLCD has pointed out to staff that among the Statewide Planning Goals listed above only Goal 5 is within the scope of Periodic Review. DLCD has requested that the City add a task to the work program to demonstrate compliance with Goal 5 as it relates to changes to state law made in 1995 regarding riparian areas. To demonstrate compliance with Goal 5, staff is proposing to include a periodic review work product supporting documentation related to compliance with Title 13 of the Metro Regional Framework Plan (Nature in Neighborhoods) and Clean Water Services Sensitive Land requirements including the sensitive areas pre-screen map which shows stream corridors in the community and where further study is required. Staff believes this added task will address State concerns regarding Goal 5 compliance.

DLCD has also expressed concern about the amount of time required to conduct Phase 2 of the proposed work program which is identified as the Alternatives Analysis. The staff views this step as crucial in the plan development process. The Alternatives Analysis allows the community to evaluate alternative development scenarios, concept plans, and policies based on the results of the work in Phase 1. Staff is anticipating evaluation of development scenarios including three dimensional modeling of alternative land use scenarios and assessment of potential fiscal impacts to the community. This step creates the opportunity to compare and contrast various policy options to develop the most acceptable approach to long-term growth by the community.

Local government approval of the evaluation and work program starts a 21-day objection period (OAR 660-025-0100(2)). During the objection period persons who participated at the local level, either orally or in writing, may object to the local government's work program. An objection must be in writing and filed with DLCD within the objection period. An objection must also identify alleged deficiencies in the evaluation or work program and suggest a specific work task that would resolve the deficiency. In addition, an objector must demonstrate that the party participated at the local level either orally or in writing during the local process. Substantive changes to the work program would likely require additional City Council review and approval of a revised work program.

DLCD must take specific action after submittal of a comprehensive plan evaluation and work program (OAR 660-025-0110). These actions include: 1). Issuance of an order approving the evaluation and work program; 2). Issuance of an order rejecting the evaluation and work program along with suggested modifications and date for re-submittal; or 3). Refer the work program to the Land Conservation and Development Commission.

### Project Structure

The periodic review project is divided into four phases and seven discreet topical areas. The four phases include:

- Phase 1: Background Analysis, Assessment and Policy Options;
- Phase 2: Alternatives Analysis;
- Phase 3: Proposed Plan; and
- Phase 4: Plan Adoption

The project topical areas include:

1. Citizen Involvement;
2. Economic Development;
3. Housing;
4. Public Facilities and Services;

5. Transportation;
6. Urbanization; and
7. Community Livability and Sustainability

The project tasks identified above exceed periodic review requirements required by the Oregon Revised Statutes and Oregon Administrative Rules.

The draft work program builds on key milestones completed to date including:

- Adoption of the Forest Grove Comprehensive Plan on September 8, 1980;
- Acknowledgement of the Comprehensive Plan during November 1983;
- Completion of the Forest Grove Vision Update in 2007;
- State notification requesting Forest Grove begin periodic review on November 13, 2007;
- Completion of evaluation of the Forest Grove Comprehensive Plan on November 19, 2007; and
- Convening seven topical meetings held in February, 2008.

The draft work program also includes coordination with local and regional planning efforts currently underway. These efforts include:

- ✓ Metro Region Great Communities Program, which includes:
  - a. Regional Transportation Plan Update;
  - b. Urban/Rural Reserve Process with Washington, Multnomah and Clackamas counties;
  - c. Infrastructure Investment; and
  - d. Performance Measures.
- ✓ Forest Grove Transportation System Plan and Access Management Plan Process;
- ✓ Forest Grove Parks, Recreation and Open Space Master Plan Process; and
- ✓ Forest Grove Sewer, Water, and Storm Drainage Master Plan update.

### Public Outreach

Notice of the work program public hearing was mailed to the project stakeholder list on Tuesday, June 17, 2008 and published in the News Times on Wednesday, June 25, July 2, and July 9, 2008. In addition, outreach to the community was provided through seven topical meetings held during February 2008, the City's Website, newspaper notices, flyers, city utility billing inserts, newspaper articles, a press release, and project mailing lists.

### Follow-up to June 30, 2008 City Council and Planning Commission Work Session

The City Council and Planning Commission held a work session on June 30, 2008, to review the proposed periodic review work program prepared by staff. Several issues

requiring clarification were identified. These issues are described more fully below.

<b>Issue</b>	<b>Discussion</b>
Provide a graphical representation of the proposed project Timeline	Staff has prepared a chart showing the project timeline graphically. The chart is attached to the work program included with the resolution for City Council adoption (Exhibit B).
Identify example policy alternatives that could be considered during Periodic Review	A policy alternative that could be explored though periodic review is the evaluation of density requirements throughout the City. For example, reducing density in certain areas while increasing density in others. Another policy option includes creating opportunities to retrofit single use commercial and retail developments into walkable mixed-use communities. Still another policy option could be zoning for concentrated activity around potential transit stations or expanding allowable uses in the industrially zoned areas to included traded sector and office uses. Other policy alternatives, such as financial incentives to encourage redevelopment could be developed to address issues arising from Phase 1 of the work program: Background Analysis, Assessment, and Policy Options.
Provide for adequate public outreach including adding individual and key business interests to stakeholder list	Efforts will be made to encourage participation by individual businesses and business owners. The proposed citizen participation approach includes holding focus group meetings and preparing surveys to encourage involvement beyond formal public hearings. The Annual Town Meeting and Farmers Market will be used to solicit feedback and present information. The work program has been modified to include business representatives. Individual businesses will be contacted and interviewed as part of completing the Economic Opportunity Analysis required by Periodic Review.
Affordable Housing	A housing needs assessment will be completed to address Statewide Planning Goal 10: Housing. The assessment will consider the needed mix of housing, including affordable options, to meet the needs of current and future residents.
Provide Meeting Translation Services	Staff will make efforts to provide meeting translation services to members of the community. Recognition of the need for

<b>Issue</b>	<b>Discussion</b>
	translation of notices has been added to the work program.
What can and can't be changed during Periodic Review	Local goals, objectives, policies and regulations addressing housing, economic development, transportation, public facilities and services and urbanization must be addressed and updated as necessary to accommodate projected population and employment growth during the twenty-year planning horizon. There are several items that can't be changed during Periodic Review. One item is the location of the existing urban growth boundary since Metro has purview over amendments to the UGB. Another item that can't be changed through Periodic Review is state law governing housing density in the Portland metropolitan area including Forest Grove OAR 660-007 (Metropolitan Housing) which is set at an average eight dwelling units per net acre.
Clarify what will be included in the Goal 5 work	A task has been added to the work program to further address Goal 5. This task will address compliance with Goal 5 as a result of rule changes in 1995 and implementation of programs by Forest Grove.
Include public service and churches to stakeholder list	Public service organizations, such as the Rotary Club and religious organizations have been added to the project stakeholder list.

### Next Steps

The locally approved plan evaluation and work program must be submitted to DLCD by August 14, 2008. Next steps also include submittal of a periodic review grant application to fund related tasks including preparation of an economic opportunity analysis, residential land study and concept plans using geographic information system modeling software. The anticipated grant award is approximately \$65,000 for Fiscal Year 2008-2009. The City will have three years to complete the approved work program once approved by DLCD.

