

**CITY COUNCIL MONTHLY MEETING CALENDAR**

**March-10**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	CEP Applications Available Planning Comm 7pm	CC JOINT WORK SESSION with FG Rural Fire Board 7:00 pm - Fire Hall		EDC Noon		
	<b>CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM</b>	CCI 4:30pm Library 6:30pm		PAC 5pm		
<i>NLC Conference - Washington, DC (Mayor Truax &amp; Johnston out)</i>						
Daylight Savings	Planning Comm 7pm	Senior Ctr Bd 11:30am	P&R 7am CFC 5:15pm	Fernhill Wetlands 5pm		
	<b>CITY COUNCIL MEETING MOVED TO THE 29TH</b>	HLB 6pm	PSAC 7:30am			
	<b>CITY COUNCIL 5:30 PM - WORK SESS (Water MasterPlan) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM</b>		CEP Applications Due			

**April-10**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				EDC Noon		
	Planning Comm 7pm	Fire Bd 8pm	Water Consortium EC 5:30pm	PAC 5pm	JWC Noon	
	<b>CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM</b>	CCI 4:30pm Library 6:30pm		Fernhill Wetlands 5pm		
	Planning Comm 7pm	Senior Ctr Bd 11:30am	P&R 7am CFC 5:15pm	<b>CITY COUNCIL WORK SESSION CEP INTERVIEWS 6:00 PM - COMM AUD</b>		
	<b>CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM</b>	Notary Public Training 1pm-4pm Comm Aud			Council CEP Evals Due	
		HLB 6pm	PSAC 7:30am			

**May-10**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
	Planning Comm 7pm	Fire Bd 8pm	Water Consortium Bd 7pm	EDC Noon		8
	<b>CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM</b>	CCI 4:30pm Library 6:30pm		PAC 5pm		15
	Planning Comm 7pm	Senior Ctr Bd 11:30am	P&R 7am CFC 5:15pm	Fernhill Wetlands 5pm		22
	<b>CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM</b>	HLB 6pm	PSAC 7:30am	<b>FIRST BUDGET MEETING 7:00 PM - COMM AUD</b>		29
	<b>CITY OFFICES CLOSED HOLIDAY</b>			<b>SECOND BUDGET MEETING 7:00 PM - COMM AUD</b>		29

TBA = To be announced at a later date. Please review meeting agenda for meeting time in case of change(s).



# FOREST GROVE CITY COUNCIL

## Monday, March 29, 2010

5:30 PM – Work Session (Water Master Plan)  
7:00 PM – Regular Meeting

Community Auditorium  
1915 Main Street  
Forest Grove, OR 97116

Thomas BeLusko, Jr.  
Thomas L. Johnston  
Victoria J. Lowe

Peter B. Truax, Mayor

Camille Miller  
Ronald C. Thompson  
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.

### A G E N D A

Rob Foster  
Public Works Director  
Susan Cole  
Assistant Finance  
Director

5:30

#### WORK SESSION: WATER MASTER PLAN

The City Council will convene in the Community Auditorium to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.

7:00

1. REGULAR MEETING: Roll Call and Pledge of Allegiance

1. A. SPECIAL RECOGNITION:

- *Cal Bowersox, Public Works Superintendent*

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:**

Tom Gamble  
Parks and Recreation  
Director 7:10

6. **PUBLIC HEARING AND RESOLUTION NO. 2010-30 RESOLUTION AUTHORIZING CITY MANAGER TO ENDORSE MEMORANDUM OF AGREEMENT BETWEEN PACIFIC UNIVERSITY AND CITY OF FOREST GROVE TO ALLOW USE OF LINCOLN PARK FACILITIES FOR INTERCOLLEGIATE FOOTBALL PRACTICES**

Jon Holan  
Community  
Development Director 7:30  
  
Dan Riordan  
Senior Planner

7. **CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2010-02 ANNEXING CERTAIN TRACT OF LAND INTO THE CITY LIMITS OF FOREST GROVE AND WITHDRAWING THE TRACT FROM WASHINGTON COUNTY ENHANCED LAW ENFORCEMENT DISTRICT, WASHINGTON COUNTY URBAN ROADS MAINTENANCES DISTRICT, AND THE FOREST GROVE FOREST GROVE RURAL FIRE PROTECTION DISTRICT. THE TERRITORY TO BE ANNEXED CONSISTS OF ONE PARCEL, TOTALING 0.22 ACRES, LOCATED AT 2109 WILLAMINA AVENUE. WASHINGTON COUNTY TAX LOT NO. 1N331BB-01300. APPLICANT: THOMAS HARBOLT, MONK LIVING TRUST. FILE NO. ANX-09-01**

Jon Holan  
Community  
Development Director 7:35  
  
Dan Riordan  
Senior Planner

8. **PUBLIC HEARING AND ORDER NO. 2010-01 AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF FOREST GROVE TO REZONE A CERTAIN TRACT OF LAND FROM FD-10 (COUNTY) TO R-7 (SINGLE-FAMILY RESIDENTIAL), ONE PARCEL TOTALING 0.22 ACRES, LOCATED AT 2109 WILLAMINA AVENUE. WASHINGTON COUNTY TAX LOT NO. 1N331BB-01300. APPLICANT: MONK LIVING TRUST. FILE NO. ZC-09-02**

Jeff King  
Economic Development  
Coordinator

7:40

9. RESOLUTION NO. 2010-31 AUTHORIZING THE CITY TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF A MULTI-PURPOSE RESTROOM/SHELTER FACILITY AT FERNHILL WETLANDS PARK

Tom Gamble  
Parks and Recreation  
Director

Michael Sykes  
City Manager

10. DEPARTMENT WORK PLANS FOR 2010-11:

Colleen Winters  
Library Director

8:00

10. A.     • Library Department

Tom Gamble  
Parks and Recreation  
Director

8:15

10. B.     • Parks and Recreation Department

Jon Holan  
Community  
Development Director

8:30

10. C.     • Community Development Department

Michael Sykes  
City Manager

8:45

11. CITY MANAGER'S REPORT:

9:00

12. COUNCIL COMMUNICATIONS:

9:15

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 Regular Meeting Minutes of March 8, 2010.
- B. Accept Public Safety Advisory Commission Meeting Minutes of February 24, 2010.
- C. Planning Commission Meeting Minutes of February 15, 2010.
- D. Community Development Department Monthly Building Activity Informational Report for February 2010.
- E. Library Department Monthly Circulation Statistics Report for March 2010.
- F. RESOLUTION NO. 2010-29 MAKING APPOINTMENT TO PUBLIC SAFETY ADVISORY COMMISSION (APPOINTING JASON PHILIPP, PACIFIC UNIVERSITY, NON-VOTING REPRESENTATIVE).

March 29, 2010

**CITY OF FOREST GROVE  
WATER MASTER PLAN UPDATE**

**Project Team:** Rob Foster, Public Works Director  
Jon Holan, Community Development Director  
Dan Riordan, Senior Planner  
Susan Cole, Assistant Director, Admin Services  
Paul Downey, Administrative Services Director  
Derek Robbins, Civil Engineer  
Michael Sykes, City Manager  
Ronan Igloria, HDR Engineering, Inc.  
City Public Works & Water Treatment Plant Staff

**ISSUE STATEMENT:** The purpose of this Work Session is to introduce and discuss the City of Forest Grove Water Master Plan update.

**BACKGROUND/UPDATE:** Since early December 2009, Forest Grove City Staff and HDR Engineering have been working to update the City of Forest Grove Water Master Plan. Staff is very pleased with the progress. Many of the project tasks are ahead of schedule and others are very close behind. One task that received a lot of attention was an extended study of the water demand forecast, which included extensive input from Community Development on various growth and land use expansion ideas. This extended demand forecast analysis has helped to further frame Forest Grove future water supply and infrastructure needs. Initial results from the demand forecast analysis, as discussed in the attached details, reveal no immediate need for new water supplies over the next 40 years.

This work session presentation has been organized to both inform and receive feedback from the City Council regarding the project development and preliminary results. The work session and the attached presentation material focus on the following:

- Overall Project Status
- Overview of Water Demand Forecast
- Overview of Supply Circumstances
- Initial findings from System Analysis/CIP Development

**RECOMMENDATION:** This is an informational Work Session with City Council. The Project Team is seeking input from City Council and will answer any questions the Council may have.

Subject: Project Update and Status – City Council Meeting	
Client: City of Forest Grove	
Project: Water Master Plan	Project No: 343702-124983-005
Meeting Date: Monday, March 29, 2010 5:30 pm – 7:00 pm	Meeting Location: Community Auditorium 1915 Main Street

## General Project Status

The City of Forest Grove retained HDR Engineering, Inc. (HDR) to update the City's Water Master Plan (WMP), including development of both a 40-year capital improvement program (CIP) and a shorter term, 7-year CIP. The WMP update will address water infrastructure deficiencies and long-term water supply issues based on comprehensive assessment of future growth, land use changes and development. The WMP is scheduled for City Council review and adoption in June 2010. CIP projects identified for fiscal year 2010-2011, will be identified in time for the budgeting process.

To date, City staff and HDR have completed a detailed water demand forecast incorporating various growth and urban expansion scenarios consistent with City's latest land use analysis and Comprehensive Plan. The demand forecast will also include scenarios for "aggressive" conservation and climate change. A complete update to the water distribution system hydraulic model has been developed and is currently being calibrated. The model will be used as part of the system analysis to identify system deficiencies based on current and future water demands. HDR is also completing a water quality and regulatory compliance review.

In the next two months, HDR will complete the evaluation of the transmission and distribution system, storage, and treatment plant and will develop a preliminary CIP to be finalized with City staff as part of a workshop. The draft WMP is expected to be submitted in late April 2010 for City staff review.

## Demand Forecast

The City has decided on a 40-year planning period for the WMP to account for the long-range regional planning issues with urban-rural reserves and regional water supply planning. The demand forecast used a "scenario-based, disaggregated" demand model that considered the major water use sectors separately (residential, commercial/industrial, public, and school). Historical water use, demographic, and land use planning data from the City was used to complete the demand forecast. Three demand scenarios accounting for various growth and land use assumptions were developed in a series of meetings and workshops with City staff:

- Scenario A (low) – Infill and Increased Density Only (current land use policies – no change)
- Scenario B (medium) – Redevelopment and Urban expansion (land use policies change – e.g. includes urban renewal district, transit oriented development, etc.)
- Scenario C (high) – Redevelopment and Urban expansion with North Area Concept

Each scenario included assumptions regarding residential growth rates consistent with the Economic Opportunity Analysis (EOA); and residential infill, commercial and industrial growth consistent with the land absorption timeline developed by the Community Planning Department. The major urban expansion areas included the David Hill area; “Purdin Rd. Area” to the north of the City and west of Highway 47; and the “North Concept Area” to north of the City and east of Highway 47.

Under the three scenarios, average day demands (ADD) are expected to increase from 2.8 million gallons per day (mgd) in 2010 to 4.3-6.9 mgd in 2050. Maximum day demands (MDD) are expected to increase from 6.2 mgd in 2010 to 9.6 to 14.8 mgd in 2050. For the purposes of the water system analysis, Scenario B is the primary demand scenario that will be used to identify develop the 7-year CIP. Scenarios A and C will be used to account for the “uncertainty” in the demand forecast and the extent to which the City should be aware of the timing of any long-term system improvements identified.

### **Existing Supply**

The City of Forest Grove currently operates its own water treatment plant (FG WTP) using a source of supply from the Clear Creek watershed. The FG WTP has a firm capacity of ~3.7 mgd. The City of Forest Grove is also a member of the Joint Water Commission (JWC) and has a 13.33% share of the JWC water treatment plant (JWC WTP) equivalent to ~10 mgd. Treated water from the JWC is delivered to the City through a 24-inch transmission line with a capacity of 6.1 mgd based on a 50% ownership share of the transmission line with the City of Hillsboro.

The City owns several water rights which serve to supply the FG WTP, as well as the JWC WTP. The water rights are listed in the tables below. It should be pointed out that the water availability is limited by hydrology (i.e. stream flow) and other senior water rights in the watershed. For example, in late summer, the Clear Creek flows limit the amount of water available to 1.5 mgd (compared to the 3.7 mgd capacity of the FG WTP).

Sources for Forest Grove WTP	Permit/Cert.	Rate (cfs)	Rate (mgd)
Clear Creek Tribs	c. 2194	0.8	0.52
Clear Creek Tribs	c. 13471	1	0.65
Clear Creek Tribs	c. 13797	1	0.65
Gales Creek	c. 85513	4.46	2.88
Roaring Creek	p. S-40615	2.43	1.57
Clear Creek	p. S-40615	2.83	1.83
	<b>Total</b>	<b>12.52</b>	<b>8.09</b>

Sources for JWC WTP	Permit/Cert.	Quantity	Peak Season rate (May-Oct) (mgd)	Annual Average rate (mgd)
Barney Reservoir	c. 81022	500 AF	0.79	0.45
Scoggins Reservoir	by contract	4,500 AF	7.97	4.02
Barney Buy-back option	by contract	800 AF	1.42	0.71
Tualatin River	c. 85916	33 cfs		21.33

Notes:

AF – acre feet; cfs – cubic feet per second; mgd – million gallons per day

Based on a comparison of the demand forecast with the City's existing water supply, there is no immediate need for new water supplies (over the next 40 years to the 2050 planning period). As long as the City has continued access and use of the stored water in Barney Reservoir and Scoggins Reservoir, peak summer demands can be met through year 2050 in terms of water rights and available flows and storage. However, the ability to meet long-term water demands is primarily limited by two factors:

- City supply: available streamflow in Clear Creek (1.5 mgd during late summer)
- JWC supply: capacity of the 24-inch transmission line from the JWC (6.1 mgd)

In terms of infrastructure, the FG WTP has excess capacity (3.7 mgd) in the summer due to limited streamflow availability in the Clear Creek watershed (~1.5 mgd). While most of the City's water rights have been certificated, key water rights issues yet to be resolved include developing a strategy to certificate the existing permits (S-40615 which includes Roaring Creek and Clear Creek). The City also needs to consider whether and how the excess winter water rights can be optimized or used to increase redundancy or supply reliability. Finally, since major water supply development does not appear to be needed, water conservation could be used to provide incremental benefit and added reliability to existing supplies to meet incremental supply deficiencies to meet water demand.

City of Forest Grove

# Water Master Plan

*City Council Meeting*

*Project Status: Demand and Supply*

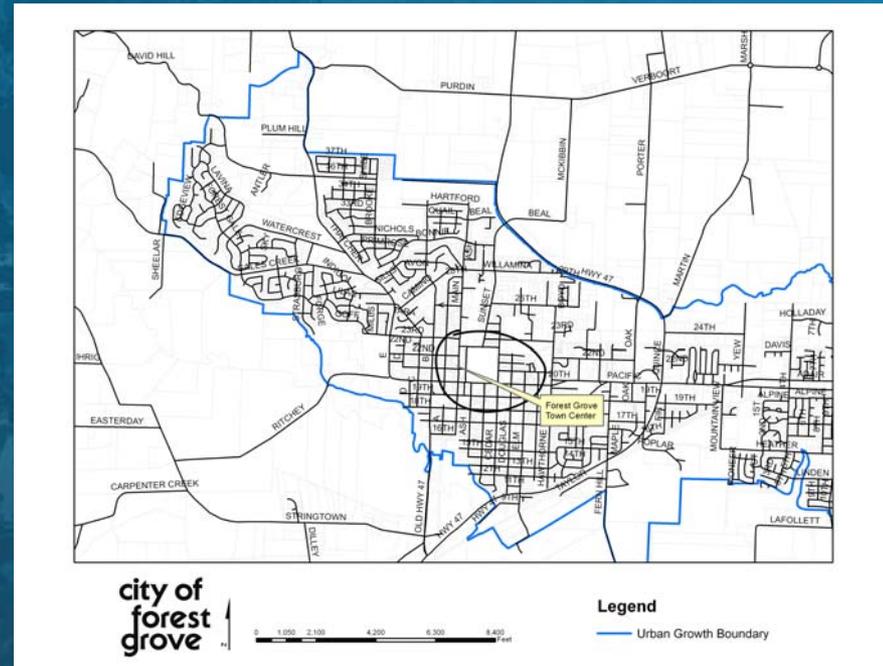
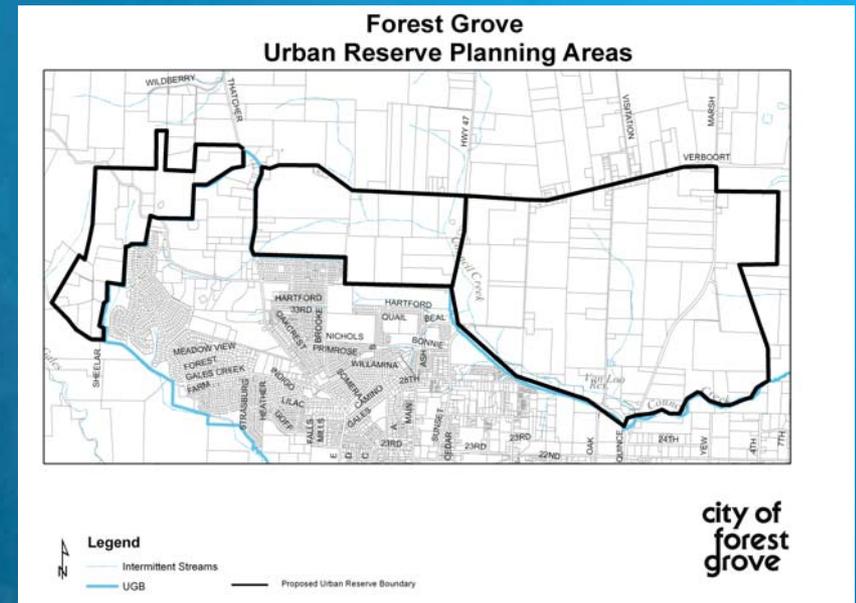