### Attachments:

1. Work Program Development Public Comment Matrix
2. E-mail from the Oregon Department of Land Conservation and Development, June 9, 2008
3. Correspondence from Metro, June 24, 2008

Attachment 1  
**CITY OF FOREST GROVE - COMPREHENSIVE PLAN**  
**WORK PROGRAM DEVELOPMENT**  
**PUBLIC COMMENT MATRIX**

ATM # = Annual Town Meeting comment received on January 26, 2008

Nov. 19 Hearing = Comprehensive Plan Evaluation Public Hearing, November 19, 2007

CHF = Community Housing Foundation E-mail, June 23, 2008

ATM #	COMMENT	WORK PROGRAM ELEMENT
1	Ethnic Diversity, Household Size Assumptions	Housing
2	Sidewalks and bike paths along Willamina Ave., separated bike paths along easements	Transportation
3	Housing above retail downtown, urban forest (early review of development by community) senior citizen safety, auditory crossing signals at major intersections, more police, less speed on roads, require permit for removal of any tree even on Pacific University campus.	Citizen Participation, Livability and Sustainability, Housing, Public Facilities
4	Concern with crime, trash and graffiti	Activities currently being addressed through Code Enforcement. Not a Periodic Review topic.
5	Increase ethnic public participation	Citizen Participation
6	Green Spaces (emerald necklace, parks, maintaining open space. Urban Growth Boundary (maintaining). Develop as a "thoughtfully sustainable" community	Sustainability, Public Facilities
7	Environmentally sustainable growth model: affordable housing, community based economic support, environmental and conservation ethic, public transportation integrated into planning, green spaces,	Housing, Livability and Sustainability, Economic Development, Transportation

ATM #	COMMENT	WORK PROGRAM ELEMENT
	arts, food access (locally grown produce)	
8	More participation from School District and University, ethnic community participation	Citizen Involvement
9	Early coordination meeting with surrounding property owners and developers for planned projects.	Citizen Involvement
10	Linking existing rail lines to mass transit	Transportation
11	Promote brick or stone fences around developments, adequate parking for Pacific University facilities, quality housing choice, encourage brick for new businesses, city trolley service, downtown streetscape, maintain "small town/rural character" Concern about density/infill	Transportation, Housing, Urbanization
12	Hold additional town meetings, Move Chamber of Commerce or Visitor Center towards town center. Promote downtown events	Citizen Involvement, Economic Development, Livability and Sustainability.
13	Sustainable development practices, community gardens, increase city fleet fuel economy, reduce carbon footprint through incentives, increase access to nature	Livability and Sustainability
14	Bring in a non-chain, quality, medium-to-high end restaurant to Forest Grove	Economic Development
15	Downtown gathering place/heart of town piazza, open green space and trees, maintain fields/rural feel around town, natural food store, continue expansion and upkeep of parks, increase Hispanic population participation in events and planning, increase public transportation options, continue work on Emerald Necklace.	Economic Development
16	Need more grocery and retail outlets in town	Economic Development
Nov. 19 Hearing	Forest Grove has its own identity and needs own land supply. Need rural reserves as working tool.	Urbanization
Nov. 19	Protection for mobile home parks which provide	Housing

ATM #	COMMENT	WORK PROGRAM ELEMENT
Hearing	affordable housing options	
Nov. 19 Hearing	City needs to look at light rail and improvements to streets that abut Forest Grove (Thatcher and Purdin). Street should be brought up to standards prior to annexation.	Transportation, Urbanization
Nov. 19 Hearing	Need balanced transportation system. Improve transit access to public facilities. Need plan to address wild fire issue. Look at fire, flood, and earthquake hazards	Transportation, Livability and Sustainability
Nov. 19 Hearing	Community sustainable within itself, traditional neighborhood design	Livability and Sustainability
Nov. 19 Hearing	Global warming	Livability and Sustainability
Nov. 19 Hearing	Housing accessibility	Housing
Nov. 19 Hearing	Fiscal impact of land development	Urbanization
Nov. 19 Hearing	Consider traffic flow outside of city limits.	Transportation
CHF	Explore ways to create a range of housing types and affordability.	Housing
CHF	Explore the potential for employer-assisted housing as a recruitment and retention strategy	Housing
CHF	Find stable housing with supportive services for the homeless in the community	Housing

**From:** Meg Fernekees  
**To:** Daniel Riordan;  
**cc:** Jon Holan; Darren Nichols;  
Christina Deffebach;  
**Subject:** Re: Forest Grove PR Work Program  
**Date:** Monday, June 09, 2008 3:38:14 PM

HI Dan;

Good to talk to you today, and as promised, here are some preliminary comments on the work plan, which will record for history our discussion this afternoon.

Thanks for the updated work program (arranging the program chronologically).

1. I would add as the first Task in the PR Work Program a citizen involvement program - you call it a Communications Strategy in an older version of the wk. program, but it is more than that. It must comply with Goal 1. I would figure out a balanced role for the "stakeholder meetings" you show for every task to make sure the average Joe on the street is allowed the same opportunity for input as the stakeholders.
2. The next task should be Determining the population and employment forecast for the 20 year planning period (to ~2028-2030). Without a forecast, the city could not complete its Goal 9 and 10 analyses. Coordination with Metro regional forecast is necessary under ORS 197. The city may also have an aspiration forecast, but it must be based on sound methodology. Perhaps Metro could give the city a 20 year, dis-aggregated forecast for Forest Grove.
3. Econ Dev/Goal 9: This work task must comply with all the requirements of Goal 9 (cite it), not just subsection 015. Further, the Rule addresses other requirements beside those for an Economic Opportunities Analysis.
4. Housing/Goal 10. The city must prepare a housing needs study (see requirements in ORS 197.296) Simplify the contents of the RLS. The RLS must also comply with the Metropolitan Housing Rule (OAR Chapter 660, Division 7, of which I gave you a copy). including standards for new construction and overall net density of 8 units per acre. We have good guidelines on conducting a Buildable Land inventory, also.
5. Transportation/Goal 12. How current is the city's TSP? Refer to the requirements of the Transportation Planning Rule (Chapter 660, Div. 12)/ I will ask my transportation experts to review this work task further. Suggest that this task be the second to last work task in the work program.
6. Urbanization/Goal 14. I have the most concern about this work task.

- a. The work task does not address the efficiency measures of Goal 14, an annotated copy of which I gave you. It assumes urbanization is all about urbanizing outside of the current city limits.
- b. Development of concept plans is outside the scope of Periodic Review. This means the city may want to proceed with them, but should not be part of the work program. I would think this would consume a good deal of time.
- c. Coordinate with Metro on the timing of the urban reserve areas. Coordinate with Washington county on designation of rural reserves.
- d. 1.E a. Unfortunately, for purposes of Periodic Review, use of Metro's 2060 forecast is not appropriate.
- e. Suggest this task be moved to be the last task in the work program.

7. Community Livability Goals. Of the 5 statewide goals listed, only Goal 5 is within the scope of Periodic Review. Update city's G 5 program to comply with the "new" (1995) Goal 5 rule. Coordinate with DSL on adequacy of LWI.

8. The Alternatives Analysis and modeling: would that be possible to include as part of the work for Goals 9, 10, 11 and 12? Let me reserve judgment with whether or not this is within the scope of PR after I talk with other DLCD staff.

Thanks Daniel for all your hard work. And of course, thanks to Jon, too!

Meg Fernekees  
Portland Area Regional Representative

>>> "Daniel Riordan" <[driordan@forestgrove-or.gov](mailto:driordan@forestgrove-or.gov)> 6/6/2008 1:38 PM >>>

Meg, thanks for returning my phone call this morning. Meeting at 1:30 PM on Monday is fine. It will be just me since Jon has another meeting Monday afternoon in Beaverton.

The revised draft work program summary is attached. It is based on a phased approach instead of the plan element approach shown in the previous iteration. I hope it is a little easier to follow. The four phases include:

- Phase 1: Background Analysis, Assessment and Policy Options
- Phase 2: Alternatives Analysis
- Phase 3: Proposed Plan
- Phase 4: Plan Adoption.

Please let me know if you have any questions or comments. I look forward to meeting with you on Monday at your office.



METRO

June 24, 2008

Mr. Dan Riordan  
Senior Planner  
City of Forest Grove  
PO Box 326  
Forest Grove, OR 97116

Dear Mr. Riordan:

Thank you for sending us your work program for periodic review of your comprehensive plan. Metro staff has reviewed the work plan in light of our responsibility for regional planning and coordination. The resulting comments are generated by our review:

Metro can provide you with population and employment estimates for 2035 based on the Regional Transportation Plan (RTP) "base case" as a starting point for your work. Please let us know when you will need those numbers. Please note, these 2035 allocations reflect Forest Grove's existing zoning as well as "prospective UGB" additions that followed the hierarchy of lands found in ORS 197.298. As you know Metro, Clackamas, Multnomah and Washington counties are currently engaged in a process to identify urban and rural reserves under an alternative methodology. As a result, future UGB additions will likely differ in size and location than those assumed for the most recent RTP and could affect the allocation of growth to Forest Grove.

The future capacity numbers for Forest Grove will depend on the policy changes the City adopts as well as financial incentives the City may offer in the future. Metro will utilize the policy and incentive actions taken by Forest Grove in its role of estimating capacity in the region. Metro staff can also assist Forest Grove in estimating the capacity effect of different actions using Metroscope.