# Overall Project Status

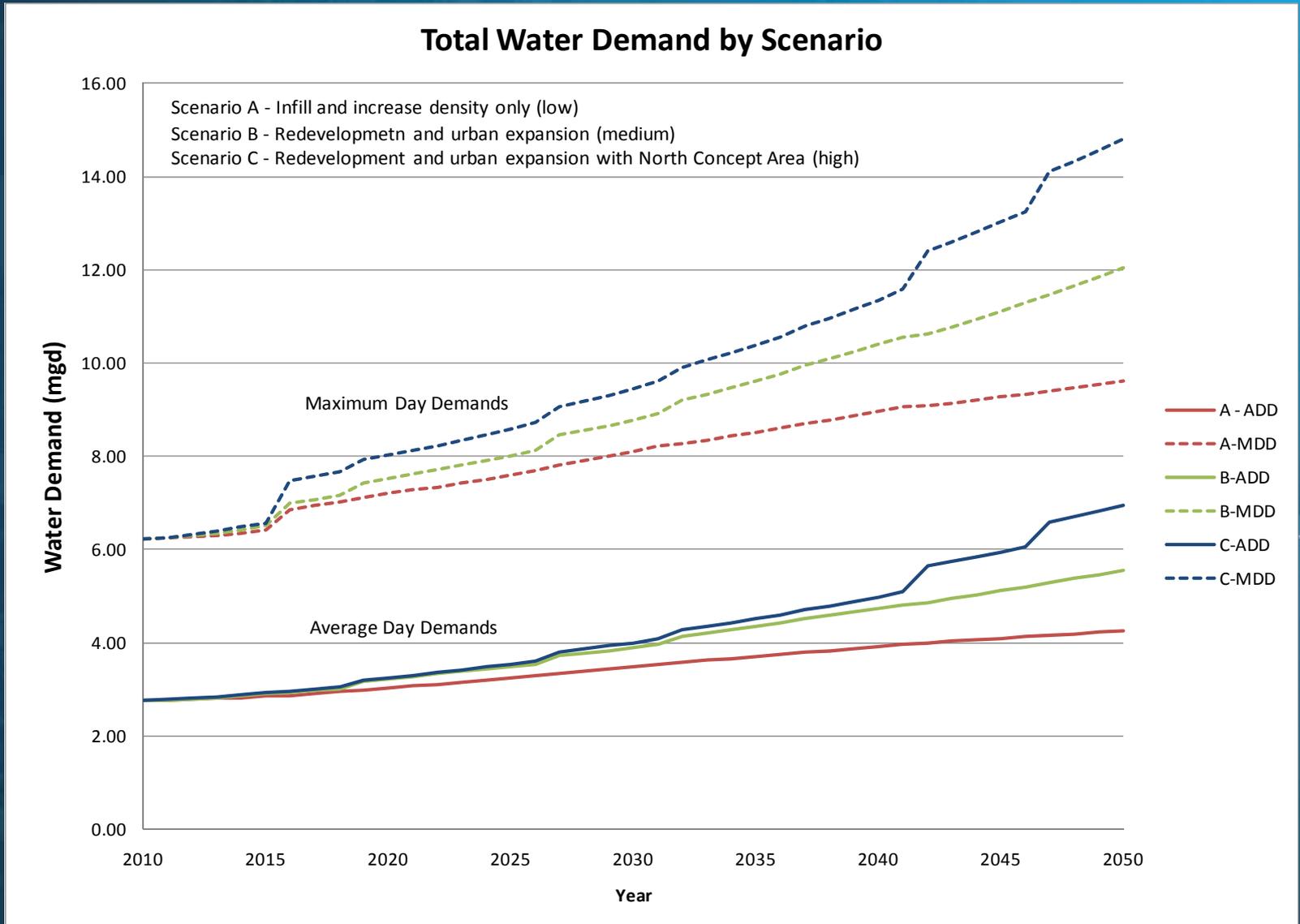
1. Demand forecast completed
2. Preliminary supply evaluation completed
3. Water system model built
4. System analysis upcoming (March)
5. CIP development (April)

# Demand Forecast

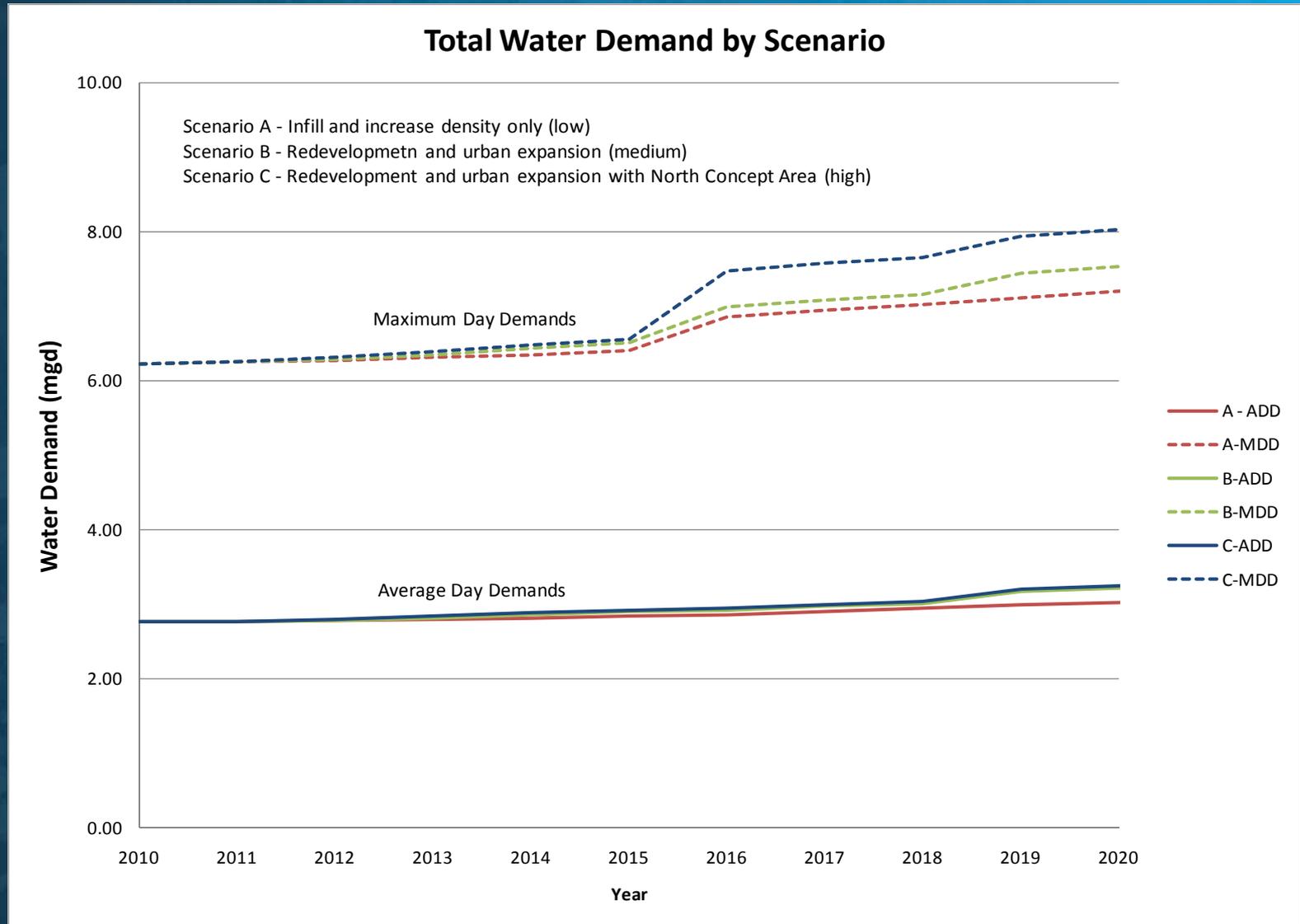
- A. Infill and increased density
- B. Redevelopment and urban expansion
- C. Redevelopment, urban expansion with North Area Concept



# Demand Forecast



# Demand Forecast

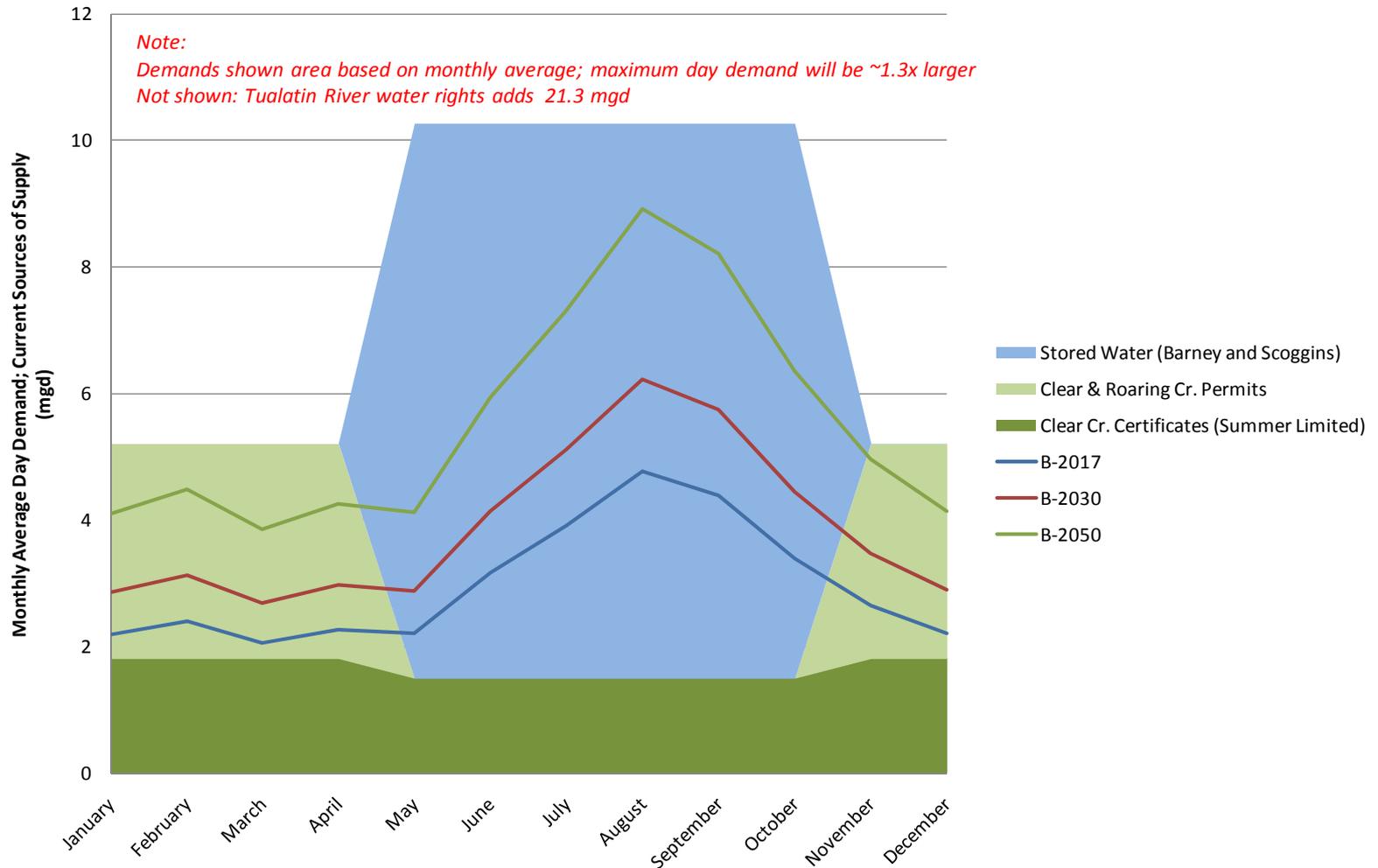


# Overview of Supply Issues

1. No immediate need for new supply
2. Redundancy and reliability needs
  - Infrastructure limitations (WTP, transmission)
3. Water rights and water availability
  - Summer limited
  - Winter excess

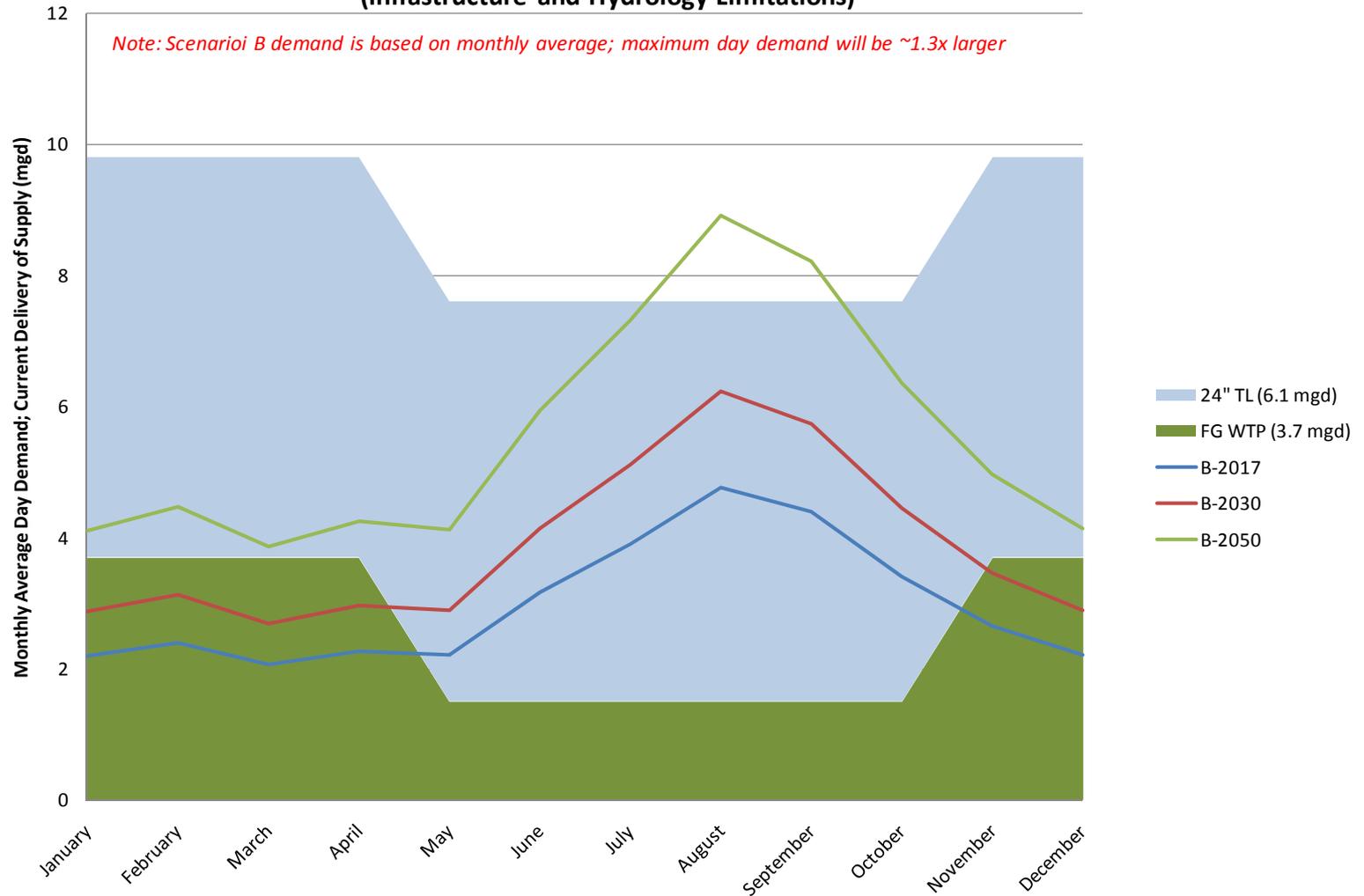
# Existing Use of Supply

**Monthly Average Day Demand vs. Current Sources of Supply**  
 (Water Rights and Hydrology Limitations)



# Seasonal Limitations

Monthly Average Day Demand vs. Current Delivery of Supply  
(Infrastructure and Hydrology Limitations)



# Discussion

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
MARCH 8, 2010 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 7:06 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Kerry Aleshire, Police Chief; Aaron Ashbaugh, Police Captain; Jeff Williams, Police Captain; Tom Gamble, Parks and Recreation Director; Michael Kinkade, Fire Chief; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Rob Foster, Public Works Director (present in the audience); and Anna Ruggles, City Recorder.

**1. A. RETIREMENT AWARD PRESENTATION:**

Mayor Truax presented a Certificate of Appreciation and plaque honoring Kenneth "Skip" Mather, Fire Battalion Chief, in recognition of 40 dedicated years of volunteer service to the Forest Grove Fire Department. Chief Kinkade presented Mather with a Firefighter Axe Presentation plaque, which was presented to Mather on behalf of the Forest Grove Volunteer Firefighters Association. In addition, Kinkade presented Mather's grandson, who is also a volunteer at the Forest Grove Fire Department, Mather's department-issued Passport Accountability Number.

**1. B. PROCLAMATION: WOMEN'S HISTORY MONTH:**

Mayor Truax publicly proclaimed the month of March as "Women's History Month, 2010". Mayor Truax presented the proclamation to Dr. Martha Rampton, Director of Center for Gender Equity at Pacific University, who selected Dr. Lorely French as their honoree for "Women's History Month, 2010".

**PROCLAMATION: NATIONAL COMMUNITY DEVELOPMENT WEEK:**

Mayor Truax publicly proclaimed the week of April 4 - April 10, 2010, as "National Community Development Week".

**2. CITIZEN COMMUNICATIONS: None.**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
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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 (Litigation and Exempt Records) Meeting Minutes of February 22, 2010.
  - B. Approve City Council Work Session (B&C Interview) of February 22, 2010.
  - C. Approve City Council Work Session (Library Commission-Related Update) Meeting Minutes of February 22, 2010.
  - D. Approve City Council Regular Meeting Minutes of February 22, 2010.
  - E. Accept Community Forestry Commission Meeting Minutes of January 20, 2010.
  - F. Accept Historic Landmarks Board Meeting Minutes of January 26, 2010.
  - G. Accept Parks and Recreation Commission Meeting Minutes of January 20, 2010.
  - H. Accept Public Safety Advisory Commission Meeting Minutes of January 27, 2010.
  - I. Library Department Monthly Circulation Statistics Report for February 2010.
  - J. Endorse Liquor License Renewal Applications for Year 2010:
    - 1. McMenamins, 3505 Pacific Avenue (Full On-Premises Sales)
  - K. RESOLUTION NO. 2010-27 INCREASING MEMBERSHIP OF THE CITY OF FOREST GROVE PUBLIC SAFETY ADVISORY COMMISSION, AMENDING RESOLUTION NO. 2005-56, SECTION IV. **ADDED TO CONSENT AGENDA**
  - L. RESOLUTION NO. 2010-28 MAKING APPOINTMENT TO THE CITY OF FOREST GROVE PUBLIC SAFETY ADVISORY COMMISSION (APPOINTING CHÈRE SANDUSKY AND BRYAN LUCIANI, TERMS EXPIRING DECEMBER 31, 2013. **ADDED TO CONSENT AGENDA**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
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**MOTION:** Councilor Miller, moved, seconded by Councilor Lowe, to approve the Consent Agenda as amended. **ABSENT:** Councilor Uhing.  
**MOTION CARRIED 6-0 by voice vote.**

**4. ADDITIONS/DELETIONS:**

Ruggles added Agenda Item 3. K. as noted above, reporting that the Public Safety Advisory Commission (PSAC) unanimously supported at its meeting of February 24, 2010, to increase its membership from seven members to nine members in order to allow three interest applicants an opportunity to serve on PSAC. Ruggles added Agenda Item 3. L. as noted above, reporting that the Council interviewed on February 8, 2010, two applicants who have significant experience in the field of public safety and a desire in contributing in the realm of public safety. Ruggles advised that the third applicant, who was scheduled to be interviewed as well on February 8, 2010, was unable to attend his interview, and subsequently, due to an unexpected work-related commitment, has notified staff to keep his application on file for the next couple of months or until he is able to fully commit to an appointment.

**5. PRESENTATIONS:**

**5. A. Annual Town Meeting Report**

Michael Perrault, Committee for Citizen Involvement (CCI) Chair, presented a PowerPoint presentation outlining the Annual Town Meeting (ATM) report, noting approximately 78 citizens attended and 22 support members (City Council, CCI, staff, and speakers). Perrault reported the ATM topic was "Forest Grove's Fate: Bedroom or Balanced Community?", noting overall the surveys received (57 were submitted) indicated that a balanced community was preferred. Perrault noted that building a tax base was the driving force behind Forest Grove being a balanced community. In addition, Perrault reported CCI made improvements this year to the ATM in an effort to improve time/meeting management, including having a welcome desk; shirts for CCI facilitators; assigned facilitator roles; and guest speakers were clear about what to say. Marketing tools included banners; electronic signage; utility mailing insert, English/Spanish newspaper insert; and colorful flyers posted throughout the community. Perrault noted that transportation issues dominated recommendations for next year's topic. CCI also heard a strong

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sensitivity for reaching out to the Hispanic community. In conclusion of the above-presentation, Perrault reported that CCI's goals for next year are to enhance communication between CCI and city neighborhoods, including reaching out to neighborhood watch groups and neighborhood associations; initiating electronic communication with citizens; expanding CCI's presence at the Farmers' Market; participating and supporting National Night Out; and improving relations with other City advisory boards, committees, and commissions.

Council Discussion:

In response to Mayor Truax's inquiring pertaining to CCI using social internet communications, such as Tweeter and Facebook, Perrault advised that CCI has began exploring electronic communications with the City's network supervisor. In addition, Mayor Truax advised that he feels the *Mayor State of the City Address* may be better suited if it was held at a different venue than the ATM, i.e., Chamber luncheon or special town hall meeting. In conclusion of the above-noted discussion, Council collectively expressed its deepest appreciation to CCI for doing an outstanding job on the ATM.

**5. B. Pacific University Football Update**

Gamble reported the purpose of the above-noted presentation was to provide an update to Council on the progress made with Pacific University regarding usage of Lincoln Park for intercollegiate football, noting the Parks and Recreation Commission (PR&) supports the practice schedule as proposed by Pacific University and the soccer leagues feel the practice schedule will help address its field-use issues. Gamble referenced a handout titled "Pacific University Football Information 2010 Plan", which outlined a seating plan; event parking plan; safety and security plan; lighting and drainage plan; and schedules by venue for usage of various fields, noting the key points of the agreement included:

- Fall use of Cannery Field during daylight hours as long as the property is owned by Pacific University;
- If Cannery Field is sold, the field use at Lincoln Park shall be renegotiated;
- Fall use of Tom Reynolds field on as needed basis, Monday through Thursday;

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- Full use of the turf field on Monday evenings during the Fall soccer season;
- Use of the practice field on Thursday evening during daylight hours;
- Friday evening use of the field on non-game day, Saturdays;
- Pacific University shall continue to maintain Cannery Field for community use; and
- Two days per week of field use for either practice or turf during Spring season.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to Pacific University's Football Information 2010 Plan; specifically, off-street parking; City-use of Cannery Field; safety, security, and vehicle-tow plans; and the drainage-system proposed plan, to which Gamble addressed. In conclusion of the above-noted discussion, Mayor Truax suggested the City consider partnering with Pacific University for public use of its tennis court. Lowe stressed the importance of seeking citizen input on the proposed parking plan. Johnston stressed the importance of seeking input from Police and Fire on the safety, security, and vehicle-tow plan. In addition, Thompson suggested staff provide a schedule for Cannery Field and Tom Reynolds Field similar to the matrix provided for Lincoln Park.

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2010-02 ANNEXING CERTAIN TRACT OF LAND INTO THE CITY LIMITS OF FOREST GROVE AND WITHDRAWING THE TRACT FROM WASHINGTON COUNTY ENHANCED LAW ENFORCEMENT DISTRICT, WASHINGTON COUNTY URBAN ROADS MAINTENANCES DISTRICT, AND THE FOREST GROVE FOREST GROVE RURAL FIRE PROTECTION DISTRICT. THE TERRITORY TO BE ANNEXED CONSISTS OF ONE PARCEL, TOTALING 0.22 ACRES, LOCATED AT 2109 WILLAMINA AVENUE. WASHINGTON COUNTY TAX LOT NO. 1N331BB-01300. APPLICANT: THOMAS HARBOLT, MONK LIVING TRUST. FILE NO. ANX-09-01**

Staff Report:

Holan and Riordan presented the above-proposed ordinance requesting to annex into the City one parcel, totaling 0.22 acres, located at 2109 Willamina Avenue. The purpose of the above-noted annexation is to bring City services to the property for future development. Upon annexation, the parcel is

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proposing to be rezoned from FD-10 (County) to R-7 Single-Family Residential, to which Riordan advised the rezoning request would be presented for Council consideration after second reading and approval of the above-noted annexation request.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2010-02.

Sykes read Ordinance No. 2010-02 by title for first reading.

**MOTION:** Councilor Lowe moved, seconded by Councilor Johnston, to adopt Ordinance No. 2010-02 Annexing Certain Tract of Land into the City Limits of Forest Grove and Withdrawing the Tract from Washington County Enhanced Law Enforcement District, Washington County Urban Roads Maintenances District, and the Forest Grove Forest Grove Rural Fire Protection District. The Territory to be Annexed Consists of One Parcel, Totaling 0.22 Acres, Located at 2109 Willamina Avenue. Washington County Tax Lot No. 1N331BB-01300. Applicant: Thomas Harbolt, Monk Living Trust. File No. ANX-09-01.

The second reading of Ordinance No. 2010-02 by title and final vote will occur at the meeting of March 29, 2010.

**Questions of Staff:**

In response to Johnston's inquiry pertaining to the street annexing, Holan explained only the portion of the roadway adjacent to the property is annexed into the City, noting the rest of the roadway remains in County jurisdiction.

In response to Mayor Truax's inquiry pertaining to emergency response, Holan explained a computer-aided 911 dispatch system routes calls automatically to the correct agency, noting the Forest Grove Police Department currently is the first responder in emergencies in areas near the City and the Forest Grove Fire Department currently provides service to the district; therefore, there would be no change in services.

In response to Mayor Truax's inquiry pertaining to island annexations, Holan

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noted that staff is currently drafting an island annexation policy pursuant to Council Goals and Objectives for 2010-11.

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing.

**Declaration of Ex-parte Contacts, Conflicts of Interest, or Abstentions:**

None declared.

**Challenges from Parties:**

None declared.

**Written Testimony Received:**

No written testimony was received.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing, noting he would reopen the Public Hearing at the next Council meeting of March 29, 2010, at which time, the Council has the following options: 1) Approve the annexation and zoning map amendment as proposed; 2) Deny the annexation and zoning map amendment as proposed; or 3) Continue the matter for further consideration.

**7. RESOLUTION NO. 2010-25 APPROVING TO RESCHEDULE MONDAY, MARCH 22, 2010, CITY COUNCIL MEETING TO MONDAY, MARCH 29, 2010**

**Staff Report:**

Sykes presented the above-proposed resolution requesting that Council consider rescheduling the March 22, 2010, regular City Council meeting to

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Monday, March 29, 2010, due to spring break and management staff who are unavailable that week.

Before proceeding with the Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-25.

Sykes read Resolution No. 2010-25 by title.

**MOTION:** Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2010-25 Approving to Reschedule Monday, March 22, 2010, City Council Meeting to Monday, March 29, 2010.

**Council Discussion:**

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

**ROLL CALL VOTE:** AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing. MOTION CARRIED 6-0.

**8. RESOLUTION NO. 2010-26 ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2010-11**

**Staff Report:**

Sykes presented the above-proposed resolution for Council consideration, noting Council was asked to identify, rank, and prioritize the Council Goals and Objectives for Fiscal Year 2010-11 as outlined in Exhibit A of the resolution, noting the intent of asking for Council priority goals/objectives for the coming fiscal year is to know if there are specific goals/objectives that require budgeting and/or staff resources in order to be accomplished. Sykes noted staff recognizes that not all of the objectives can be financially accomplished; however, the objectives provide a framework for departments to focus their activities and prioritize resources during budget preparations.

Before proceeding with the Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-26.

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Sykes read Resolution No. 2010-26 by title.

**MOTION:** Councilor Johnston moved, seconded by Councilor Miller, to approve Resolution No. 2010-26 Adopting City Council Goal Objectives for Fiscal Year 2010-11.

**Council Discussion:**

BeLusko urged Council to consider using a minimum point ranking system so that only the goals/objectives receiving minimum points would remain on the priority list, noting there are a few goals/objectives on this year's list that he does not support, because he feels they do not reflect the views of the citizenry.

In response to Thompson's inquiry pertaining to Council providing sufficient guidance, Sykes explained that setting the Council goals/objectives becomes the City's work plan and is the first step in preparing the budget, noting this approach allows staff to better focus its efforts and resources to ensure the most important, highest-priority goals/objectives are accomplished. Sykes added that by Council ranking the goals/objectives it clearly communicates the most important aspirations of the Council collectively, noting he will be asking management staff to complete Action Plans for the goals/objectives; management staff will update the Action Plans at the end of the calendar year to track the accomplishments of the goals/objectives; and lastly, the Action Plan accomplishments will be used as a tool for reporting at the Boards, Committees, and Commissions Reception, Annual State of the City Address, and City Manager end-of-year update to Council.

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

**ROLL CALL VOTE:** AYES: Councilors BeLusko, Jr., Johnston, Lowe, Miller, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilor Uhing.  
**MOTION CARRIED 6-0.**

**9. DEPARTMENT WORK PLANS FOR 2010-11:**

- Fire Department:

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Kinkade presented a PowerPoint presentation outlining the Fire Department's Work Plan for 2010-11 as noted in his staff report. Kinkade's report focused on the Fire Department's Strategic Plan; maintaining Fire Service Accreditation; improving ISO fire rating (current rating is 4); annual budget preparation; medical surveillance/fitness programs; and Emergency Operations Plan update. In addition, Kinkade reported on fire prevention/public education goals; various community-outreach opportunities; various departmental-related training goals; new volunteer recruitment and training academy; volunteer dorm remodel plans; tender equipment replacement; and other various department-related projects and goals. In conclusion of the above-noted presentation, Kinkade addressed Council inquiries pertaining to the department's vehicle replacement program; emergency water-storage preparedness plan; and pursuing grants for the volunteer dorm remodel.

- Police Department:  
Aleshire, Ashbaugh, and Williams presented a PowerPoint presentation outlining the Police Department's Work Plan for 2010-11 as noted in the staff report. Aleshire's, Ashbaugh's, and Williams's report focused on the status of the new Police Officer Reserve Program; DUII, seatbelt, and other various grant-related opportunities; continuing relationship with Lexipol; working with the Public Safety Advisory Commission; various community-outreach opportunities; emergency planning efforts; developing a Canine Program; NIMS compliance maintenance; Community Service Officer assignments; School Resource Officer assignments; exploring crime mapping analysis; review of City Code ordinances (i.e., criminal forfeiture, loudspeaker, and parking); assessing cross-departmental code violations program; annual budget preparations; evidence management; completing PPDS Migration Plan; developing a Disability Registry; and other various department-related projects and goals. In addition, Aleshire, Ashbaugh, and Williams highlighted on the 2009 Police Department reports and activities. In conclusion of the above-noted presentation, Aleshire, Ashbaugh, and Williams addressed Council inquiries pertaining to county-wide standardized forms; tracking at risk juveniles; abuse training and investigations; police officer retention status; emergency

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preparedness plan; and instigating a youth activity commission.

- Economic Development:  
King presented a PowerPoint presentation outlining the Economic Development's Work Plan for 2010-11 as noted in his staff report. King's report focused on supporting the Economic Development Commission; ongoing business-related projects; industrial/commercial recruitment and retention efforts; downtown revitalization plans; tourism and branding efforts; supporting small businesses; workforce development and training strategies; marketing tools and incentives; various grant-related opportunities; and other various department-related projects and goals. In conclusion of the above-noted presentation, King addressed Council inquiries pertaining to industrial recruitment and wayfinders sign improvements.

**10. 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 provided status on Fernhill Wetlands, Forest Grove Senior and Community Center, and the 19<sup>th</sup> Avenue pavement assessment findings. Sykes reported the Community Enhancement Program (CEP) has opened for grant application submittals and closes March 31, 2010. In conclusion, Sykes provide updates on various City department-related projects.

**11. COUNCIL COMMUNICATIONS:**

BeLusko reported on his personal work-related visit to Washington, D.C., noting he delivered a letter on behalf of Mayor Truax to State legislators regarding light rail funding. In conclusion, BeLusko reported on upcoming meetings he was planning to attend.

Johnston reported on the joint work session with the Forest Grove Rural Fire Protection District Board, noting he thought the work session went very well. In conclusion, Johnston reported on upcoming meetings he was planning to attend and various upcoming community-related events.

Lowe reported on the status of a letter sent to the Federal Energy Regulatory Commission regarding the pipeline project, noting they have agreed to hold a

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Town Hall Meeting in Forest Grove in April. In conclusion, Lowe reported on various meetings she attended and upcoming meetings she was planning to attend.

Miller reported on upcoming meetings she was planning to attend and various upcoming community-related events.

Thompson reported on Ride Connection-related matters, noting Ride Connection is encouraging the City to write a letter to TriMet voicing concern of TriMet's plans to reduce Bus 57 route service.

Uhing was absent.

Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings and community events he was planning to attend. In conclusion, Mayor Truax echoed Johnston's comment about the joint work session with the Forest Grove Rural Fire Protection District, noting he was very pleased with the work session and thanked Councilmembers who attended.

**12. ADJOURNMENT:**

Mayor Truax adjourned the meeting at 10:23 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**PUBLIC SAFETY ADVISORY COMMISSION  
FOREST GROVE FIRE STATION,  
1919 ASH STREET  
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1. **ROLL CALL:**

Chair Russ Redmond called the meeting to order at 7:30 am

**MEMBERS PRESENT:** Bob Mills, Randall Roedl, Russell Redmond, Drue Garrison, and Tim Dierickx

**LIAISONS PRESENT:** Bryon Schmildkofer, Matt Pool, and Tom Johnston

**STAFF PRESENT:** Police Chief Kerry Aleshire, Police Captain Ashbaugh, Fire Chief Michael Kinkade, and Carol Lorenz.

**MEMBERS NOT PRESENT:** Susan Aguilar

**LIAISONS NOT PRESENT:** Brandon Hundley, Naomi Montelongo, and Ralls Hall

2. **CITIZEN COMMUNICATIONS:**

3. **APPROVAL OF MINUTES:** February 24, 2010

4. **ADDITIONS/DELETIONS:**

5. **ACTION ITEMS/DISCUSSION:**

**PSAC:** PSAC voted on adding two additional positions to PSAC which was approved.

**Police:**

Detectives are working with IGET and DA's to resolve the gang activity.