Finally, we would like to work with you to establish a process for providing data, ongoing coordination, and review of key milestones specifically related to the major tasks of Economic Development, Housing, Transportation, Urbanization, Community Livability and Sustainability.

Please feel free to contact us with any questions regarding these comments. Metro's contact person for this work is Brian Harper, Assistant Regional Planner, at 503-797-1833 or [brian.harper@oregonmetro.gov](mailto:brian.harper@oregonmetro.gov). As always, we appreciate our good working relationship with the City of Forest Grove and look forward to assisting you in any way we can through your upcoming Periodic Review process.

Sincerely,

Chris Deffebach  
Long Range Planning Manager  
Metro Planning Department

cc: Councilor Kathryn Harrington  
Robin McArthur  
Brian Harper

**RESOLUTION NO. 2008-54**

**RESOLUTION ADOPTING AN EVALUATION OF THE FOREST GROVE COMPREHENSIVE PLAN AND PERIODIC REVIEW WORK PROGRAM**

**WHEREAS**, on November 13, 2007, the Oregon Department of Land Conservation and Development (DLCD), notified the City of Forest Grove (City) of the Land Conservation and Development Commission's (LCDC) decision to adopt a periodic review schedule under OAR 660-025-0030 and determination that City commence periodic review as required by OAR 660-025-0050; and

**WHEREAS**, the City completed an evaluation of the Forest Grove Comprehensive Plan consistent with criteria established by ORS 197.628 and by OAR 660-025-0090 and submitted the evaluation to the Forest Grove City Council and Planning Commission on November 19, 2007; and

**WHEREAS**, the City provided public notice of the periodic review evaluation public hearing through a display ad published in the Forest Grove News Times on November 14, 2007, notices sent to persons on the project mailing list, an announcement on the City of Forest Grove's Website and newsletters sent to every utility customer in the City; and

**WHEREAS**, the Forest Grove City Council held a public hearing on November 19, 2007, to consider the comprehensive plan evaluation report and provide for citizen involvement consistent with the City's approved citizen involvement program as required by OAR 660-025-0080; and

**WHEREAS**, on November 19, 2007, the City Council and Planning Commission found the Forest Grove Comprehensive Plan was adopted in 1980 and there have been substantial change in circumstances including but not limited to conditions, findings, or assumptions upon which the comprehensive plan was based so that the comprehensive plan no longer fully complies with statewide planning goals relating to economic development, needed housing, transportation, public facilities and services, and urbanization; and

**WHEREAS**, on November 19, 2008, the Forest Grove City Council and Planning Commission passed a motion to recommend approval "that staff's evaluation report be accepted and staff be given direction to move ahead with periodic review"; and

**WHEREAS**, on April 28, 2008, the City submitted to DLCD a request for an extension of the submittal date of the City's plan evaluation and work program as provided for by OAR 660-025-0090(3); and

**WHEREAS**, On May 15, 2008, DLCD approved the City's request for an extension to complete the periodic review evaluation and work program and provided for a submittal date on no later than August 14, 2008; and

**WHEREAS**, the City has prepared a periodic review work program as required by OAR 660-025-0090; and

**WHEREAS**, the City scheduled a City Council and Planning Commission work session and public hearing and provided public notice of such work session and public hearing in the Forest Grove News Times on June 25, 2008, July 2, 2008, and July 9, 2008; and

**WHEREAS**, notice of the City Council and Planning Commission work session and public hearing was mailed to project mailing list the week of June 16, 2008, posted on the City's

Website and distributed at the Forest Grove Library, City Hall and local community gathering places; and

**WHEREAS**, the City Council and Planning Commission held a work session on June 30, 2008, to review the proposed periodic review work program; and

**WHEREAS**, the City Council and Planning Commission held a public hearing on July 14, 2008, to receive public testimony regarding the proposed work program; and

**WHEREAS**, the City Council and Planning Commission finds that 1(F), Community Livability/Sustainability and Phase 2 (Alternatives Analysis) are important steps in the work program since Task 1(F) addresses the key elements in the City's current Vision Statement and Phase 2 is a critical step in order for the community to select the appropriate policy options for the City; and

**WHEREAS**, on July 14, 2008, the Planning Commission adopted a motion recommending City Council approval of the comprehensive plan evaluation and periodic review work program.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section One.** The City Council hereby approves and adopts the evaluation report (attached as Exhibit A) and work program (attached as Exhibit B) for periodic review of the Forest Grove Comprehensive Plan.

**Section Two.** The City Council directs the City Manager, or designee, to submit the approved and adopted comprehensive plan evaluation and periodic review work program to the Oregon Department of Land Conservation and Development as soon as feasible but no later than August 14, 2008.

**Section Three.** The City Council grants the City Manager, or designee, the authority to make minor and non-substantive modifications to the approved and adopted work program to improve clarity and implement City Council's direction without further City Council action.

**Section Four.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 14<sup>th</sup> day of July, 2008

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 14<sup>th</sup> day of July, 2008

\_\_\_\_\_  
Richard G. Kidd, Mayor

## Exhibit A

# PERIODIC REVIEW EVALUATION CHECKLIST

**Factor 1: There has been a substantial change in circumstances including but not limited to the conditions, findings, or assumptions upon which the comprehensive plan or land use regulations were based, so that the comprehensive plan or land use regulations do not comply with the statewide planning goals relating to economic development, needed housing, transportation, public facilities and services and urbanization.**

1. Does the industrial and commercial development element of the comprehensive plan need to be updated?

**Yes – the Forest Grove Comprehensive Plan sections that cover commercial and industrial are in need of updating. First, the background data has shifted and changed. Next, the current plan uses 2005 as the plan horizon. Finally, the plan needs to use Metro’s 2030 Forecasts and the City’s Land Use Inventory to determine current acres in commercial and industrial use and targets for the future.**

- (A) Is there any new information on national, state, or local economic trends which should be incorporated into your comprehensive plan?

**Given that the City’s plan was originally written in 1975 through 1979, there have been significant changes in economic trends and shopping preferences. The plan’s goals focus on conventional commercial and industrial land usage patterns. People’s shopping habits have changed in the last 20 years and are expected to continue to reform as trends such as on-line shopping and ‘shop local’ impact mainstream consumers. In addition, the development of upscale suburban shopping ‘experiences’ such as Streets of Tanasbourne and Bridgeport show that there is a new level of demand by modern consumers for more sophisticated shopping “experiences.”**

**While manufacturing remains important, innovations in automation continue to increase efficiency resulting in on-going employment declines. Another major economic trend is the increase in services including professional services such as product design, research and development, marketing, management consulting, after market, call centers and the like. Many of these are traded sector businesses. This translates into more intensive employment in office or campus like settings of which Forest Grove can be expected to be a niche or minor player. The use of broadband**

telecommunications is also becoming critical for both manufacturing and services and continuing investments need to be made.

In addition, the need for smaller office or flex space in the range of 10,000 - 50,000 square feet is growing, particularly for small or local traded sector businesses. While there is periodic demand for 100,000 square feet or more, the requests are much fewer and more competitive. Finally, development and population continues to move westward in Washington County. The City of Beaverton has almost exhausted their supply of available industrial land at this time. In addition many Forest Grove residents commute, not to Portland, but to the employment centers of Beaverton and Hillsboro. With the rapid population growth of Forest Grove, Hillsboro and Cornelius, Forest Grove has a greater diversity of skilled workers and a growing labor force is becoming available.

There has been less change in industrial land development patterns over time. Industrial land users need to respond to the demands of ISO (International Organization for Standardization) ratings and 'just-in-time' delivery. Forest Grove remains geographically challenged in terms of industrial attraction and localized industry has declined. The City is seeking a niche in the industrial market.

- (B) Has there been a change in your *community's assessment* of the types of industrial and commercial businesses which are most likely to develop in your area? Does your community have insufficient buildable sites that are suitable for these types of uses?

The City's updated Vision Statement expressed the desire for *"Economic Development that encourages innovative, diverse and ecologically sound enterprises that provide ample opportunities for employment, and ensures the vitality of the community."*

The current Comprehensive Plan doesn't address the varied needs, both physical and policy-related, of more innovative technology.

The industrial sites currently available would likely accommodate any kind of industrial development; however it would be helpful to learn more about what specifically is needed by and attractive to 'green industry.' The City also has one shovel ready, state certified site and is working on a second. There may also be a need to incorporate some traded-sector office or service uses in some of our industrially zoned land.