The department is moving forward on the two officer positions. They are scheduled to start March 15, 2010 and the hope is to get them into the Academy this summer.

6. **COMMISSIONER'S REPORTS:**

7. **STAFF REPORT:**

**Fire:** The fire department conducted a SWOT analysis for the fire department's strategic plan.

8. **OLD BUSINESS:**

**Police:**

**Police Department Annual Report 2009:** Attached is a copy of the police department annual report that was handed out by Chief Aleshire.

**Homicide:** This was a staged suicide that is being investigated as a homicide. The department has worked long hours on this case.

**PUBLIC SAFETY ADVISORY COMMISSION  
FOREST GROVE FIRE STATION,  
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**2004 Stabbing:** The suspect of our 2004 Lincoln Park stabbing was arrested when he released from the Mental Hospital.

**Cell Phone Law:** Due to the new cell phone law the department is looking into getting the officers hands free devices. Both Police and Fire departments will have to budget for this new equipment.

**Citizen Academy:** Around 20 people have signed up for the citizen's academy. This is an eight week course starting February 17<sup>th</sup> on Wednesday nights. Each week will touch on a different subject from Major Crime investigations, Use of Force, Search and Seizure, etc. It was suggested that the class be video taped.

**Review of pre-budget meeting:** Each department is presenting their budget needs to a budget committee.

**Gang Activity:** The department is working on increased gang activity in Forest Grove and has reached out to IGET (Inter-Office Gang Enforcement Team) for additional help.

**Fire:**

**Fire Department Report:** Attached is a copy of the Fire Chief's Monthly Report.

**Discussion on Strategic Planning:** Chief Kinkade requested that he be able to present his SWOT Analysis at the next PSAC meeting. This request was approved by PSAC members.

9. **ANNOUNCEMENT OF NEXT MEETING:** March 24, 2010

10. **ADJOURNMENT:**  
Russ Redmond adjourned the meeting at 9:00 a.m.  
Respectfully submitted by:  
Carol Lorenz

**PLANNING COMMISSION MEETING MINUTES  
FOREST GROVE COMMUNITY AUDITORIUM CONFERENCE ROOM**

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**1. CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:02 p.m.

**Planning Commission Present:** Tom Beck, Carolyn Hymes, Al Miller, Lisa Nakajima, Fred Smith

**Absent:** Luann Arnott and Charles Kingston.

**Staff Present:** Jon Holan, Community Development Director; James Reitz, Senior Planner; Marcia Phillips, Assistant Recorder.

**2. PUBLIC MEETING:**

**2.1 PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:** None.

**2.2 PUBLIC HEARING:**

**A. Proposed Zone Change ZC-09-02 from Washington County zoning designation FD-10 to City of Forest Grove zoning designation R-7 concurrent with the proposed annexation of the property at 2109 Willamina Avenue, Washington County Tax Lot 1N331BB01300.**

Chairman Beck opened the public hearing at 7:02 p.m., read the hearing procedures and criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias or abstentions. There were none, and no challenges from the audience. Chairman Beck asked for the staff report. The applicant was not present at the hearing.

Mr. Holan explained that an annexation petition had been received for property located at 2109 Willamina Avenue. Holan said that prior to March 2009 when the city adopted its new Development Code, the city operated under the Zoning Ordinance adopted in 1980. Holan explained that under the Zoning Ordinance provisions a property being annexed into the city was automatically rezoned based on the Comprehensive Plan designation. The current Development Code requires a separate rezone hearing process as part of the annexation process. Holan stated that this revision in the process was recommended by the city attorney, and is typical in many Oregon communities. Holan stated that based on staff analysis the proposed zone change meets the review criteria contained in the Forest Grove Development Code and policies contained in the Forest Grove Comprehensive Plan, Metro Urban growth Management Functional Plan, and the Oregon Statewide Land Use Planning Goals. Holan stated that staff recommends the Planning Commission adopt a motion approving the zone change from Washington County FD-10 to Forest Grove R-7, and that the Planning Commission forward this action to the City Council for final approval.

Chairman Beck asked whether anyone in the audience wanted to speak regarding the proposed zone change. No one in the audience had any comments. Chairman

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Beck closed the public comment period, and brought the hearing back to the Commissioners for discussion.

**COMMISSION DISCUSSION:**

Commissioner Nakajima asked why the applicant wanted to be annexed into the city.

Holan explained that the applicant has applied to be annexed into the city in order to obtain access to city sewer.

Chairman Beck said the property directly to the west is zoned Multi-family, and if that property were ever annexed into the city, the property at 2109 Willamina Avenue would become an “island”. Chairman Beck asked about “islands”.

Mr. Holan explained that the City Council has asked staff to address the “islands” in the city, but due to time spent on other matters, such as Periodic Review, staff has not done so yet.

*Commissioner Miller made a motion to recommend approval of Zone Change ZC-09-02 for the property at 2109 Willamina Avenue. Commissioner Nakajima seconded. Motion passed 5-0.*

- B. Proposed Comprehensive Plan Amendment CPA-09-01 and Zone Change Map Amendment ZC-09-01 to redesignate 1.15 acres of land from Community Commercial plan and zoning designation to Medium Density Residential for purposes of expanding the Rose Grove Mobile Home Park. The subject site is located adjacent and north of Pacific Avenue at 4015 Pacific Avenue, Washington County Taxlot 1N332D-1400. The applicant’s representative has requested a continuance to March 15, 2010.**

Chairman Beck stated that the applicant’s representative has requested a continuance to March 15, 2010, in order to look at alternatives to a zone change.

*Commissioner Nakajima made a motion to approve the continuance to March 15, 2010. Commissioner Hymes seconded. Motion passed 5-0.*

**2.3 ACTION ITEMS:** None scheduled.

**2.4 WORK SESSION ITEMS:**

(7:18 p.m.)

Michael Robinson: I am the representative for the owners of the Rose Grove Mobile Home Park. I met with staff last week regarding expansion of the mobile home park, and I am here tonight requesting direction from the Planning Commission. I would like to discuss the idea of a text amendment to allow

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expansion of the Rose Grove Mobile Home Park within the Community Commercial zone district. The owner is wondering whether the mobile home park can be expanded, and the only type of units that would be able to go on that property would be manufactured homes not mobile homes. Mobile homes are defined by the statutes as fairly old dwelling units. It is generally not feasible or realistic to move the old mobile homes on either side.

Mr. Holan: There are pros and cons to pursue a text amendment to allow residential development at the proposed density in the Community Commercial district.. The pro of doing a text amendment is that it would limit it to certain situations. There are a couple of places along Pacific Avenue that might qualify for something like this.

Chairman Beck: Would the text amendment be tailored only to an expansion, or would it be tailored to a manufactured home park period?

Mr. Holan: It depends on how it is worded. It could be worded just for expansion. The policy question in doing a text amendment would be the aspect of allowing residential at what density. Currently the commercial zone allows residential at our highest density at a little over 20 units per net acre with a minimum density of 16 units per net acre. Any type of text amendment could establish the policy argument that we should allow for lower density type of housing in commercial areas. That would be the concern from staff's standpoint. If the text amendment were tailored specifically to this, it would have a limited affect, however, if someone could make the argument that if allowed it in this particular case it could be expanded to other areas. From staff's standpoint it would alleviate the issue of spot zoning, because the underlying zoning on the property would not change. In addition, as a Conditional Use Permit you would have the opportunity of deliberating on the project. However, keep in mind that with a Conditional Use Permit you would be reviewing compatibility issues. You are not saying whether a project is good or bad, but rather whether that particular project fits the location from a compatibility standpoint. So you are somewhat limited as to what you are looking at in terms of the Conditional Use Permit.

Chairman Beck: The real crux of the matter is residential density in the commercial zone.

Mr. Holan: According to the Economic Opportunities Analysis there is a need for commercially designated land in Forest Grove, even more than we have now.

Chairman Beck: If this process does not lead anywhere, then your client is going to build the RV Park. Is that correct?

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Mr. Robinson: That is correct. Due to the economy, the owner has decided not to move ahead with building the RV Park at this time, but plans to build it in the future. Even if the mobile home expansion does not work out, the owner plans to build the RV Park.

Commissioner Nakajima: I like the buffer that commercial allows for housing when you are on such a major thoroughfare in our community. I would not like to see high density residential right up to the road. The RV Park is a compromise because they are in and out. They do not have to spend day after day with that high traffic. I think that if we really want to improve the residential nature of those kinds of buildings it would be more appropriate to treat them more residentially. I like the commercial buffer. My preference would be to keep the commercial zoning and change the text.

Commissioner Hymes: I prefer that it remain as is.

(7:31 p.m.)

Chairman Beck: In theory this is our major street. We need commercial zoning. To me that is the number one priority. Single-family housing along TV Highway makes no sense to me. We are looking for high density along the Max Line and bus line. So higher density makes sense, lower density does not. Theoretically changing commercial to lower density as a policy makes no sense. I would keep the commercial zoning and perhaps modify the text amendment.

Mr. Robinson: Thank you for the discussion.

(7:33 p.m.)

Mr. Holan: There is an additional matter not on the agenda. Recently staff received an inquiry to develop a phased project including a 124 unit, two story residential project and a 9600 square foot commercial retail space as outlined in the memo that was emailed to the Commissioners by staff. The developers are seeking to create market rate housing targeted for persons with annual incomes between \$16,000 and \$49,000. The site is within the Community Commercial plan and zone designation. The commercial zone allows residential at a density of 20.28 units per net acre. This project would be considerably higher than that density between 35 to 45 units per acre.

The question I would like to discuss with the Commissioners is should that require a Comprehensive Plan and text amendment, or should the Planning Director pursue to make a determination as explained in the memo? You can apply for a Planned Development in the commercial zone. The planned development section of the development code allows for any provision in the base zone to be modified by approval of a planned development. One interpretation could be that there is no density limit over and above the 20.28 units per net acre if the planned development was approved. There certainly are some policy questions associated with this in allowing these higher densities. This would be a way to be able to encourage investments in the community. Then the applicant could proceed directly to the planned development application and design review.

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In both instances it would go before the Planning Commission, but not up to the City Council under the current Development Code. I wanted to bring this to the Commission's attention because there is a substantial level of policy involved with this whether to move forward to allow a planned development process in the Community Commercial Zone district with densities higher than 20.28 units per net acre. In the commercial area more intense use is expected, so higher density may be appropriate. For example if a project like this were four stories, it potentially would be possible to have eighty units per net acre. That would be consistent with this interpretation.

Chairman Beck: This sounds like a lower-income type of development. Higher densities can be positive, so I would be open to a planned development with higher density right along the bus line. I would look at the merits of each project. Lower income housing right at the bus stops is very positive. It all depends on whether it is a good project.

Mr. Holan: The question is whether or not the Community Development Director should make a determination to allow any project over 20 units per net acre to move forward with a planned development application.

Commissioner Nakajima: The key is whether it is appropriate for the placement and appropriate for the community. I would be agreeable to the planned development process, and would look at each project and its merits.

Chairman Beck: I agree. But as a policy issue it is opposite of the policy question in the first work session item tonight about lower density in the commercial zone. As a policy I am willing to go up in density, but not willing to go down.

(7:44 p.m.)

Mr. Zimanji: I am an architect and have built affordable housing in east Portland. We are looking at what will work here in Forest Grove. The question is how to create affordable housing. Land cost is an issue. The answer is more units per acre. There are other issues characteristic of affordable housing such as the stigma that it creates a nuisance. This development would be run by a professional management company. We have an aging population. A percentage of the units would be ADA for older people and people with disabilities. This area with BiMart down the road and with the bus system nearby is an ideal place for such a project.

Chairman Beck: I am hearing that the Commission is open to going to higher density, but the question is how much higher. How high would depend on the project. It would be a departure for Forest Grove, but not undesirable. This should give staff direction.

(7:53 p.m.)

**3.0 BUSINESS MEETING:**

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**3.1      APPROVAL OF MINUTES:** Commissioner Miller made a motion to approve the minutes from the January 19, 2010, meeting. Commissioner Nakajima seconded. Motion passed 5-0 with a voice vote.

**3.2      REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:** None.

**3.3      DIRECTOR’S REPORT:**

Mr. Holan: The city’s attorney will give training at the meeting on March 1<sup>st</sup>. Mike Robinson may decide to proceed with the hearing on March 15<sup>th</sup>. Staff needs to discuss with the Commission fundamental land use policy decisions which may be coming up, and also economic opportunities. Forest Grove has an abundance of industrial land – what are some strategies? The Transportation System Plan will come before the Planning Commission but no dates have been set.

**3.4      ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be held on March 1, 2010. Chairman Beck said he will be gone, but will be back for the second meeting in April.

**3.5      ADJOURNMENT:** The meeting was adjourned at 8:02 p.m.

Respectfully submitted by:  
Marcia Phillips  
Assistant Recorder

3D

# Monthly Building Activity Report

## February-10

### 2009-10

Category	Period: February-09		Period: February-10	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	1	\$205,408	6	\$1,237,487
SFR Addition & Alt/Repair	4	\$49,807		
Mult. Fam. New/At			1	\$8,807
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	3	\$82,030	2	\$41,000
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)	1	\$5,975		
Signs	1	\$3,000	1	\$10,000
Grading				
Demolitions				
<b>Total</b>	<b>10</b>	<b>\$346,220</b>	<b>10</b>	<b>\$1,297,294</b>

#### Year-to-Date

2008-09		2009-10	
Permits	Value	Permits	Value
101	\$7,549,140	113	\$15,868,953

**FOREST GROVE CITY LIBRARY  
CIRCULATION STATISTICS REPORT: MARCH 2010**

	FEB 2010	JAN 2010	FEB 2009
<b>MONTHLY TRAFFIC</b>			
Eye Count (Daily count of patrons for month)	17,142	16,436	17,144
Number of Days Open to the Public:	24	24	25
New Registrations (New Patron card issued)	141	154	195
<b>CIRCULATION:</b>			
Total Check-outs:	27,920	24,303	25,643
Total Check-ins:	22,565	22,871	20,800
ILLs (Inter-library loans/out of county):	127	103	117
<b>COURIER:</b>			
Intra-library Holds to Forest Grove:	10,561	11,237	9,144
Intra-library Holds from Forest Grove:	7,591	8,104	7,008
<b>PROGRAMS:</b>			
Adult Programs	1	1	2
Adult Attendance at Adult Programs	28	10	220
Youth Programs (Children and Teens):	18	17	19
Youth Attendance at Children's Programs	206	369	239
Adult Attendance at Children's Programs:	161	201	162
<b>REFERENCE:</b>			
Reference Questions	NA	NA	NA
<b>SELF CHECK-OUT:</b>			
Self-Check Out Patrons Accepted	949	1,180	1,219
Self-Check-Out Patrons Denied	149	140	283
Self-Check-Out Total Items	3,289	4,416	3,269
Self-Check-Out Items Denied	41	41	49
Self Check-Out Items Renewed	14	34	28
<b>VOLUNTEERS:</b>			
Number of volunteers	26	26	NA
Volunteer hours	235	213	NA
<b>COMPUTER USE:</b>			
# of sessions	2,817	2,5834	3,027
Total user hours	1,775	1,754	1,671
Average session time in minutes	38	37	33

## MEMORANDUM

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**TO:** Mayor Peter Truax and City Councilors

**PROJECT TEAM:** Anna D. Ruggles, CMC, City Recorder  
Michael Sykes, City Manager

**DATE:** March 29, 2010

**SUBJECT:** Appointment to Public Safety Advisory Commission

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**BACKGROUND:**

Staff received application from Pacific University expressing its desire to appoint Jason Philipp as their non-voting representative to replace Ralls Hall who has retired.

No applicant interview is necessary since Pacific University is making this recommendation to Council.

**RECOMMENDATION:**

Staff is recommending the City Council consider approving at the Council meeting of March 29, 2010, Resolution No. 2010-29, Making Appointment to Public Safety Advisory Commission (Appoint Jason Philipp, Pacific University, Non-Voting Representative). If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.



**RESOLUTION NO. 2010-29**

**RESOLUTION MAKING APPOINTMENT TO  
PUBLIC SAFETY ADVISORY COMMISSION  
NON-VOTING LIAISON REPRESENTATIVE**

**WHEREAS**, Resolution No. 2005-56 has provided for a Public Safety Advisory Commission; and

**WHEREAS**, Resolution Number 2006-10 provides that vacancies on City Advisory Boards and Commissions brought about by resignation or removal shall be filled by appointment to fill the full unexpired term of that seat by the City Council; and

**WHEREAS**, there currently exists one vacancy brought about by the resignation of Ralls Hall, Pacific University representative, on the Public Safety Advisory Commission; and

**WHEREAS**, it is the desire of Pacific University to select Jason Philipp to serve as Pacific University's representative on this Commission.

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

**Section 1.** That the following person is hereby appointed as a non-voting liaison representative to the City of Forest Grove Public Safety Advisory Commission:  
(New appointment noted in **BOLD CAPS**):

<u>Last Name</u>	<u>First Name</u>	<u>Non-Voting Representative for:</u>
Hundley	Brandon	FG Sch Dist-Alternate
Montelongo	Naomi	FG Sch Dist-Primary
<b>PHILIPP</b>	<b>JASON</b>	<b>PACIFIC UNIVERSITY</b>
Pool	Matt	FG Chamber
Schmildkofer	Bryon "Chet"	Rural Fire Dist-Primary

**Section 2.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 29<sup>th</sup> of March, 2010.

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

**APPROVED** by the Mayor this 29<sup>th</sup> day of March, 2010.

\_\_\_\_\_  
Peter B. Traux, Mayor

March 29, 2010

**PUBLIC HEARING AND RESOLUTION AUTHORIZING  
CITY MANAGER TO ENDORSE MEMORANDUM OF AGREEMENT  
BETWEEN PACIFIC UNIVERSITY AND CITY OF FOREST GROVE  
TO ALLOW USE OF LINCOLN PARK FACILITIES  
FOR INTERCOLLEGIATE FOOTBALL PRACTICES**

**Project Team:** Tom Gamble, Director Parks and Recreation  
Michael Sykes, City Manager

**Issue Statement:** Pacific University has requested the City of Forest Grove to allow football practices to be played in Lincoln Park. The University is requesting a change to the Shared Use Easement Agreement that was adopted by the City Council on February 26, 2007.

**Background:** At the September 16<sup>th</sup>, 2009, meeting of the Parks and Recreation Commission, Pacific University officials requested a change in the Easement Agreement between the City of Forest Grove and the University. The Easement in Section 3, 3.8 states: "The University will not utilize the University – Built Facilities for intercollegiate football without first obtaining permission from the City. The City's intent is to assure that additional University programs, such as intercollegiate football; will not substantially reduce the availability of the University-Built Facilities for City-approved uses".

The request from the University included both games and practices. The Parks and Recreation Commission reviewed the proposal and determined that games and practices in-fact had a greater impact on community use of the facility than the Commission was comfortable with. The Commission was unable to make a recommendation, so a Work Session and Special Meeting of the Commission was held on October 6<sup>th</sup>, 2009.

The Commission separated the game and practice issues for purposes of meeting the University's schedule. At the October 21, 2009, meeting of the Commission, a recommendation was forwarded to the City Council to allow football games to be played at Lincoln Park under certain conditions.

At the November 23, 2009, meeting of the City Council, authorization was given to the City Manager to sign a Memorandum of Agreement with the University

after a number of conditions were met and discussed with City Staff. Those conditions are in the final stages of planning. Staff expects within two weeks to sign the Memorandum of Agreement for games.

At the March 17, 2010, meeting of the Parks and Recreation Commission, the Commission approved the final practice schedule. (See Exhibit A)

**Discussion:** After numerous discussions and meetings, the members of the Commission focused and agreed on the following conditions to allow practices to be played in Lincoln Park.

The following is the schedule and conditions the Parks and Recreation Commission approved at its regular meeting on March 17, 2010:

- The City of Forest Grove and Pacific University will enter into a Memorandum of Agreement signed by both agencies that agree to the following:
  - a. That Exhibit A will become the venue schedule allocating practice times and days at Lincoln Park, beginning with the 2010 – 2011 school year.
  - b. That Cannery Field will be made available for Community Use according to Exhibit A, or earlier if needed.
  - c. That Tom Reynolds Field will be made available for Community Use according to Exhibit A. The City will refer Community groups to the Athletic Department for requests of Tom Reynolds Field.
  - d. In the Event that Cannery Field is sold to an entity other than the City of Forest Grove, either the City or the University will have the option to reopen negotiations for field use on both the turf and practice fields at Lincoln Park.
  - e. The University will continue to maintain Cannery Field.
  - f. The conditions and obligations in Sections C and D of the Agreement will be reviewed prior to May 1, 2011.
  - g. The Agreement will be in place for a period of two years.

The new schedule has been discussed with the primary community soccer users and they are satisfied with the time allocations. The new allocations will remove the pressure from the Thatcher Park soccer field and parking areas during the fall.

**Recommendation:** Staff recommends the City Council approve the attached resolution authorizing the City Manger to endorse the Memorandum of Agreement with Pacific University for football practices to be held in Lincoln Park for a period of two years.



March 17, 2010

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, March 24, 2010

**NOTICE OF PUBLIC HEARING**  
**PROPOSED RESOLUTION AUTHORIZING USE OF LINCOLN PARK**  
**FACILITIES FOR INTERCOLLEGIATE FOOTBALL PRACTICES**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a public hearing on **Monday, March 29, 2010, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution authorizing Pacific University to use Lincoln Park facilities for intercollegiate football practices.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the staff report, proposed practice schedules, and proposed resolution are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

Anna D. Ruggles, CMC, City Recorder  
City of Forest Grove



**RESOLUTION NO. 2010-30**

**RESOLUTION AUTHORIZING CITY MANAGER TO ENDORSE  
MEMORANDUM OF AGREEMENT BETWEEN PACIFIC UNIVERSITY AND  
CITY OF FOREST GROVE TO ALLOW USE OF LINCOLN PARK FACILITIES  
FOR INTERCOLLEGIATE FOOTBALL PRACTICES**

**WHEREAS**, the City of Forest Grove (City) and Pacific University (University) have a Shared Use Agreement for the use of Lincoln Park that was adopted by the Forest Grove City Council on February 26, 2007, pursuant to Resolution No. 2007-17; and

**WHEREAS**, the Shared Use Agreement, Section 3, 3.8, does not allow football to be played in the Lincoln Park facility; and

**WHEREAS**, the Parks and Recreation Commission took public comment and testimony at its October 6, 2009, meeting regarding football activities in Lincoln Park; and

**WHEREAS**, the Parks and Recreation Commission approved the final practice schedules and conditions at its March 17, 2010, meeting; and

**WHEREAS**, the Forest Grove City Council held a duly-noticed Public Hearing on March 29, 2010, and took public comment and testimony regarding the football activities in Lincoln Park.

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

**Section 1:** The City Council of the City of Forest Grove hereby approves the Memorandum of Agreement between the City of Forest Grove and Pacific University to allow use of Lincoln Park facilities for intercollegiate football practices (attached as Exhibit A).

**Section 2:** The City Manager is hereby authorized to execute the Memorandum of Agreement (attached as Exhibit A) on behalf of the City of Forest Grove.

**Section 3:** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 29<sup>th</sup> day of March, 2010.

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

**APPROVED** by the Mayor this 29<sup>th</sup> day of March, 2010.

\_\_\_\_\_  
Peter B. Truax, Mayor

**DRAFT  
MEMORANDUM OF AGREEMENT  
BETWEEN THE CITY OF FOREST GROVE  
AND PACIFIC UNIVERSITY**

This agreement dated April 1, 2010, is between the City of Forest Grove, Oregon and Pacific University, a corporation that operates within the City limits of Forest Grove.

**A. PURPOSE**

The purpose of the Agreement is to recognize the mutual desire to clarify the conditions under which Lincoln Park facilities may be used for intercollegiate football practices.

**B. RECITALS**

1. **Whereas**, the City of Forest Grove (City) and Pacific University (University) have a Shared Use Agreement for the use of Lincoln Park that was adopted by the Forest Grove City Council on February 26<sup>th</sup>, 2007.
2. **Whereas**, the Use agreement in Section 3, 3.8 does not allow football to be played in the Lincoln Park facility.
3. **Whereas**, the Parks and Recreation Commission took public comment and testimony at its October 6<sup>th</sup>, 2009, Work Session, regarding football activities in Lincoln Park.
4. **Whereas**, the Parks and Recreation Commission approved the schedule and certain conditions at the March 17<sup>th</sup>, 2010, meeting of the Commission.
5. **Whereas**, the Forest Grove City Council has met and considered those conditions approved by the Forest Grove Parks and Recreation Commission.

**NOW, THEREFORE**, it is agreed by and between the City of Forest Grove and Pacific as follows.

**C. Pacific Universities Obligations**

1. That the attached schedule will become Exhibit A for purposes of allocating practice times and days at Lincoln Park.
2. That Cannery Field will be made available for Community Use according to Exhibit A, or earlier if needed.
3. That Tom Reynolds Field will be made available for Community Use according to Exhibit A.

4. In the event that the Cannery Field is sold to an entity other than the City of Forest Grove, either the City or the University will have the option to reopen negotiations for field use on both the turf and practice fields at Lincoln Park.
5. The University will continue to maintain Cannery Field.

**D. City of Forest Grove Obligations**

1. That the attached schedule will become Exhibit A for purposes of allocating practice times and days at Lincoln Park.
2. That the City will provide schedule information to the various community groups who request space in Lincoln Park or Cannery Field.
3. That the City will refer community groups to the University Athletic Department for requests to use Tom Reynolds Field.
4. In the event Cannery Field is sold to an entity other than the City of Forest Grove, either the University or the City will have the option to reopen negotiations for field use on both the turf and practice fields at Lincoln Park.

**E. Effective Date**

This Memorandum of Agreement is effective when signed by both agencies and will be in effect for the 2010 – 2011 school year. The conditions and obligations in Sections C and D will be reviewed prior to May 1, 2011, in consideration of extending the Agreement for a two-year period. This Agreement maybe modified by written amendment to the Agreement signed by both agencies.

**IN WITNESS WHEREOF**, the parities have caused this agreement to be executed the day and year first written above.

**City of Forest Grove**

**Pacific University**

By: \_\_\_\_\_  
Michael J. Sykes, City Manager

By: \_\_\_\_\_



Pacific University Athletics  
Programming for Lincoln Park  
Practice Soccer Field

Monday - Friday

Pacific University Athletics  
Programming for Lincoln Park  
Practice Soccer Field

Saturday and Sunday

8 a.m., 9 a.m., 10 a.m., 11 a.m., 12 Noon, 1 p.m., 2 p.m., 3 p.m., 4 p.m., 5 p.m., 6 p.m., 7 p.m., 8 p.m., 9 p.m., 10 p.m., 11 p.m.

8 a.m., 9 a.m., 10 a.m., 11 a.m., 12 Noon, 1 p.m., 2 p.m., 3 p.m., 4 p.m., 5 p.m., 6 p.m., 7 p.m., 8 p.m., 9 p.m., 10 p.m., 11 p.m.

Month	Day	8 a.m.	9 a.m.	10 a.m.	11 a.m.	12 Noon	1 p.m.	2 p.m.	3 p.m.	4 p.m.	5 p.m.	6 p.m.	7 p.m.	8 p.m.	9 p.m.	10 p.m.	11 p.m.
January:	Pacific:	Blue															
	City:	Blue															
February:	Pacific:	Blue															
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November:	Pacific:	Blue															
	City:	Blue															
December:	Pacific:	Blue															
	City:	Blue															

\* Adjustments may need to be made if an intercollegiate competition is scheduled on one of these dates/times





Pacific University Athletics  
Programming for Cannery Field

Pacific University Athletics  
Programming for Cannery Field

Monday - Friday

Saturday and Sunday

8 a.m. 9 a.m. 10 a.m. 11 a.m. 12 Noon 1 p.m. 2 p.m. 3 p.m. 4 p.m. 5 p.m. 6 p.m. 7 p.m. 8 p.m. 9 p.m. 10 p.m. 11 p.m.

8 a.m. 9 a.m. 10 a.m. 11 a.m. 12 Noon 1 p.m. 2 p.m. 3 p.m. 4 p.m. 5 p.m. 6 p.m. 7 p.m. 8 p.m. 9 p.m. 10 p.m. 11 p.m.

Monday - Friday														Saturday and Sunday																					
		8 a.m.	9 a.m.	10 a.m.	11 a.m.	12 Noon	1 p.m.	2 p.m.	3 p.m.	4 p.m.	5 p.m.	6 p.m.	7 p.m.	8 p.m.	9 p.m.	10 p.m.	11 p.m.			8 a.m.	9 a.m.	10 a.m.	11 a.m.	12 Noon	1 p.m.	2 p.m.	3 p.m.	4 p.m.	5 p.m.	6 p.m.	7 p.m.	8 p.m.	9 p.m.	10 p.m.	11 p.m.
January:	Pacific:	[Red Bar]														January:	Pacific:	[Red Bar]																	
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	City:	[Red Bar]															City:	[Red Bar]																	
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	City:	[Red Bar]															City:	[Red Bar]																	
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November:	Pacific:	[Red Bar]														November:	Pacific:	[Red Bar]																	
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December:	Pacific:	[Red Bar]														December:	Pacific:	[Red Bar]																	
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Mon, Tues, Wed, Thurs

Mon, Tues, Wed, Thurs

Mon, Tues, Wed, Thurs

ORDINANCE NO. 2010-02

ORDINANCE ANNEXING A CERTAIN TRACT OF LAND INTO THE CITY LIMITS OF FOREST GROVE AND WITHDRAWING THE TRACT FROM WASHINGTON COUNTY ENHANCED LAW ENFORCEMENT DISTRICT, WASHINGTON COUNTY URBAN ROADS MAINTENANCE DISTRICT AND THE FOREST GROVE RURAL FIRE PROTECTION DISTRICT; FILE NO. ANX 09-01

**FOREST GROVE MAKES THE FOLLOWING FINDINGS:**

**WHEREAS**, the City received a complete annexation petition from the property owner of a certain tract of land depicted on the attached map (Attachment B) and described in Attachment A of this ordinance, requesting that their property be annexed to the city limits of Forest Grove; and

**WHEREAS**, the tract of land is contiguous to the City and can be served by City services; and

**WHEREAS**, there are no electors in the territory proposed to be annexed; and

**WHEREAS**, the City received consent from the owner of more than half the land of the territory proposed to be annexed, before the date of the Public Hearing, as required by ORS 222.170(2); and

**WHEREAS**, the City Council dispenses with submitting the question of the proposed annexation to the electors of the City for their approval or rejection; and

**WHEREAS**, the tract of land lies within the boundary of the Washington County Enhanced Law Enforcement District; and

**WHEREAS**, the tract of land within the boundary of the Washington County Urban Roads Maintenance District; and

**WHEREAS**, the annexation complies with the requirements of the Urban Planning Area Agreement between the City of Forest Grove and Washington County; and

**WHEREAS**, the tract of land lies within the boundary of the Forest Grove Rural Fire Protection District; and

**WHEREAS**, notice of the City Council hearing was published in the *Forest Grove News-Times* on February 24, 2010, and March 3, 2010; and

**WHEREAS**, the City Council held a public hearing on this Ordinance on March 8, 2010, and March 29, 2010; and

**WHEREAS**, the City mailed and posted notice of the public hearing as required by law; and

**WHEREAS**, a report was prepared as required by law, and the City Council having considered the report and testimony at the public hearing, does hereby favor the annexation of the subject tract of land and withdrawal from the districts based on findings and conclusions attached hereto as Attachment C; and

**WHEREAS**, the annexation and withdrawals are not contested by any necessary party.

**NOW, THEREFORE, THE CITY OF FOREST GROVE ORDAINS AS FOLLOWS:**

**Section 1.** The tract of land, described in Attachment A and depicted on the attached map (Attachment B), is declared to be annexed to the City of Forest Grove, Oregon.

**Section 2.** The tract of land annexed by this Ordinance and described in Section 1 are withdrawn from Washington County Enhanced Law Enforcement District, Washington County Urban Roads Maintenance District and the Forest Grove Rural Fire Protection District.

**Section 3.** The findings and conclusions attached as Attachment C are hereby adopted. The City Recorder shall immediately file a certified copy of this Ordinance with Metro and other agencies as required by Metro Code Chapter 3.09.050(g) and ORS 222.005. The annexation and withdrawals shall become effective upon filing of the annexation records with the Secretary of State as provided by ORS 222.180.

**Section 4.** This ordinance shall be effective 30 days following its enactment by the City Council.

**PRESENTED AND PASSED** the first reading the 8<sup>th</sup> day of March, 2010.

**PASSED** the second reading the 29<sup>th</sup> day of March, 2010.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 29<sup>th</sup> day of March, 2010.

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Peter B. Truax, Mayor

The following described tract of land situated in the Northwest quarter of Section 31, Township 1 North, Range 3 West of the Willamette Meridian, in the County of Washington and State of Oregon, more particularly described as follows:

Beginning at a point in the center of County Road No. 646 (Willamina Avenue), said point being South 388.4 feet and West 347.0 feet from the Southeast corner of the Benjamin H Catching Donation Land Claim; running thence West along the center of said county road 115 feet to the point of beginning of the tract herein conveyed; running thence North 150 feet; thence West 75 feet; thence South 175 feet to a point on the South line of said County Road, thence East 75 feet; thence North 25 feet to the point of beginning.