- (C) Is your plan out-of-date regarding an accurate inventory of suitable industrial and commercial sites? **Yes**
- i) Does the inventory identify sites that are available now or can be made available within three years? **No**
  - ii) Does the inventory identify sites needing additional attention in order to make them suitable for industrial or commercial uses (e.g., wetland delineation, transportation improvements, provision of water or sewer)? **No**

- iii) Are there sites zoned industrial that are unlikely to develop because of environmental constraints or other factors? **Possibly.**
- (D) Is there less than a 20-year supply of buildable industrial and commercial land within your community's urban growth boundary? **Unknown.**
- (E) Does your community have an insufficient supply of industrial and commercial sites that can be served by public facilities projects, either existing or scheduled to be built within the next five years? **Because the numbers have changed over time, it is unknown.**
- (F) Has your community lost suitable industrial sites through rezonings for other uses?

**No. The land use plan has remained pretty stable since its adoption in 1980, particularly for industrial lands. The City did remove nearly 11 acres of industrially zoned property from its UGB in 2003. The properties had been bisected by the new Highway 47 Bypass, completed in 2002. This new road effectively made the properties unsuitable for development, especially since much of the land was environmentally sensitive next to Council Creek and its attendant floodplain. Many properties were purchased by Washington County and ODOT. To compensate for their loss, the City rezoned two properties from 'Commercial-Heavy' to 'Industrial.' While these properties are adjacent to industrially zoned properties and just off OR State Highway 8 (TV Highway), they are currently part of the Rose Grove Mobile Home Park and are not likely to redevelop in the foreseeable future.**

*If the answer to any of these is "yes" or "don't know," or if your answers identified desirable improvements to the plan or code, your jurisdiction may need updates related to the economic development element of the comprehensive plan or commercial or industrial zoning.*

2. Does recent information on population, housing, economic, and development trends suggest a need to update your comprehensive plan or land use regulations?

**Yes – the current Comprehensive Plan projected that Forest Grove's population would be 20,272 in 2005. As of 2007, the City is at approximately 20,000. The lag in population growth is likely due to the fact that recovery from the economic recession of the 1980s didn't occur until the early 1990s and that it has taken longer for Metro-area growth to reach Forest Grove.**

- (A) Has the city adopted a population projection coordinated by Metro that extends at least 20 years into the future from now?

**Metro has population forecasts up to 2030. These numbers will be adopted as part of Periodic Review.**

- (B) Has the distribution of household incomes remained consistent in the community since the housing element of the comprehensive plan was last updated? Are the jurisdiction's housing costs affordable based on household incomes?

**More research is necessary to answer this question. Forest Grove has experienced a great deal of new housing development, especially in the mid-1990s and currently there are a very large number of lots under development. Given the cost of new housing, it is likely that the income distribution in Forest Grove has shifted. However, this change in the mixture of housing also may mean that increasing numbers of older houses have been made available. This older housing stock has helped the City maintain affordability over time.**

**According to the US Census, from 1990 to 2000, Forest Grove had the greatest percentage gain in household income as compared to other cities in the region. Follow-up information detailed by census tracts show that the household income in the historic district to the south of downtown and developments in west Forest Grove now equal Washington County average incomes.**

**It is unknown if housing remains affordable in Forest Grove. At this time, anecdotal information suggests that there is still a wide range of housing types available. There has been no change in the three mobile home parks in Forest Grove, which have long provided 655 housing units.**

- (C) Does the city provide the type, location and density of housing needed by its residents?

**Given the growth and development over the past 20 years, this question can only be answered with research. Forest Grove is too small to support a citywide housing authority. Washington County's Housing Authority operates several apartment complexes in Forest Grove.**

- (D) Are buildable residential lands being utilized at the rate projected in the comprehensive plan?

**The City has nearly completed a Land Use Inventory and is about to start a Buildable Lands Analysis. The analysis will estimate the answer to this question.**

- (E) Is there an inconsequential difference between the gross amounts of residential lands developed from the last periodic review to the current date?

Actual: \_\_\_\_\_ ac. Projected: \_\_\_\_\_ ac.

**At this time, the City doesn't have the data to answer this question. The Comprehensive Plan's numbers were not updated as part of the 1992 Periodic Review.**

- (F) Are your ordinances and regulations well organized and user-friendly? Are your residential development standards clear and objective? When did your community last evaluate its

development processes and standards, and amend or eliminate all that are not necessary to maintain your community's quality of life?

**For the last six years, the City has worked on an overall updated development code. This code is intended to be implemented prior to the completion of the current Periodic Review. Substantial public input went into this new code. The new code is in a more modern format and is more explicit than the existing code.**

- (G) Have all of your ordinances been amended to fully comply with the federal Fair Housing Act and state manufactured home infill statutes?

**Yes, Forest Grove allows for manufactured home parks as well as manufactured homes on individual lots. In addition, the City adopted a Manufactured Dwelling Park closure ordinance on June 29, 2007.**

- (H) Does your community have minimum density requirements for each zoning district? Does your community have a minimum average density policy for overall residential development?

**The City of Forest Grove has minimum density requirements for each of its residential zones and does allow density averaging. The City and Metro do not have a minimum average density policy. However, Metro has established a minimum dwelling unit (as well as employment) capacity requirement for the community with which the City is in compliance.**

- (I) Are housing types and price ranges dispersed throughout all neighborhoods of the community? Has the mix of housing types constructed since your last review been built as expected?

**More data is necessary in order to answer this question.**

<b>Housing Type</b>	<b>Actual #</b>	<b>Projected #</b>
Single Family	Unknown	
Manufactured Homes on a Lot	Unknown	
Multifamily	Unknown	
Mobile Home Park Spaces	Unknown	

- (J) Have providers of low income and special needed housing been successful in meeting the housing requirements of low income citizens and citizens with special housing requirements? If not, what actions will be taken to address these needs?

**The Housing Development Corporation of NW Oregon has been very active in Forest Grove over the years. They own and maintain approximately 150 low-income and migrant family housing units in the City. The Jose Arciga**

**Apartments for farm workers won the 2002 Governor’s Livability award for affordable housing. There are several housing options for disabled adults and adult foster care homes. In addition, Forest Grove has one of the highest concentrations of senior housing per capita in the state.**

- (K) Does the comprehensive plan include a thorough, up-to-date housing needs assessment and buildable lands inventory? **No**
- (L) Does your community have an updated inventory of buildable lands? If so, is there a 20-year supply of vacant or redevelopable buildable land in the following categories? **No – but the analysis is underway.**

Housing Type	Yes (state acres)	No	Don't Know
Single Family			<b>X</b>
Manufactured Dwelling			<b>X</b>
Manufactured Dwelling Parks			<b>X</b>
Multifamily			<b>X</b>
Other Housing			<b>X</b>
Commercial			<b>X</b>
Industrial			<b>X</b>
Parks and Open Space			<b>X</b>
Other:			<b>X</b>
Total of all uses			<b>X</b>

- (M) If a shortage exists in any of the categories above, how will the disparity be resolved? Has your jurisdiction pursued opportunities such as rezoning, adopting a redevelopment plan or adding land to the UGB?

**At this time, specific methods to address any disparity in land usage aren’t known. Rezoning has been done in the past to maintain the existing amount of land in any one category. UGB expansion is complicated because Forest Grove is part of Metro, the agency that has control over UGB expansion in the Portland Metropolitan area. Already the City is exploring possible UGB expansion alternatives such as “urban reserves” which would earmark property outside of the UGB as a future urban area. All efforts in regards to the UGB are coordinated between the city, Washington County and Metro.**

- (N) What plan or regulatory amendments are needed to respond to changes in population, housing, economic, or development trends?

Much of the answer to this question will come out of the research required in the Comprehensive Plan update. The City has an updated development code that will be adopted during Periodic Review. This code is a reformatting of the current ordinances and does not provide much in the way of policy updates with the exception of implementing a proposed zoning scheme developed out of a 1997 study of the town center area.

*If you answered "no" to any of the previous questions, or if your answers indicated updates to your plan or code are warranted, your jurisdiction probably needs to update its housing or economic development element, or both, in periodic review.*

**3. Are public facility and transportation plans and financing mechanisms adequate to accommodate planned growth in a timely fashion?**

(A) Has the jurisdiction been unable to provide services for development of residential, commercial and industrial land according to the schedule in the public facilities plan? **No**

(B) Have there been changes to any of the following conditions affecting your public facilities plan?