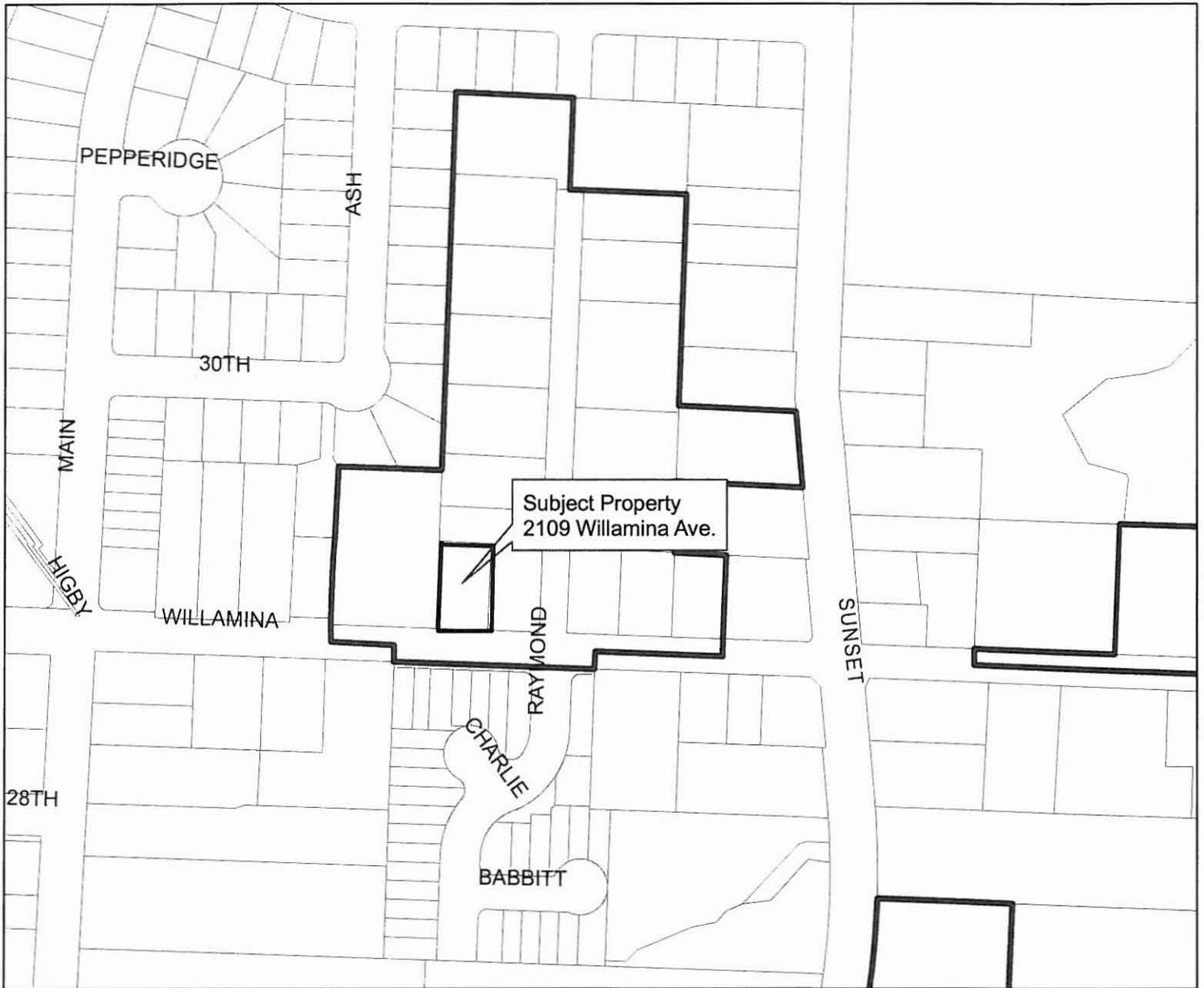
**ANNEXATION CERTIFIED**

BY    *HL*   

NOV 09 2009

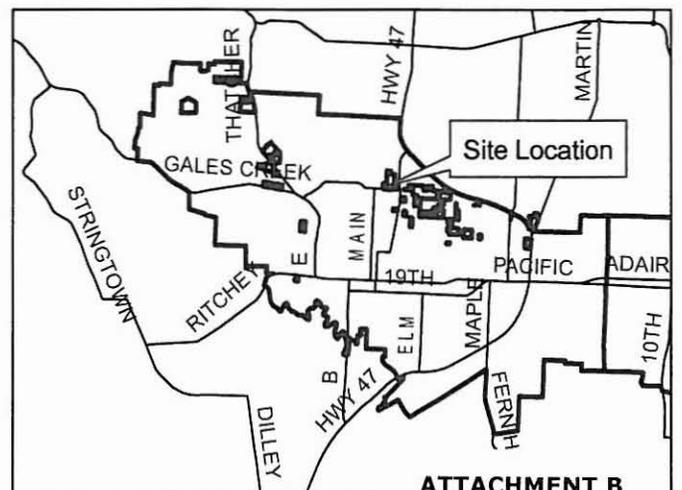
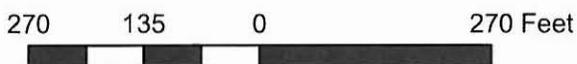
WASHINGTON COUNTY A & T  
CARTOGRAPHY

ANX 09-01  
ZC 09-02  
1N331BB01300



# Legend

- City Limit Line
- arterial
- Incorporated Area



ATTACHMENT B

**ATTACHMENT C**  
**FINDINGS**  
**PROPOSAL ANX 09-01**

Based on the staff study and the public hearing the Council finds:

1. Proposal No. ANX 09-01 was initiated by a consent petition of the property owner. The site is vacant and there are no registered voters living on the subject property. The petition meets the requirement for initiation set forth in ORS 222.170 (2) (double majority annexation law) and Metro Code 34.09.040(a) (Metro's minimum requirements for a petition).
2. The territory to be annexed consists of one parcel totaling 0.22 acre. More specifically, the territory includes 2109 Willamina Avenue, Washington County map 1N331BB, Tax Lot 01300. The subject property has an assessed real market value of \$162,770 and a Measure 50 value of \$96,000.
3. The annexation is necessary for the parcel to access public utilities.
4. The annexation is consistent with the Metro criteria for annexations. The Legislature has directed Metro to establish criteria for annexations, which must be used by all cities within the Metro boundary. The Metro Code states that a final decision shall be based on substantial evidence in the record of the hearing and that the written decision must include findings of fact and conclusions from those findings. The Code requires these findings and conclusions to address the following minimum criteria:
  - a. Consistency with directly applicable provisions in ORS 195 agreements or ORS 195 annexation plans [ORS 195 agreements are agreements between various service providers about who will provide services where. The agreements are mandated by ORS 195 but none are currently in place for this area. Annexations plans are timelines for annexations that may only be done after all required 195 agreements are in place and that must have been voted on by the City residents and the residents of the area to be annexed.]
  - b. Consistency with directly applicable provisions of urban planning area agreements between the annexing entity and a necessary party.
  - c. Consistency with directly applicable standards for boundary changes contained in comprehensive land use plans and public facility plans.
  - d. Consistency with directly applicable standards for boundary changes contained in the Regional Framework Plan or any functional plans.
  - e. Whether the proposed boundary change will promote or not interfere with the timely, orderly and economic provision of public facilities and services.
  - f. If the boundary change is to Metro, determination by Metro Council that territory should be inside the urban growth boundary shall be the primary criteria.
  - g. Consistency with other applicable criteria for the boundary change in question under state and local law.
5. The annexation is consistent with State and regional planning requirements. These include: State Land Use Goal 14: Urbanization and the Metro Regional Framework Plan:

State Land Use Goal 14: Goal 14 requires communities, "To provide for an orderly and efficient transition from rural to urban land use. The goal specifies that conversion of urbanizable land to urban uses be based on orderly,

economic provision of public facilities; availability of sufficient land for various uses; Department of Land Conservation and Development goals or the acknowledged comprehensive plan; and encouragement of development within urban areas before conversion to urbanizable areas.

Regional Framework Plan: This territory is inside Metro's jurisdictional boundary and inside the regional urban growth boundary (UGB). The law that requires Metro to adopt criteria for boundary changes specifically states that those criteria shall include "...compliance with adopted regional urban growth goals and objectives, functional plans... and the regional framework plan of the district [Metro]." The Regional Framework Plan, which includes the Regional Urban Growth Goals and Objectives, the Growth Management Functional Plan and the Regional Transportation Plan were examined and found not to contain specific criteria applicable to boundary changes.

6. The annexation is consistent with Washington County planning policies. The Metro Code states that the Council's decision on this boundary change should be "...consistent with specific directly applicable standards or criteria for boundary changes contained in comprehensive land use plans, public facility plans..." Thus, the applicable plans must be examined for "specific directly applicable standards or criteria."

The territory is designated and zoned FD-10 (Future Development – 10 acre district).

Washington County's Urban Growth Management policies require urban development to be accompanied by adequate urban services. The growth management policies define both urban development and necessary urban services. Public sewer, public water and a balanced urban level transportation system are the primary urban services considered.

The subject territory is within the area covered by an Urban Planning Area Agreement (UPAA), jointly prepared and adopted by Washington County and the City of Forest Grove. The annexation is consistent with the UPAA and its purpose is to coordinate land use actions within the City's planning area.

7. The City of Forest Grove has active planning responsibility for the entire area within the regional urban growth boundary surrounding the City. This territory is within the boundary.

The City Comprehensive Plan covers the territory to be annexed. The current Comprehensive Plan designation for the territory is B-Standard (Single Family Residential with a target density of 6.22 dwellings per net acre). The standards contained in the Forest Grove Development Code requires that an applicant initiate a change pursuant to Section 10.2.750. Section 10.2.770(A) stipulates that the zone change be consistent with the Comprehensive Plan Map. The zoning of the property will change upon annexation from the current Washington County zone of FD-10 to the City designation of R-7 (single family residential with a target density of 6.22 dwellings per net acre).

The City's Comprehensive Plan policies were reviewed for policies related to annexation. The following policies are pertinent:

#### Local Urbanization Goals:

Goal 1: Land shall be made available within the urban growth boundary to meet all urban land use needs

Goal 2: Utility service shall be provided incrementally without bypassing large parcels of vacant land to serve peripheral parcels

#### Local Urbanization Policies:

Policy 1: All lands within the urban growth boundary shall be assigned priorities for urban development. Priorities shall be based on the City's ability to provide urban services and the orderly and efficient timing of service extensions. These priorities shall be the basis for making decisions on all development proposals and requests for annexation.

Policy 2: Provide for an urban growth management strategy to set forth policies on the urbanization of vacant and agricultural land. These policies should cover the extension of water and sewer service, land partitioning requirements, zoning, and annexations within the urban growth boundary. The strategy shall provide for the orderly and cost-efficient accommodation of anticipated growth for the next ten years.

Policy 3: Trunk lines for utilities shall be extended only to service areas which are adjacent to existing development.

Policy 4: Sewer and water utilities shall not be extended beyond the City's corporate limits and shall be provided only after annexation.

Urbanization Policy 2 calls for the City to designate priority areas for urban development. The City has not established a prioritization system for urban development. Similarly, Urbanization Policy 3 calls for the City to develop urban growth management policies. The City's growth management strategy is represented by the Comprehensive Plan. The territory will develop consistent with the Comprehensive Plan. Necessary urban services are available with adequate capacity to serve the property. This is consistent with intent of Policy 2 and 3. Policy 4 prohibits the extension of utilities outside the City and only to areas which are adjacent to existing development.

8. The subject property falls within the Northeast service area of the City's Sewer Master Plan. An existing sewer line runs within the Willamina Avenue right-of-way. The applicant expects to connect to the sewer line. Implementation of the Sewer Master Plan for this territory represents a logical extension of sewer service where a nearby service line would be extended to provide service to the site.
9. The property will be served with City water upon annexation. The City has adequate capacity to serve the site.
10. The subject property is within the Clean Water Service's (CWS) service boundary. CWS is responsible for storm water management in Washington County. Any development will be contingent upon obtaining annexation to CWS service district. Due to the City's Intergovernmental Agreement with CWS, adequate storm facilities meeting CWS standards will be required as part of any development approval.
11. The territory to be annexed is within the Washington County Enhanced Sheriff's Patrol District, which in addition to the basic County-wide level of protection provides

0.94 officers per 1,000 populations. The City may withdraw the territory from the District upon annexation. If the City declares the territory withdrawn from the district on the effective date of the annexation the District's tax levy will no longer apply. Upon annexation the City of Forest Grove Police Department would assume responsibility for the property.

12. The territory is within the boundary of the Forest Grove Rural Fire Protection District. The City may withdraw the territory from the District upon annexation. If the City declares the territory withdrawn from the District on the effective date of the annexation the District's tax levy would no longer apply.
13. The territory to be annexed is within the boundary of the Washington County Urban Road Maintenance District. The City can withdraw the territory from the District upon annexation to the City.
14. The City park nearest to the subject property is Lincoln Park. Lincoln Park has recently been renovated with improved facilities.
15. The City of Forest Grove provides a municipal utility for electrical power through its City Light and Power Department. Forest Grove also provides library services, land use planning, zoning, building, and general administrative services.

## REASONS FOR DECISION

Based on the Findings, City Council determined:

1. The Metro Code (3.09.050(d) (3)) calls for consistency between the City's decision and any "specifically directly applicable standards or criteria for boundary changes contained in comprehensive plans, public facility plans..." The Council has reviewed both the Washington County Comprehensive Plan which currently applies to the subject property and City of Forest Grove Comprehensive Plan which will apply upon annexation. The Washington County Comprehensive Plan does not contain any criteria directly applicable to annexations. The County 2000 Program suggests the County supports all urban lands annexing to cities.

The Forest Grove Comprehensive Plan states in Urbanization Policy 5 that sewer and water utilities may not be extended to lands outside the city limits and may only be provided after annexation. Thus, the plan anticipates that all lands within the City's urban planning area will be urbanized by first annexing to the City and then extending urban services to annexed areas.

Several policies within the Comprehensive Plan contain criteria indirectly applicable to annexation decisions. Local Urbanization Goals 1 and 2 and Policies 2 through 4 suggest lands should only be annexed if:

- A. The City can provide adequate urban services in an orderly and efficient manner;
- B. that anticipated growth is accommodated in an orderly and efficient manner; and
- C. Growth should be adjacent to existing development.

Annexation is consistent with the intent of Policies 2 and 3.

Based on the preceding facts, Council concludes that the annexation is consistent with the applicable plans and policies.

2. Metro Code 3.09.050(d) (1) requires findings made by the Council to address consistency with applicable provisions of urban service agreements or annexation plans adopted pursuant to ORS Chapter 195. There are no such plans or agreements in place affecting the City of Forest Grove. Therefore, the Council finds that there are no inconsistencies between these plans and agreements and this annexation.

3. The Metro Code also calls for consistency between the annexation and urban planning area agreements. As stated in Finding 7, the Forest Grove-Washington County UPAA specifically states that the County assumes unincorporated areas within the Forest Grove portion of the regional urban growth boundary will be served by the City. Therefore, the Council finds the annexation to be consistent with the UPAA.

4. The Metro code requires consistency between the annexation and the Regional Framework Plan or any functional plan. Since there are no directly applicable criteria for boundary changes found in the Regional Framework Plan, Urban Growth Management Functional Plan or the Regional Transportation Plan the Council concludes the annexation is not inconsistent with this criterion.

5. Metro Code 3.090.050(e) (3) stipulates that annexations must not interfere with the timely, orderly and economic provision of public services and facilities. The subject property will accommodate approximately one dwelling at a density of 6.22 dwellings per net acre. The subject property will accommodate approximately one dwelling at a target density of 6.22 dwellings per net acre. The Council finds the City's services will be adequate to serve the annexed territory and potential demand for services. Furthermore, the Council finds the timely provision of services will not be negatively affected by the annexation. Based on the preceding findings the boundary change promotes the timely, orderly and economic provision of services.

6. The City has the authority to specify in its annexation ordinance the territory will be simultaneously withdrawn from the Washington County Enhanced Law Enforcement District, Washington County Urban Roads Maintenance District and the Forest Grove Rural Fire Protection District. The services provided by these districts and provided by the City using City resources. To prevent the subject property from being taxed by both the special districts and the City, the territory will be simultaneously withdrawn from the districts.



**ORDER NO. 2010-01**

**ORDER AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF FOREST GROVE TO REZONE A CERTAIN TRACT OF LAND FROM FD-10 (COUNTY) TO R-7 (SINGLE-FAMILY RESIDENTIAL); FILE NO. ZC 09-02**

**WHEREAS**, the City received a complete annexation petition from the property owner of a certain tract of land depicted on the attached map (Attachment B) and described in Attachment A of this Order; and

**WHEREAS**, the City received a concurrent request from the property owner to change the zoning of said property as required by Forest Grove Development Code Section 10.2.160 (Assignment of Zoning Designations); and

**WHEREAS**, the zoning of said property is designated FD-10 (Future Development) by Washington County; and

**WHEREAS**, the property owner proposes a zone change from FD-10 to City of Forest Grove (R-7) effective upon annexation into the city limits of Forest Grove; and

**WHEREAS**, the proposed zone district of R-7 is consistent with and implements the B-Standard Comprehensive Plan designation applicable to the subject property; and

**WHEREAS**, the proposed amendment to the Official Zoning Map complies with the review criteria contained in the Forest Grove Comprehensive Plan, Oregon Statewide Planning Goals and Metro Regional Functional Plan; and

**WHEREAS**, notice of the Planning Commission hearing was published in the *Hillsboro Argus* on February 12, 2010, and notice of the City Council hearing was published in the *Forest Grove News-Times* on February 24, 2010, and March 3, 2010; and

**WHEREAS**, the Planning Commission and City Council held a public hearing on this Order on February 15, 2010, and March 8, 2010; and

**WHEREAS**, the City mailed and posted notice of the public hearing as required by law; and

**WHEREAS**, a report was prepared as required by law and the City Council having considered the report and the testimony at the public hearing does hereby favor the amendment to the Official Zoning Map.

**NOW, THEREFORE, THE CITY OF FOREST GROVE ORDERS AS FOLLOWS:**

**Section 1.** The City of Forest Grove City Council hereby approves amending the Official Zoning Map for the tract of land described in Attachment A and depicted on the attached map (Attachment B), designating the tract of land R-7 (Single-Family Residential).

**Section 2.** The findings and conclusions attached as Attachment C are hereby adopted.

**Section 3.** This Order shall become effective following its enactment by City Council on the effective implementation date of Ordinance No. 2010-02, approving the annexation of the tract of land, File No. ANX 09-01.