Changes in population, housing or employment

Urban growth boundary amendments

Master plan updates

Major plan map or zoning amendments

Significant consumers that were not anticipated

Facility projects built or delayed

Other: \_\_\_\_\_

(C) Have any of the conditions above changed to the extent that the plan or project list in a public facilities plan needs to be revised? **Yes**

(D) Does your list of short-term public facility projects need to be updated? **Yes**

(E) Does your community satisfy state and federal standards for the quality of water supplied, quality of water discharged from your treatment plant, and quality of storm water discharge (if applicable)? **Yes**

(F) Are financing sources insufficient to cover the cost of capital construction projects?

Current annual capital expenditures: **\$4.9 million**

Projected annual capital expenditures: **Fiscal Year 2008/09 - \$2.6 million; 2009/10 - \$4.3 million; 2010/11 - \$4.8 million; 2011/12 - \$9.3 million**

Financing sources: **rates; gas tax; Systems Development Charges; grants**

- (G) Do these financing sources need revisiting to meet future needs? What actions will be taken to address this issue? **Yes, reexamine financing mechanisms for greater revenue.**

*If you answered “yes” to any of the previous questions or if your answers indicate improvements to your plan or code are warranted, your jurisdiction may need to update its public facilities elements in Periodic Review.*

**4. Is there new information affecting the comprehensive plan but has not yet been incorporated into the plan?**

- (A) New information from state agencies is listed on the attached sheet. **(There is no list from the state at this time)** Does any of this information need to be addressed in your plan? If so, how?

- (B) Is there any other new information available that needs to be included in your plan?

**Yes. New information from updated Transportation System Plan, Park and Recreation Master Plan and Trails Plan, and Sewer, Water and Stormwater master plans needs to be integrated with the Comprehensive Plan.**

**5. Have changes in local goals or objectives occurred since adoption of the comprehensive plan that require amendments to the plan or land use regulations? For example, will the adoption of a regional economic strategy or changes in economic opportunities which necessitate modification of the plan.**

**The City’s Comp Plan has been updated over time to include regional strategies, especially in terms of the housing and employment targets set by Metro. During Periodic Review, all Metro plans will be reviewed to ensure that the City’s plans and regulations are consistent. One issue that will be reviewed is the possibility of expanding allowable uses in the industrially zoned areas to include traded sector service and offices uses.**

- (A) Are there new community goals or objectives (or changes in existing ones) which need to be addressed in the comprehensive plan?

**The City completed a visioning project in 2006. For the most part, this new vision reflects the community’s goals expressed in the current Comp Plan.**

**The vision emphasizes the desire to become a “green” community in terms sustainability. This concept was expressed in the current Comp Plan primarily as environmental preservation. The Vision expresses a desire for overall sustainability for Forest Grove as a community.**

**This new objective will need to be added to the City's Comp Plan. In addition, the Vision also speaks to the need to find Forest Grove's niche as part of the greater Portland Metropolitan area. The economic changes over the past**

**Forest Grove has been woven more tightly into the Metro area's market over the last 20 years. The economic dynamics of being a small city on the farthest edge of the state's largest economic force need to be explored during Periodic Review.**

- (B) Are there goals, objectives, or policies in the comprehensive plan which are no longer applicable and should be deleted or amended?

**For the most part, the City's goals and objectives have retained their relevance. There are some goals and policies that have been met and some dated language such as calling Clean Water Services by its former name.**

- (C) Have all plan policies which obligate your jurisdiction to implement specific provisions in the future been carried out (e.g., a policy to complete planning for a wildlife habitat or historic resource when more complete inventory information is available)? If not, what additional planning work needs to be carried out in periodic review?

**Not all policies have been met. Further analysis is needed by department managers to determine which policies are still relevant and which need to be discarded. Additional input from the public is also desired in examination of policy statements.**

6. What major activities or events affecting land use have occurred which were not anticipated in the plan, but which may necessitate updating the plan?

**For the most part, the plan has been flexible enough to accommodate the usual occurrences over the past 20 years. Nothing extraordinary has occurred that required major renovations of the plan.**

*If you answered "Yes" to any of the previous questions or if your answers indicated improvements to your plan or code, your jurisdiction may need to update its plan and code in Periodic Review.*

**Factor 2: Decisions based on acknowledged comprehensive plan and land use regulations are inconsistent with the goals relating to economic development, needed housing, transportation, public facilities and services and urbanization.**

1. Are land use decisions made pursuant to your acknowledged comprehensive plan and land use regulations achieving the purpose and intent of the statewide planning goals?

**It appears that, for the most part, land use decisions are working towards the achievement of statewide planning goals. Goal 9 – Economic Development and Goal 10 – Housing both may present issues for the City upon greater investigation.**

(A) Have you found that any of your ordinance provisions are obstacles or inadequate to carry out the policies of your plan? (e.g., your plan identifies a needed housing type, but discretionary standards in your ordinance have hindered development of this housing type.) **No, but the Plan is old.**

(B) Has the integrity of open space, historic, or natural resources been adversely affected? If so, was this effect consistent with the program decision made for this resource in the comprehensive plan? (e.g., you may have adopted a decision in your plan to limit conflicting uses to protect a riparian area; however, the 25-foot setback you have adopted to protect this resource has permitted development to significantly damage the resource. In this case, the effect of implementation decisions has not been consistent with your plan and the statewide planning goals.) **To be determined.**

(C) Has there been damage to property or personal injury due to a natural hazard? Does any portion of the comprehensive plan need reconsideration as a result? **No**

(D) Has a specific type or location of development contributed, or is it likely to contribute, to a natural hazards problem?

**Development has occurred in steep slope areas. Steps have been taken to minimize hazard problems but further evaluation and possibly additional requirements are needed.**

2. Which, if any, of your implementation measures are inadequate to carry out the policies of the comprehensive plan?

**For Forest Grove, the issue is whether the policies in the Comprehensive Plan are adequate to carry out the implementation measures due to the age of the plan. The City has attempted to revise implementation measures to be up-to-date but revisions to the Plan have not necessarily been made. Most implementation measures rely on the Zoning Ordinance, Land Division Ordinance, and the Capital Improvement Plan. The City needs to consider the efficacy of these measures in light of current and potential policy issues.**

*If your answers indicated improvements to your plan or code, your jurisdiction may need to update its plan and code in Periodic Review.*

**Factor 3: There are issues of regional or statewide significance, intergovernmental coordination, or state agency plans or programs affecting land use which must be addressed in order to bring comprehensive plans and land use regulations into compliance with the goals relating to economic development, needed housing, transportation, public facilities and services and urbanization.**

1. Is the level of coordination between the city and county, other cities, special districts, and state and federal agencies adequate to effectively implement the comprehensive plan? Do your urban growth boundary management agreement and/or urban service agreements need to be reviewed?

**The City maintains decent working relations with all its planning partners. It is hoped that the Periodic Review process will increase cooperation.**

**A review of the City's urban boundary management agreement will be part of the Work Program. Planning coordination agreements may need to be reviewed and/or developed.**

- (A) Do you share resources or facilities with other jurisdictions? Are these adequate for all the jurisdictions involved? Do you have agreements regarding allocation of resources, capacity, etc.?

**Yes – Sewer transmission lines over 24 inches in diameter and sewerage treatment are provided by Clean Water Services. This division of the system is addressed through an IGA between the District and the City and has provided sufficient resources to accommodate growth allowed by the current comprehensive plan.**

- (B) What special districts provide services within your urban growth boundary? Are these special districts participating in your planning process? Does the city have management agreements with those special districts providing services within the urban growth boundary? **See response to A above.**
- (C) Is the city/county urban growth management agreement functioning to coordinate land use decisions inside the urban growth boundary? **Yes.**
- (D) Are there other coordination issues that need to be addressed?

**The City is very interested in improved coordination with Metro and other Metro area cities undergoing Periodic Review on Goal 9 economic analyses. It is anticipated that on-going discussions with Metro will result in a new level of coordination on this topic. Further, due to recent changes in**

state law, coordination provisions with the School District will need to be developed.

2. What regional or state plans, programs or issues affecting land use may necessitate an amendment of the comprehensive plan in order to bring your plan and land use regulations into compliance with the statewide planning goals?

**The City has not done any revisions related to the revised Goal 9.**

- (A) Have you contacted appropriate state agencies to participate in your periodic review process?

**Yes, in August the City sent out a survey to all inter-governmental planning partners to ascertain their desired level of involvement in our Periodic Review process. Specific efforts were made to reach the appropriate individuals within state agencies. In addition, the City will rely on its DLCD Regional Representative and the Periodic Review Assistance Team to ensure that state-level coordination is effectively attained.**

- (B) Has a state agency notified you of an adopted plan or program affecting land use which needs to be addressed in your plan? **Yes**

If yes, what is the plan or program? **The Department of State Lands has suggested that a new Wetlands Inventory be part of the City's Periodic Review process.**

- (C) Are there housing needs identified in the statewide or county Comprehensive Housing Affordability Strategy (CHAS) which have not been addressed in your comprehensive plan? **Yes**

If yes, what are these needs and how will they be addressed?

**The Washington County 2005-2010 Consolidated Plan (which incorporates the CHAS) identifies issues associated with low income and the homeless. The City's Comprehensive Plan does not address these issues. Periodic Review will allow the City to explore how the Comp Plan will address housing issues.**

- (D) Is there a state regional economic strategy for your area? Are there actions you need to take to coordinate with or implement the strategy?

**The Portland Regional Partners for Business, is a public-private partnership, covers the Portland Metro area. The membership includes nearly of the cities in the metro area. There is a Portland Regional Business Plan and a Community Economic Development Strategy (CEDS). The partnership focuses on shared economic priorities and works to implement business, retention, expansion, and recruitment as well as marketing strategies and recommendations for policy development. The mission is: To foster a collaborative environment for business retention, growth and recruitment. The plans focus on broader issues such as cluster identification and strategies, marketing and lead fulfillment, economic development tools, policy development, talent, infrastructure, and collaboration for the region. It does**

**spell out objectives for individual communities. These objectives will need to be integrated in the appropriate manner into the Comprehensive Plan.**

- (E) Are there issues such as traffic, housing, employment, or growth pressures that need to be addressed in a regional context? **Yes**
- (F) How has the city coordinated transportation issues with other local governments and the state? Does the plan contain strategies for dealing with access management, new commercial development accessed by state highways or the potential impacts of any new major transportation system project? Does the plan address the state's objective of reducing or stabilizing "VMT" (vehicle miles traveled per capita)?

**The City adopted its TSP in 1999 with coordination with adjoining cities, Metro and ODOT. It addressed access management and new commercial development along state highways. It also created the notion of extending commuter rail (in the broadest sense of the term) from Hillsboro to Forest Grove but did not address impacts or land use implications. That will be one task of the Periodic Review.**

**The TSP is currently being updated. Part of that update is to work with ODOT in developing a strategy for the Highway 47 corridor that balances state and local transportation and land use objectives. The City also has access management requirements in its current Zoning Ordinance. The TSP will be updated, if needed, as a result of the periodic review.**

- (G) Are there inconsistencies between the local land use regulations and enforcement of environmental quality regulations? For example, are there areas where development is restricted in spite of the zoned uses because of air or water quality problems? Do such problems require amendments to the plan or ordinances? **No**
- (H) Does your community meet state and federal air and water quality standards now? Considering the land uses and public facilities planned for your community, will air and water quality standards continue to be met during the next 20 years? **To our knowledge, yes.** If no to either question, please explain.
- (I) Are there any actions which need to be taken to protect air and water quality now and in the future? If yes, please explain.
- (J) Do solid waste disposal sites have a 20-year remaining capacity? OR Is there a solid waste management plan which provides for 20 years of projected needs? Please explain.

**Factor 4: The existing comprehensive plan and land use regulations are not achieving the statewide planning goals relating to economic development, needed housing, transportation, public facilities and services and urbanization.**

**Based on the previous analysis, the Plan does not adequately address Goal 9 - Economic Development, and potential issues exist that are associated with Goal 10 - Housing, and Goal 12 - Transportation.**

***Other Issues:***

**1. What other issues relating to the periodic review standards need to be addressed within the scope of periodic review?**

- **Distribution of housing type throughout the city (Goal 10)**
- **Continuation and any revision of City's Historic Landmark and Tree preservation programs (Goal 5)**
- **Hazards planning (Goal 7)**
- **Potential UGB related matters (Goal 14)**
- **Aspects of Citizen involvement program (Goal 1)**
- **Integration of City's Recreation and Trails program (Goal 8)**
- **Energy Conservation through Light and Power (Goal 13)**
- **Approaches to maintain and improve air, water and land resources (Goal 6) consistent with City's Vision Statement**

**2. What local issues would you like to address within your periodic review work program?**

**Potential local issues (noted where topic could possibly be folded into state planning goals) include, but not necessarily limited to:**

- **Creating a more sustainable community (Goals 6, 9, 10, 11, 12, 13)**
- **Develop neighborhood plans**
- **Reconsider residential densities and small lot development (Goal 10)**
- **Expand open space requirements and dedications for residential development (Goals 5, 8 and 10)**
- **Reconsider street widths (Goal 12)**
- **Change land use designations (Goal 9 and 10)**
- **Plan for those areas within the City but outside the UGB (Goal 14)**
- **Examine potential UGB expansion areas (Goal 14)**
- **Plan for transportation-related land use decisions (Goals 9, 10 and 12)**
- **Plan for adequate school facilities (Goal 11)**
- **Develop a brownfield restoration program (Goals 6 and 7)**
- **Review regulations pertaining to un-reinforced masonry buildings (Goal 7)**

- (A) Has your jurisdiction been successful in complying with the statutory 120-day time limit for final action on development permits? If no, what has been the cause of delays?

**City has only had one legal challenge related to 120 day time limit. Others have exceeded 120 day but with authorization by the applicant. Reasons have been due to complexity of project. Further, city's appeal timeline is excessive, creating potential issues with 120 day requirement.**

- (B) Do you feel your plan and land use regulations are difficult to implement? Should steps be taken to streamline the plan, zoning ordinance, and permit process?

**Yes, this is one reason for the Development Code update, but other policy related issues can be address through Periodic Review to improve time and predictability of the land use process.**

*If your answers indicated improvements to your plan or code, your jurisdiction may need to update its plan and code in Periodic Review.*

Exhibit B  
**CITY OF FOREST GROVE**  
**PERIODIC REVIEW**  
**DETAILED WORK PROGRAM**

TASK	SUBTASKS	DELIVERABLE	TIMELINE
<b>CITIZEN PARTICIPATION AND INVOLVEMENT</b>			
Implement project citizen involvement and participation strategy in conjunction with the City's Vision Statement and potential stakeholder list attached to the work program. Ensure opportunities for meaningful involvement and participation by all members of the community including English and non-English speaking citizens, property owners, business owners and interested organizations. Encourage broad community participation by making efforts to translate meeting notices and announcements.	<ul style="list-style-type: none"> <li>a. Implement citizen participation strategy consistent with Statewide Land Use Planning Goal 1, local citizen involvement program and Committee for Citizen Involvement</li> <li>b. Prepare and distribute quarterly newsletters</li> <li>c. Conduct outreach to stakeholders and general community through surveys and focus group meetings.</li> <li>d. Launch Internet resource center</li> <li>e. Conduct ongoing meetings with standing boards and commissions</li> <li>f. Coordinate general citizen outreach including Annual Town Meeting, and Farmers Market booth.</li> </ul>	<ul style="list-style-type: none"> <li>1. Quarterly newsletters</li> <li>2. Surveys</li> <li>3. Focus Group meetings and Open Houses</li> <li>4. Internet Virtual Resource Center</li> <li>5. Board and Commission Meetings</li> <li>6. Annual Town Meeting and attendance at Farmers Market to solicit input and comments.</li> </ul>	Ongoing
<b>PHASE 1: BACKGROUND ANALYSIS, ASSESSMENT AND POLICY OPTIONS</b>			
<b><i>1.A. Economic Development (Goal 9)</i></b>	<ul style="list-style-type: none"> <li>a. Coordinate with Metro regional forecast to determine projected employment growth for the twenty-year planning horizon.</li> <li>b. Prepare Economic Opportunity Analysis (EOA) including reviewing trends, inventorying industrial and other employment lands, assessment of economic</li> </ul>	<ul style="list-style-type: none"> <li>1. Written Economic Opportunity Analysis meeting the requirements of Goal 9 and OAR 660-009-0015.</li> <li>2. Technical memorandum identifying economic development goals, objectives and policy options, consistent with Vision Statement, for review.</li> </ul>	Data Collection: 6/08 – 8/08  EOA: 8/08 – 12/08  Policy Options:

TASK	SUBTASKS	DELIVERABLE	TIMELINE
	<p>development potential and identification of land needs consistent with Goal 9.</p> <p>c. Identify economic development goals and objectives based on EOA results</p> <p>d. Develop alternative policy and implementation measures, for testing in Phase 2, including industrial and other employment development policies (OAR 660-009-0020) and designation of lands for industrial and employment uses. (OAR 660-009-025)</p> <p>e. Conduct multi-jurisdictional coordination consistent with OAR 660-009-0030.</p>	<p>3. Technical memorandum summarizing economic development recommendations to include in revised Economic Development element.</p> <p>4. Stakeholder and community outreach surveys and meetings.</p>	1/09 -- 6/09
<b><i>I.B. Housing (Goal 10)</i></b>	<p>a. Residential Land Study (RLS) including housing needs assessment, Buildable Land Inventory and capacity analysis. Buildable Land Inventory and housing needs assessment developed consistent with minimum density standards and other applicable requirements contained in OAR 660-007 (Metropolitan Housing) and ORS 197.296 – (Factors to establish sufficiency of buildable land within UGB, analysis and determination of residential housing patterns). Coordinate with Metro re: population growth for twenty-year planning horizon.</p> <p>b. Identify residential development goals based on RLS findings.</p> <p>c. Develop alternative policy and implementation measures for testing in Phase 2</p>	<p>1. Residential Land Study including buildable land inventory, capacity analysis, assessment of needed residential development density and mix of housing including affordable housing options.</p> <p>2. Technical memorandum identifying housing goals, objectives, and policy options consistent with Vision Statement.</p> <p>3. Stakeholder and community outreach survey and meetings.</p>	<p>Data Collection: 6/08 – 8/08</p> <p>RLS: 8/08 – 12/08</p> <p>Policy Options: 1/09 – 6/09</p>
<b><i>I.C. Public Facilities (Goal 11)</i></b>	<p>a. identify programmed and planned public facility projects.</p>	<p>1. Technical memorandum summarizing public facility and support service</p>	7/09 – 12/09

TASK	SUBTASKS	DELIVERABLE	TIMELINE
	<ul style="list-style-type: none"> <li>b. Assess facility condition</li> <li>c. Identify evaluation criteria with public input.</li> <li>d. Develop alternative policy and implementation measures for testing in Phase 2.</li> </ul>	<ul style="list-style-type: none"> <li>constraints.</li> <li>2. Technical memorandum identifying public facility and support service goals, objectives, and policy options, consistent with Vision Statement, for review.</li> <li>3. Technical memorandum summarizing public facility and support service recommendations to include in revised Public Facility element.</li> <li>4. Stakeholder meetings.</li> </ul>	
<b><i>1.D. Transportation (Goal 12)</i></b>	<ul style="list-style-type: none"> <li>a. Identify funded/unfunded projects from TSP update process</li> <li>b. Develop and evaluate alternative policy and implementation measures</li> <li>c. Incorporate TSP goals and policies into comprehensive plan update.</li> <li>d. Ensure consistency with Transportation Planning Rule (OAR 660-012) and RTP process. Update Forest Grove TSP as necessary due to recommended land use changes.</li> </ul>	<ul style="list-style-type: none"> <li>1. Maps showing identified transportation projects and proposed land use designations.</li> <li>2. Technical memorandum summarizing transportation goals, objectives, and policy options, consistent with Vision Statement, for review.</li> <li>3. Technical memorandum summarizing transportation recommendations to include in revised Transportation element.</li> <li>4. Stakeholder meetings.</li> </ul>	10/09 – 4/10

TASK	SUBTASKS	DELIVERABLE	TIMELINE
<b><i>I.E. Urbanization (Goal 14)</i></b>	<p>a. Prepare urbanization study based on 20-year population and employment forecast. Conduct 20-year needs analysis to identify what the community believes it needs to accommodate future growth for planning purposes while recognizing that Metro determines UGB expansion.</p> <p>b. Review existing growth management policies</p> <p>c. Develop and evaluate alternative growth concept plans and performance measures including measures for land inside the urban growth boundary that encourage the efficient use of land and development of livable communities.</p> <p>d. Identify sufficient amounts of urbanizable land to accommodate the need for further urban expansion taking into account local growth policies, needs of the forecast population, carrying capacity of the planning area and open space and recreational needs.</p> <p>e. Coordinate with Metro on designation of urban reserves and Washington County on designation of rural reserves</p>	<ol style="list-style-type: none"> <li>1. Technical memorandum identifying urbanization goals, objectives, and policy options, consistent with Vision Statement for review</li> <li>2. Concept plans for urbanizable lands within the existing urban growth boundary</li> <li>3. Technical memorandum identifying and evaluating growth management performance measures.</li> <li>4. Technical memorandum summarizing amounts of urbanizable land within the urban growth boundary and ability to meet population, employment and other needs.</li> <li>5. Stakeholder meetings and general community outreach materials (newsletters, surveys)</li> </ol>	6/09 – 6/10
<b><i>I.F. Community Livability/Sustainability (Goals 5, 6, 7, 8, 13)</i></b>	<p>a. Assessment of positive and negative Economic, Social, Environmental and Energy (ESEE) consequences affecting significant natural resources, scenic, open spaces, and historic areas consistent with OAR 660-023-0040 (ESEE Decision Process)</p> <p>b. Provide notice consistent with OAR 660-023-0040 to provide opportunity for involvement landowner involvement during</p>	<ol style="list-style-type: none"> <li>1. ESEE analysis</li> <li>2. Property owner notice</li> <li>3. Correspondence with Oregon Division of State Lands</li> <li>4. Goal 5 compliance materials as described in subtask (1)(F)(e).</li> </ol>	ESEE Analysis: 7/10 – 11/10

TASK	SUBTASKS	DELIVERABLE	TIMELINE
	<p>the ESEE process</p> <p>c. Coordinate with the Oregon Division of State Lands on adequacy of local wetland inventory (OAR 660-023-0100)</p> <p>d. Assess adequacy of existing protection measures for wildlife habitat, riparian areas, and wetlands.</p> <p>e. Demonstrate compliance with Goal 5 (Natural Resources). City will provide supporting documentation for Title 13 compliance and Clean Water Services Sensitive Lands requirements including the sensitive areas pre-screen map which shows stream corridors in the community where further studies are required.</p>		
<b>PHASE 2: ALTERNATIVES ANALYSIS</b>			
<p><b>2.A. Alternatives Analysis</b></p> <p>Develop and evaluate alternative development scenarios, concept plans and policies. Model scenarios and assess potential fiscal impacts using geographic information system and analysis software (CommunityViz)</p>	<p>a. Identify alternative development scenarios/concept plans and policies for analysis</p> <p>b. Identify evaluation criteria for selection of preferred development scenario and concept plans.</p> <p>c. Identify policy trade-offs, for each topical area identified during Phase 1, associated with development scenarios/concept plans</p> <p>d. After trade-off analysis, model alternative development scenarios and concept plans and assess potential fiscal impacts using geographic information system and analysis software (CommunityViz)</p> <p>e. Finalize preferred development scenarios/concept plans and policy alternative(s), after testing for implementation</p>	<p>1. Technical memorandum describing development scenarios and concept plans for analysis.</p> <p>2. Technical memorandums identifying potential policy considerations including potential trade-offs for each topical area.</p> <p>3. Technical memorandum identifying evaluation criteria for public input.</p> <p>4. Map products showing results of analysis</p> <p>5. Ongoing citizen participation</p>	<p>1/10 – 12/10</p>