**PRESENTED AND PASSED** the 29<sup>th</sup> day of March, 2010.

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

**APPROVED** by the Mayor this 29<sup>th</sup> day of March, 2010.

\_\_\_\_\_  
Peter B. Truax, Mayor

The following described tract of land situated in the Northwest quarter of Section 31, Township 1 North, Range 3 West of the Willamette Meridian, in the County of Washington and State of Oregon, more particularly described as follows:

Beginning at a point in the center of County Road No. 646 (Willamina Avenue), said point being South 388.4 feet and West 347.0 feet from the Southeast corner of the Benjamin H Catching Donation Land Claim; running thence West along the center of said county road 115 feet to the point of beginning of the tract herein conveyed; running thence North 150 feet; thence West 75 feet; thence South 175 feet to a point on the South line of said County Road, thence East 75 feet; thence North 25 feet to the point of beginning.

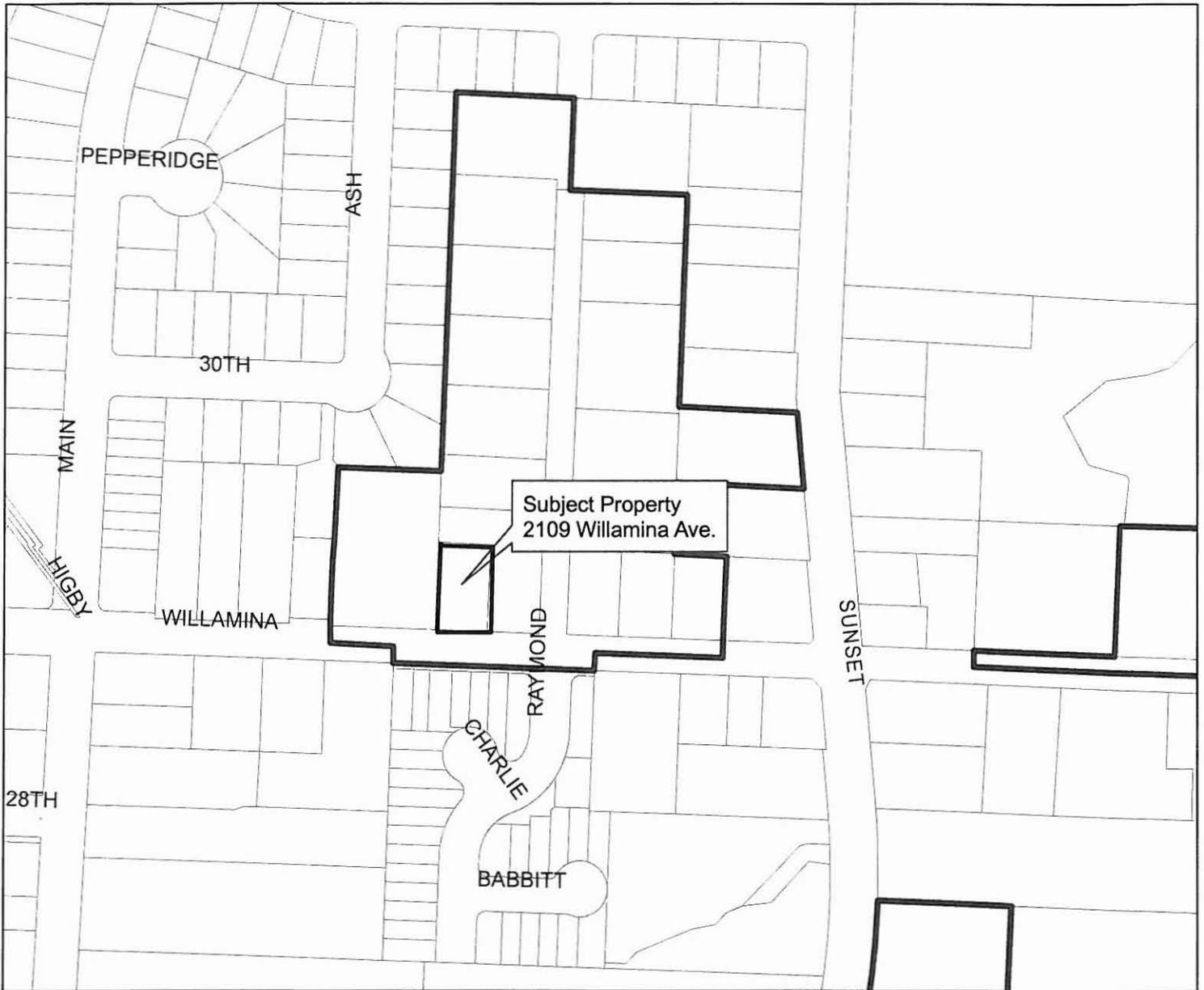
**ANNEXATION CERTIFIED**

BY   *JK*  

NOV 09 2009

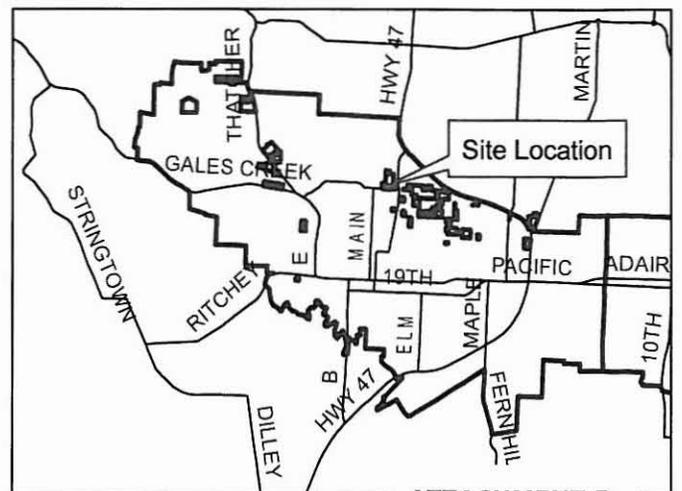
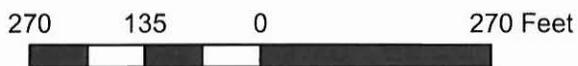
WASHINGTON COUNTY A & T  
CARTOGRAPHY

ANX 09-01  
ZC 09-02  
1N331BB01300



### Legend

- City Limit Line
- arterial
- Incorporated Area



**ATTACHMENT C**  
**FINDINGS**  
**PROPOSAL ZC 09-02**

Based on the staff study and the public hearing the Council Finds:

The subject property is designated B-Standard on the Forest Grove Comprehensive Plan Map. B-Standard is a single family residential designation with a target density of 6.22 dwellings per net acre. This translates into lot sizes approximately 7,000 square feet in area.

The applicant proposes R-7 zoning for the subject property. The R-7 zoning designation is consistent with the current B-Standard Comprehensive Plan designation.

**CRITERIA FOR DECISION MAKING**

**Forest Grove Comprehensive Plan**

The zoning map amendment complies with the Forest Grove Comprehensive Plan. The zoning map amendment will apply a zoning designation (R-7) that is consistent with and implements the B-Standard Comprehensive Plan designation.

Citizen Participation Goals and Policies

The zoning map amendment is consistent with Comprehensive Plan citizen participation goals and policies.

The Comprehensive Plan encourage and facilitate citizen involvement and inter-agency coordination in the development, implementation and updating of the comprehensive plan. Opportunities for citizen involvement are provided through the public hearing process. Public hearings are held with the Planning Commission and City Council. Notice of the public hearing is provided to property owners within 300 feet of the subject property, posted at the property, published in the Forest Grove News Times and posted at City Hall, Library, and at least one other location in the City. Notice was also sent to the Oregon Department of Land Conservation and Development. In addition, the proposal was discussed with Metro.

Land Use Goals and Policies

The zoning map amendment is consistent with Comprehensive Plan land use goals and policies. The land use chapter of the Comprehensive Plan establishes land use map designations for all land use categories based on the findings goals and policies in the Comprehensive Plan. The Forest Grove Development Code implements this provision of the Comprehensive Plan. Article 3 of the Development Code establishes permitted uses for land use designations. The proposed zone designation for the subject property is R-7. The R-7 zone is a single family residential zone providing opportunities for construction of needed housing identified by the Comprehensive Plan.

## Housing Goals and Policies

The Housing Chapter of the Comprehensive Plan establishes policies for supply of housing. In particular, the Plan calls for an adequate supply of new housing to avoid shortages and adverse impacts on price, rents, and choice of housing. Zoning property for urban residential development, in combination with the annexation process, expands the supply of land for construction of new housing exists within the Forest Grove portion of the Portland regional urban growth boundary. As result this zone change application meets the intent of the housing goal contained in the Forest Grove Comprehensive Plan.

The plan also calls for establishing minimum density standards in all zones allowing residential development. The Forest Grove Development Code implements this provision of the Comprehensive Plan. The Development Code establishes minimum density standards for all zoning districts. The minimum density of the R-7 zone is 4.98 dwellings per net acre.

### **Forest Grove Development Code**

**Criterion A: The zone change is consistent with the Comprehensive Plan Map. When the comprehensive plan has more than one implementing zone as shown on the table in Article 3, it must be shown the proposed zone is the most appropriate taking into consideration the purposes of each zone and the zoning pattern of the surrounding land.**

The zone change is consistent with the Forest Grove Comprehensive Plan map. The Comprehensive Plan map designates the subject property B-Standard (single family residential) with an average density of 6.22 dwellings per acre. The proposed zone for the subject property is R-7 (single family residential). The R-7 zoning district establishes an average density of 6.22 dwellings per acre. The proposed zone (R-7) is the most appropriate given the Comprehensive Plan designation applicable to the site, the purpose of the zone (single family residential development), and the zoning pattern of the surrounding land (R-7 to the east of the subject property).

A lack of appropriately zoned sites exists in the vicinity of the subject property. Property to the west and south of the subject site is designated High Density Residential. The site is not suitable for high density residential development given the size of the site which is approximately 9,600 square feet in area and the historic use of the property and pattern of development.

**Criterion B: The zone change is consistent with the relevant goals and policies of the Comprehensive Plan, as identified by the Director.**

Based on the nature of the application staff finds that the relevant goals and policies of the Comprehensive Plan include: Citizen Participation; Land Use; Housing; and Urbanization. This determination is based on the rationale for the zone change which is the application of a city zoning designation for property considered for annexation into the city.

**Criterion C: The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.**

The site is suitable for the proposed zone. The subject property is designated B-Standard (Single Family Residential) on the Forest Grove Comprehensive Plan Map. The R-7 zoning designation implements the B-Standard Comprehensive Plan Designation. The R-7 zone establishes a target density of 6.22 dwellings per acre with an average lot size of 7,000 square feet. The subject parcel is 0.22 acre (9,583 square feet) in area. Under the R-7 zoning the subject site could accommodate one dwelling unit. One dwelling unit is suitable for this site given the size of the parcel given the historic use of the property (single family dwelling) and pattern of surrounding land uses.

**Criterion D: The proposed zone change is consistent with the adopted Forest Grove Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.**

The subject property is located on Willamina Avenue. Willamina Avenue is a two-lane roadway designated as a collector street in the Forest Grove Transportation System Plan. Collector streets are intended to handle less traffic than arterial streets. Willamina Avenue connects Gales Creek Road to Sunset Drive and serves residential uses on both sides of the road. Willamina Avenue is a 40-foot wide roadway with no sidewalks or bike lanes. The street is maintained by Washington County. Traffic volumes are up to 160 vehicles during the PM peak hour with up to 400 vehicles in the morning peak hour between Sunset Drive and B Street. The higher morning volume is related to high school traffic. In the evening peak hour, school traffic is very small compared to morning hours.

Based on ITE trip generation studies, development of the site as a single family dwelling would generate 1 peak hour trip and 10 trips per day. This level of traffic is consistent with the collector street classification and will not have a significant effect or substantially impact the functional classification or operation of transportation facilities. Furthermore, construction of a single family residence will not reduce the level of service of Willamina Avenue below the minimum acceptable level identified in the Transportation System Plan. Given the type of development anticipated (one single family dwelling) the amendment meets the criterion and a traffic impact study is not required.

**Criterion E: Public facilities and services for water supply, sanitary waste disposal, stormwater disposal, and police and fire protection are capable of supporting uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.**

The subject site is planned for single family residential development on the Forest Grove Comprehensive Plan. The R-7 zone implements the B-Standard Comprehensive Plan single family residential designation. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection have been planned in this area and are capable of supporting the single family residential use allowed by the R-7 zone. Sewer service is provided within the Willamina Street right-of-way.

The projected service demand of the subject site is one single family residential house. The average household size in Forest Grove is 2.6 persons. Therefore, this zone change could result in a service demand of 2 to 3 additional persons. The Forest Grove Waster and Sewer

Master Plans indicate there is sufficient capacity to serve this projected service demand. The Forest Grove Police and Fire Departments already serve nearby development located within the city limits. Police and fire protection services are capable of supporting anticipated development.

**Criterion F: Establishment of a zone district is not subject to the meeting of conditions.**

The application of the R-7 district to this property will not be subject to conditions. The city zoning will only apply when the property is annexed into the Forest Grove city limits.

**Metro Functional Plan Requirements**

The proposed zone change is consistent with the Metro Functional Plan. The Metro Functional Plan implements the Metro Regional Framework Plan (Region 2040 Growth Concept). The Functional Plan is divided into various Titles addressing specific policy areas. Titles applicable to this request include Title 1 (Requirements for Housing and Employment Accommodation); Title 7 (Housing Choice); and Title 8 (Compliance Procedures).

**Title 1**

One goal of the Framework Plan is the efficient use of land. Title 1 promotes the efficient use of land within the urban growth boundary by increasing the capacity of land to accommodate housing and employment.

The proposed Zoning Map Amendment meets the intent of Title 1 by promoting the efficient use of land within the urban growth boundary. Rezoning the property to R-7 will allow for the construction of a single family residential structure on a vacant parcel within the urban growth boundary.

**Title 7**

Cities within the Metro region must ensure that their comprehensive plans and implementing ordinances, including the Zoning Map, include strategies to ensure a diverse range of housing types within their jurisdictional boundaries.

The proposed zoning map amendment will increase the supply of housing within the urban growth boundary. The subject property is currently vacant.

**Title 8**

Title 8 requires that amendments to comprehensive plans and implementing ordinances comply with Metro Functional Plan.

The proposed zoning map amendment complies with the Metro Functional Plan for the reasons stated above.

**Statewide Land Use Planning Goals**

The proposed zone change is consistent with applicable Statewide Land Use Planning Goals. Applicable goals include: Goal 1: Citizen Involvement; Goal 2: Land Use Planning; Goal 10:

Housing; Goal 11: Public Facilities and Services; Goal 12: Transportation; and Goal 14: Urbanization.

**Goal 1: Citizen Involvement. To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.**

Opportunity for citizen involvement occurred during development of the Forest Grove Comprehensive Plan. The Comprehensive Plan establishes the policy framework for land use decisions within the Forest Grove portion of the Portland regional urban growth boundary. Opportunity for citizen involvement was provided through the zone change public hearing process. Public notices are published in the Forest Grove News Times and mailed to property owners within 300 feet of the subject property. In addition, the property was posted with a public hearing announcement.

**Goal 2: Land Use Planning. To establish a land use planning process and policy framework as a basis for all decision and actions related to the use of land and to assure an adequate factual base for decision and actions.**

The Forest Grove Comprehensive Plan and Development Code establish the policy and process framework for land use decisions within the City of Forest Grove. The Forest Grove Development Code includes the criteria for evaluating zone changes.

**Goal 10: Housing. To provide for the housing needs of the citizens of the state.**

The R-7 zone is intended for development of housing at a target density of 6.22 dwelling units per acre. Detached single family housing is the most common housing type in the R-7 zone. Accessory dwelling units, duplexes, and attached housing types are also permitted subject to the density limitations of the zone. A limited range of compatible non-residential uses such as parks and schools are also permitted or allowed with conditional use approval.

The proposed Zoning Map Amendment meets the intent of Goal 10 by promoting the efficient use of land within the urban growth boundary. Rezoning the property to R-7 will allow for the construction of a single family residential structure on a vacant parcel within the urban growth boundary.

**Goal 11: Public Facilities and Services. To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.**

Annexation of the subject property will allow for the extension of a municipal sewer line to serve the subject property. A sewer line exists within the Willamina Street right-of-way adjacent to the property.

**Goal 12: Transportation. To provide and encourage a safe, convenient, and economic transportation system.**

The proposed R-7 allows for single family residential development. The subject site was previously developed with a single family residence. The site is now vacant. Subsequent to annexation into the City and rezoned the property will likely be redeveloped at a density of 6.22 dwelling units per acre. This translates to one dwelling unit on the site. As discussed above,

anticipated development will not have a significant effect on the transportation facility namely Willamina Avenue.

**Goal 14: Urbanization. To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.**

The Urban Planning Area Agreement (UPAA) between Forest Grove and Washington County establishes the process for an orderly and efficient transition from rural to urban land use within the urban growth boundary. The UPAA gives Forest Grove planning responsibilities for unincorporated land within the Forest Grove portion of the Portland regional urban growth boundary. The annexation process promotes the orderly transition since municipal service cannot be extended until land is annexed into the City. The annexation process requires a zone change. In this case the zone change is from Washington County FD-10 to Forest Grove R-7.