TASK	SUBTASKS	DELIVERABLE	TIMELINE
<b>PHASE 3: PROPOSED PLAN</b>			
<i>3.A Evaluate Plan Elements for Consistency</i>	<ul style="list-style-type: none"> <li>a. Identify inconsistencies between plan elements resulting from testing of policy options for each topical area</li> <li>b. Reconcile inconsistencies remaining between plan elements.</li> </ul>	1. Finalized plan elements	1/11 – 2/11
<b>PHASE 4. PLAN ADOPTION</b>			
<i>4.A. Implement Adoption Process</i>	<ul style="list-style-type: none"> <li>a. Prepare and finalize ordinance</li> <li>b. Prepare staff report</li> <li>c. Public notice (ORS 227.186)</li> <li>d. Submit required DLCD Notice</li> <li>e. Hold Public Hearings</li> <li>f. Submit Notice of Adoption</li> </ul>	<ul style="list-style-type: none"> <li>1. Ordinance for City Council consideration</li> <li>2. Finalized staff report</li> <li>3. Mailed notice of public hearing</li> <li>4. DLCD Notice of Hearing</li> <li>5. Public hearing minutes</li> <li>6. Notice of Adoption</li> <li>7. Submit codified versions of ordinances to DCLD within 6 months of adoption. Provide in hard copy and electronic format.</li> </ul>	3/11 – 8/11



## Forest Grove Vision Statement

*This statement is written and designed to reflect the best of what exists now, and what we aspire to become, as a community.*

Forest Grove is a friendly, twenty-first century, small, full service city. It was settled in 1841 by pioneers who valued respect for education, faith, enterprise, service to humanity, and the bountiful resources of the Tualatin Plain. Those values persist to inspire a common vision for a high quality of life in a thriving and progressive community that reaches from its historical commercial core around Pacific University to a horizon of forests, farms, vineyards, and the Coast Range. As an engaged and diverse people, we assure sustainability in our economy and our environment, thus supporting a community that nurtures our youth, educates all residents, and attracts and welcomes visitors. Forest Grove is itself a *destination* that thrives by *design* and is our *home*.

### **Forest Grove is a *Destination* that offers visitors and residents:**

- **A rich heritage** preserved by honoring the city's natural, cultural, and historic treasures while also embracing the future.
- **A centrally located gateway** to forests, waterways, beaches, and mountains; this wealth of resources is cherished and preserved to foster sport, recreation, reflection, and leisure.
- **Arts & culture** that abound throughout the year; we celebrate our cultures and participate in a wide variety of visual and performing arts and festivals.
- **A community** recognized for its commitment to conserve, preserve, protect and restore our natural assets.

### **Forest Grove is a community by *Design* through:**

- **Participation** of an engaged public and accessible, responsive government.
- **Planning** that considers and accommodates both the desires and needs of all community members to ensure their quality of life and prosperity.
- **Sustainable transportation** modes, systems, and networks that provide opportunities for all to conveniently and safely move about within and outside of the community.
- **Economic development** that encourages innovative, diverse and ecologically sound enterprises that provide ample opportunities for employment, and ensures the vitality of the community.
- **Fiscally sound funding** of quality public safety and municipal services including locally owned public utility and watershed.

### **Forest Grove is *Home* to:**

- **Individuals** who are respected and valued for their experience, abilities, and differences, and where all residents are included in the life of the community through excellent education, recreation, and social programs.
- **Young people** who are nurtured and encouraged to achieve their full potential.
- **Families** of every size and description who have community resources needed for lifelong learning and development.
- **Older residents** whose ongoing leadership, wisdom and investment in the community build the foundation for our future.
- **Distinctive neighborhoods** replete with a variety of accessible housing options, schools, parks, places of worship and social gathering, and farmlands and open spaces.
- **A community** in harmony, bound by commonly shared respect for its residents, natural resources, economic vitality, and its active role in a global society.

*CITY OF FOREST GROVE  
PERIODIC REVIEW  
POTENTIAL STAKEHOLDER LIST*

1. Individual Forest Grove Residents and Property Owners
2. Business Owners and Operators
3. City of Forest Grove City Council
4. City of Forest Grove Planning Commission
5. City of Forest Grove Committee for Citizen Involvement
6. City of Forest Grove Economic Development Commission
7. City of Forest Grove Historic Landmarks Board
8. City of Forest Grove Parks and Recreation Commission
9. City of Forest Grove Community Forestry Commission
10. City of Forest Grove Light and Power Department
11. City of Forest Grove Engineering Department
12. City of Forest Grove Parks and Recreation Department
13. City of Forest Grove Public Safety Advisory Commission
14. Metro
15. City of Banks
16. City of North Plains
17. Oregon Department of Land Conservation and Development
18. Oregon Economic and Community Development Department
19. Oregon Housing and Community Services
20. Oregon Department of Transportation
21. Oregon Department of Environmental Quality
22. Oregon Department of Agriculture
23. Oregon Department of Forestry
24. Washington County Department of Land Use and Transportation
25. Forest Grove Chamber of Commerce
26. Forest Grove School District
27. Tualatin Valley Irrigation District
28. City of Cornelius
29. City of Hillsboro
30. West Valley Habitat for Humanity
31. Pacific University
32. Clean Water Services
33. Tuality Forest Grove Hospital
34. Tri-Met
35. Ride Connection
36. Adelante Mujeres
37. Jennings McCall Center
38. Public Interest Groups
39. Religious Institutions
40. Public Service Organizations (i.e. Rotary, Kiwanis, Lions Club)

First Reading 9.

RESOLUTION NO. 2008-39

**RESOLUTION AMENDING THE CITY MANAGER'S COMPENSATION PLAN  
AND CITY MANAGER'S EMPLOYMENT AGREEMENT AND AUTHORIZING  
COMPENSATION FOR THE CITY MANAGER FOR FISCAL YEAR  
2008-09, EFFECTIVE JULY 1, 2008, THROUGH JUNE 30, 2009**

**WHEREAS**, the City Council established criteria for evaluation of the City Manager's performance in accordance with the City of Forest Grove Charter and the State of Oregon open meeting law; and

**WHEREAS**, the City Council evaluated the performance of the City Manager on June 23, 2008, and found the City Manager's performance to be meritorious; and

**WHEREAS**, it is the desire of the City Council to recognize the City Manager's performance through a compensation adjustment; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE CITY COUNCIL AS FOLLOWS:**

- Section 1. That the City Manager's base salary will be increased by cost-of-living, three percent (3%), plus two percent (2%), effective as follows: July 1, 2008, through June 30, 2009, \$10,323/monthly (\$123,876/annually).
- Section 2. That the City Manager's Employment Agreement, Section 5, is amended as noted in the attached Exhibit A, Amendment to Employment Agreement.
- Section 3. This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED** for first reading this 14<sup>th</sup> day of July, 2008.

**PRESENTED AND PASSED** for second reading this 11<sup>th</sup> day of August, 2008.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 11<sup>th</sup> day of August, 2008.

\_\_\_\_\_  
Richard G. Kidd, Mayor

**AMENDMENT TO EMPLOYMENT AGREEMENT**

**DATE:** Effective July 1, 2008

**PARTIES:** The **CITY OF FOREST GROVE**, Oregon, a municipal corporation (City), and **MICHAEL J. SYKES** (Employee).

**RECITALS:** 1. City and Employee are parties to an Employment Agreement dated June 29, 2004, effective August 1, 2004, under which City employs Employee as City Manager (the "Agreement").

2. City has performed the evaluation, required by the Agreement, of Employee's performance, and the parties have mutually agreed upon this Amendment to Employment Agreement.

**THE PARTIES AGREE:**

The Agreement shall be amended as follows:

**SECTION FIVE – COMPENSATION.** That the City Manager's base salary will be increased by cost-of-living, three percent (3%), plus two percent (2%), effective as follows: July 1, 2008, through June 30, 2009, \$10,323/monthly (\$123,876/annually).

Except as amended by this document, the Agreement remains in effect as written.

**CITY OF FOREST GROVE:**

**EMPLOYEE:**

By: \_\_\_\_\_  
**Richard G. Kidd**, Mayor  
Date: August 11, 2008

\_\_\_\_\_  
**Michael J. Sykes**, City Manager  
Date: August 11, 2008

Resolution No. 2008-39

Amendment No 4  
To the Employee Agreement dated June 29, 2004 (Effective August 1, 2004)

	<b>Monthly</b>	<b>Annual</b>
Current Rate (July 1, 2007)	\$9,826	\$117,912
3.0% COLA	\$10,121	\$121,452
COLA + 2%	\$10,323	\$123,876
COLA + 3%	\$10,424	\$125,088
COLA + 4%	\$10,526	\$126,312

Note: Managers and Non-Represented staff will receive a 3.0% COLA effective 7/1/2008