March 29, 2010

**REPORT AND RESOLUTION AUTHORIZING THE CITY TO APPLY FOR 2010  
LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND  
RECREATION DEPARTMENT FOR RESTROOM/SHELTER FACILITY  
PROJECT AT FERNHILL WETLANDS PARK**

**PROJECT TEAM:**

Michael Sykes, City Manger  
Tom Gamble, Parks & Recreation Director  
Jeffrey King, Economic Development Coordinator

**ISSUE STATEMENT:**

Forest Grove is growing at a rapid pace. To address additional park and recreational needs, City staff is proposing the development of a Restroom/Shelter facility at Fernhill Wetlands Park to encourage expanded use. The total project cost is estimated at \$304,500. Staff is requesting City Council pass a resolution supporting a \$115,000 grant application to the Oregon Parks and Recreation Department (OPRD) Local Government Grant Program. The local grant match will be 189,500, consisting of \$98,000 from Clean Water Services and \$91,500 from the Friends of Fernhill Wetlands. City Parks & Recreation would maintain the facility.

**BACKGROUND:**

The 2002 City of Forest Grove Parks, Recreation and Open Space Master Plan identified the need for additional parks, trails and recreational space to keep up with the growing population and "ensure that the livability of Forest Grove is preserved..." In response to this need, staff has proposed the development of a restroom/shelter facility to help increase the use and enhance the experience of the Fernhill Wetlands Park. The park has 1.5 miles of trails and is a significant location for bird watching. The March 5, 2008, Fernhill Property Master Plan, prepared by Clean Water Services, calls for additional trails and park enhancements. The park attracts local residents and tourists alike. It is used for exercise, outings and bird watching. A restroom with a covered picnic shelter will provide the necessary services to allow for longer stays at the park and encourage more family and group use whether it is for an outing, exercise, educational project or bird watching.

The project proposed for the State OPRD grant is to build and install a multi-purpose restroom/picnic shelter. This project is estimated at a total cost of

\$304,500 with local matches of \$91,500 from the Friends of Fernhill Wetlands Park and \$98,000 from Clean Water Services. The grant request to the Local Government Grant Program is \$115,000. Funds will be used to purchase a multi-use building, picnic tables and drinking fountains, build a foundation, water and sewer and power lines and complete connections. The Forest Grove Parks & Recreation Department would be responsible for on-going maintenance and upkeep.

The OPRD administers the Local Government Grant Program (LGGP). The LGGP was created in 1998 by initiative petition of the voters. Funds come from State lottery proceeds. OPRD gives more than \$4 million annually to Oregon local governments for outdoor recreation projects. Only cities, counties, parks and recreation districts, metropolitan services districts and port districts are eligible to apply. Cities over 5,000 must provide a 40% match. Only public outdoor parks and recreation areas, and facilities are eligible. Funds must be used for acquisition, development or rehabilitation.

The application is due to the State OPRD on April 5, 2010.

**RECOMMENDATION:**

Staff recommends that Council adopt the attached resolution authorizing the City to apply for the Local Government Grant Program for Fernhill Wetlands Park as specified above.



**RESOLUTION NO. 2010-31**

**RESOLUTION AUTHORIZING THE CITY OF FOREST GROVE  
TO APPLY FOR A 2010 LOCAL GOVERNMENT PROGRAM GRANT FROM  
THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT  
OF A RESTROOM/SHELTER FACILITY AT FERNHILL WETLANDS**

**WHEREAS**, The Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

**WHEREAS**, It is the City's intent to improve the quality of open space, parks, trails and recreation in Forest Grove; and

**WHEREAS**, The installation of a multi-purpose restroom/shelter facility at Fernhill Wetlands Park proposed for the Local Government Grant Program Project has been identified as a high priority in Forest Grove by City Council and City staff as it provides recreational opportunities for urban citizens within the region; and

**WHEREAS**, A rapidly growing urban population, including those with disabilities, has limited access to public parks, green space, trails and recreational opportunities; and

**WHEREAS**, The development of a multi-purpose restroom/shelter facility is a vital and necessary element to expand and enhance the functioning of Fernhill Wetlands Park and will increase and encourage local use; and

**WHEREAS**, The City of Forest Grove hereby certifies that the matching share for this application is readily available at this time.

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

**Section 1.** That the City of Forest Grove be authorized to apply for a Local Government Grant to the Oregon Parks and Recreation Department for a Fernhill Wetlands Park restroom/shelter facility as specified above.

**Section 2.** That the City Manager is hereby authorized to submit the grant application, on behalf of the City of Forest Grove, and to make any technical changes to the grant application materials, as necessary, after adoption of this resolution.

**Section 3.** That the City of Forest Grove be prepared to contribute funding as specified in the grant application for any awarded grants.

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

**PRESENTED AND PASSED** this 29<sup>th</sup> day of March, 2010.

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

**APPROVED** by the Mayor this 29<sup>th</sup> day of March, 2010.

\_\_\_\_\_  
Peter B. Truax, Mayor

## DEPARTMENT PRESENTATIONS MARCH 29, 2010

Each year, City Council determines its goals and objectives for the coming year. These goals and objectives are adopted by City Council and become the City's Work Plan and guide for City Council and City staff as they move forward throughout the year. This year, City Council established a Work Plan with 10 new objectives to be addressed and carried over 29 pending objectives from the previous year. The following Departments will be presenting their 12-Month Department Work Plan as follows:

- Library Department
- Parks and Recreation Department
- Community Development Department

# DEPARTMENT WORK PLAN

## LIBRARY

# FOREST GROVE CITY LIBRARY ANNUAL WORK PLAN

## FISCAL YEAR 2010-2011

### **1. Complete implementation of SWOT committee recommendations**

(Start Date: already in progress)

- a. STAFF – job description analysis, training; focus on options for increasing staff presence and effectiveness
- b. BUILDING – inadequate equipment, signage, computer support, maintenance and repair; focus on what is needed to function in the library building
- c. OUTREACH – activate the space, provide services to all ages, increased public relations, real and perceived decline in services; focus on options for library services and service levels
- d. COLLECTION DEVELOPMENT- weeding; selection; interlibrary loans; displays; databases; re-cataloging and collection security

(Completion Date: December, 2010)

### **2. Evaluate new Volunteer Program**

(Start Date: already in progress)

- a. Develop process, timeline, and components of evaluation
- b. Explore future development of program

(Completion Date: September, 2010)

### **3. Continue Library Centennial Celebration**

(Start date: already in progress)

- a. Promote centennial through displays, programs, and publicity
- b. Organize community celebration including presentations and recognitions

(Completion date: October, 2010)

### **4. Evaluate Public Desk management**

(Start Date: already in progress)

- a. Work flow and work load issues
- b. Patron expectations
- c. Scheduling

(Completion Date: December, 2010)

### **5. Children, teen, and adult programming**

(Start date: already in progress)

- a. Maintain current programs: Storytime; Toddler Time; Teen book group; Discovery Time; Fun at Four; Friends Cultural Series; Adult Summer Reading
- b. Increase publicity/participation in current programs
- c. Explore opportunities to expand and enhance library programming

(No Completion date, ongoing)

6. **Reference Program Evaluation**

(Start date: July, 2010)

- a. scheduling and desk coverage
- b. provision of service
- c. technology opportunities
- d. patron expectations and demand
- e. participate in Oregon Virtual Reference Summit

(Completion date: November, 2010)

7. **Assist Library Commission in completion of 2010-11 goals**

(Start Date: already in progress)

- a. Complete review of library policies develop technology plan and study room policy. Present policies to City Council
- b. Participate in library centennial celebration
- c. Support passage of WCCLS levy
- d. Encourage cooperation and communication among the Commission, library staff, Friends, Foundation and City Council

(Completion Date: February, 2011 )

8. **Assist Library Foundation with Campaign for furniture and artwork**

(Start Date: already in progress)

- a. Implement campaign components; selection of furniture; develop budget and priorities
- b. Complete case statement and work with Campaign Consultant
- c. Work with campaign grant writer
- d. Raise \$250,000

(Completion Date: December, 2010)

9. **Participate in WCCLS Materials Handling Assessment**

(Start Date: already in progress)

- a. Evaluate findings and recommendations of consultants
- b. Develop implementation plan

(Completion Date: est. September, 2010)

10. **Continue to examine Best Practices for Provision of Library Service**

(Start Date: already in progress)

- a. Essential Services: Circulation; Reference; Technical Services; Outreach/Programming; Administration
- b. Develop performance measures

(No completion date, ongoing)

# DEPARTMENT WORK PLAN

## PARKS AND RECREATION



# **2010-11 WORK PLAN PARKS & RECREATION AQUATICS**

City Council Meeting Presentation

March 29, 2010

Tom Gamble, Director

# PARKS PROJECTS

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- Thatcher Park Off-Leash Area
  - Project to be completed mid-summer 2010
  - Establish “Friends of Dog Park” group
- “B” Street Trail
  - Construction to be completed no later than September 30, 2010
  - Grand Opening Event
- Parks Master Plan Update
  - Study to include:
    - SDC revisions/options
    - Consider new park locations including dog park
    - Community Center alternatives

# TRAILS

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- Pursue Additional Trail Development
- Explore Trail Development In Watershed
- Explore Safe Routes To Thatcher Park
- Promote Trails System Intertwine

# GRANTS

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- Fernhill Wetlands Restroom/Shelter
- Explore Recreational Trail Program (RTP) Grant Opportunities

# PROGRAMS

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- Implement / Evaluate Pacific University Football at Lincoln Park
- “Name the Trail System” Contest
- Explore Department Marketing Opportunities

# ADMINISTRATIVE

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- Ordinance Revision Update
- Explore Park Signage Upgrades



# DEPARTMENT WORK PLAN

## COMMUNITY DEVELOPMENT

# Community Development Work Program

City Council Presentation  
March 29, 2010

# Department Divisions

- Long Range Planning
  - Projects, Studies and Activities involved with long-term perspective on the community. Focus on policy development.
    - Periodic Review
    - Town Center Plaza
    - Long-Term Transportation
    - Transportation System Plan
    - Transit
    - Annexations
    - Sustainability
    - Metro
    - Projections, Population Estimates and Census
    - Maintain Land Use database
    - Some code development (usually larger projects such as the Development Code)
    - Urban Renewal

# Department Divisions

- Short Range Planning
  - Activities for the City that are more immediate. Focus is on implementing and enforcing policies and codes.
    - Processing Land Use Permits
    - Code enforcement
    - Some Code Development – (usually code adoption that is more policy focused and requires less processing time)
    - Public assistance – e.g. counter coverage
    - Tree Permits and Street Tree installation
    - Business License review
    - Historic Preservation

# Department Divisions

- Building
  - Construction, land modification and erosion control
    - Building Permit Processing and Inspections
    - Grading Permits on private property
    - Erosion Control permits and inspections
    - Public Assistance
    - Code Enforcement (Dangerous Buildings)

# Other Department Activities

- Support Boards and Commissions
  - Planning Commission, Committee for Citizen Involvement, Historic Landmarks Board, Forestry Commission
- Assist other departments
  - Economic Development
  - Some transportation activities involving Engineering Department (e.g. Light Rail, David Hill and TSP)
  - Wayfinders
- Vision Statement Implementation

# Departmental Priorities

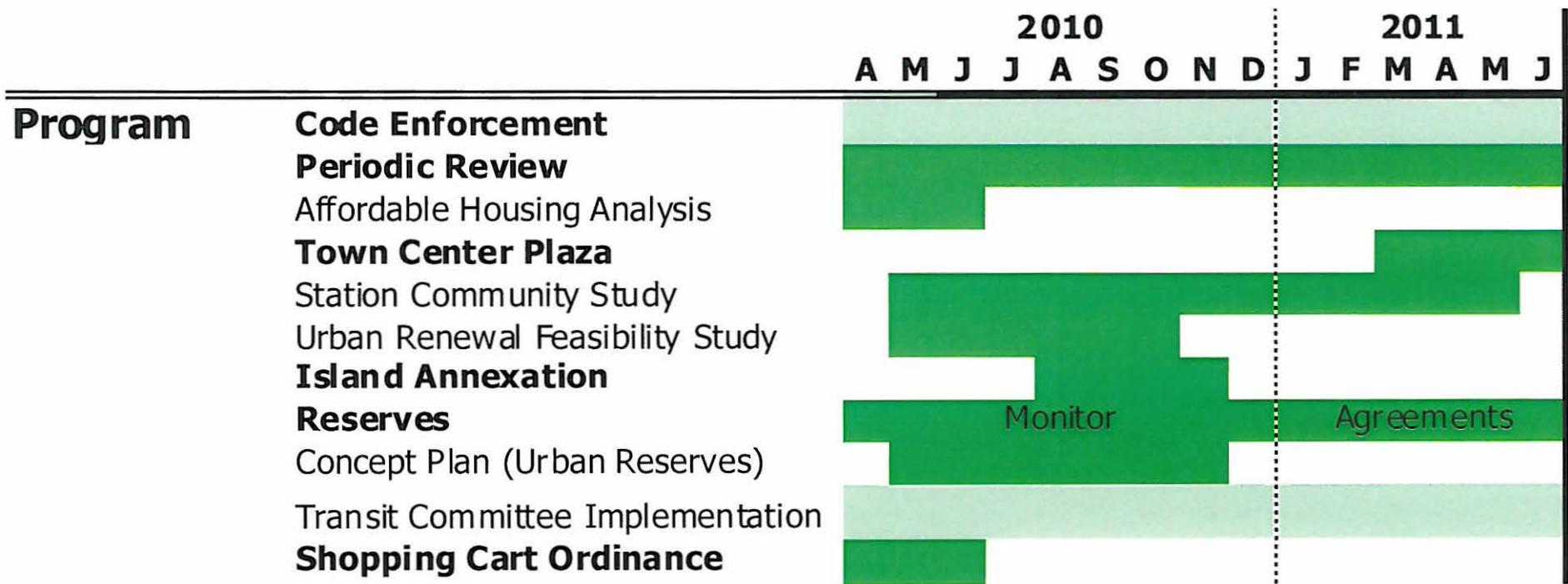
- Projects with outside legal mandates have highest priority (potential sanctions and legal implications)
  - Periodic Review
  - Comprehensive Plan and implementation ordinances as related to state and regional requirements
  - Land Use Permits
  - Building Permits
- Code Enforcement lower priority

# Overview of Work Plan

- Six Task Areas
- Hours and costs are estimated – where possible on past experience – always potential for surprises
- 15 Month Time Period (April, 2010 to June, 2011)
- Includes Concept Planning for Urban Reserve areas to proceed with possible UGB expansion for Industrial lands this round
- Defer some projects due to staff limitations

Program	Code Enforcement	Personnel		Other Costs	Total Costs	
		Hours	Cost			
	<b>Periodic Review</b>	1,658	\$59,647	\$10,500	\$70,147	
	Affordable Housing Analysis	1,950	\$80,703	\$4,500	\$85,203	
	<b>Town Center Plaza</b>		<b>see Periodic Review</b>			
	Station Community Study	220	\$8,034	\$101,000	\$109,034	TGM Grant
	Urban Renewal Feasibility Study	220	\$8,544	\$89,300	\$97,844	Subject to CET Grant
	<b>Island Annexation</b>	240	\$8,644	\$2,500	\$11,144	
	<b>Reserves</b>	70	\$3,465	\$1,600	\$5,065	
	Concept Plan (Urban Reserves)	220	\$8,343	\$41,500	\$49,843	Possible wildlife consultant
	Transit Committee Implementation	100	\$3,515	\$0	\$3,515	
	<b>Shopping Cart Ordinance</b>	40	\$1,625	\$400	\$2,025	
<b>Ongoing Tasks</b>	Commission support	250	\$8,855	\$1,827	\$10,682	
	Grading Permits	40	\$1,740	\$0	\$1,740	
	Erosion Control	240	\$9,207	\$0	\$9,207	
	Process LU Permits	575	\$19,411	\$11,600	\$31,011	
	Process Bldg Permits	4,975	\$181,840	\$1,720	\$183,560	
	Maintain LU Database	75	\$2,636	\$0	\$2,636	Eden software support
	Counter Coverage	2,090	\$73,696	\$520	\$74,216	
	Tree Permits and Inspection	90	\$2,861	\$0	\$2,861	
	Public Outreach	150	\$5,808	\$330	\$6,138	Farmers Market, presentations, etc.
	GIS maintenance	25	\$879	\$0	\$879	
	Street Trees	200	\$7,152	\$17,120	\$24,272	
<b>Support for other departments</b>	General Transportation	400	\$18,076	\$0	\$18,076	
	<b>David Hill Connection</b>	20	\$1,105	\$0	\$1,105	
	<b>Light Rail</b>	90	\$4,368	\$0	\$4,368	
	<b>TSP</b>	50	\$2,360	\$0	\$2,360	
	<b>Trail Connection to Thatcher Park</b>	20	\$1,105	\$0	\$1,105	
	Economic Dev	120	\$5,068	\$0	\$5,068	
	Business License	100	\$3,963	\$0	\$3,963	
	Wayfinders/Tourism	20	\$1,105	\$0	\$1,105	
<b>Other</b>	Urban Renewal Formation	300	\$12,553	\$0	\$12,553	Subject to CET Grant
	Historic Preservation	170	\$5,874	\$500	\$6,374	
	Vision Statement Imp.	80	\$3,627	\$0	\$3,627	
<b>Metro</b>	MTAC/MPAC	75	\$4,142	\$0	\$4,142	
	JPAC/TPAC	60	\$2,109	\$0	\$2,109	
	UGR/UGB Expansion	30	\$1,657	\$0	\$1,657	
	RTP Update	60	\$2,912	\$0	\$2,912	
	Making the Greatest Place	70	\$3,465	\$0	\$3,465	
<b>Admin</b>	General Management/Admin	1,025	\$54,771	\$0	\$54,771	
	<b>Total</b>	16,118	\$624,866	\$284,917	\$909,783	

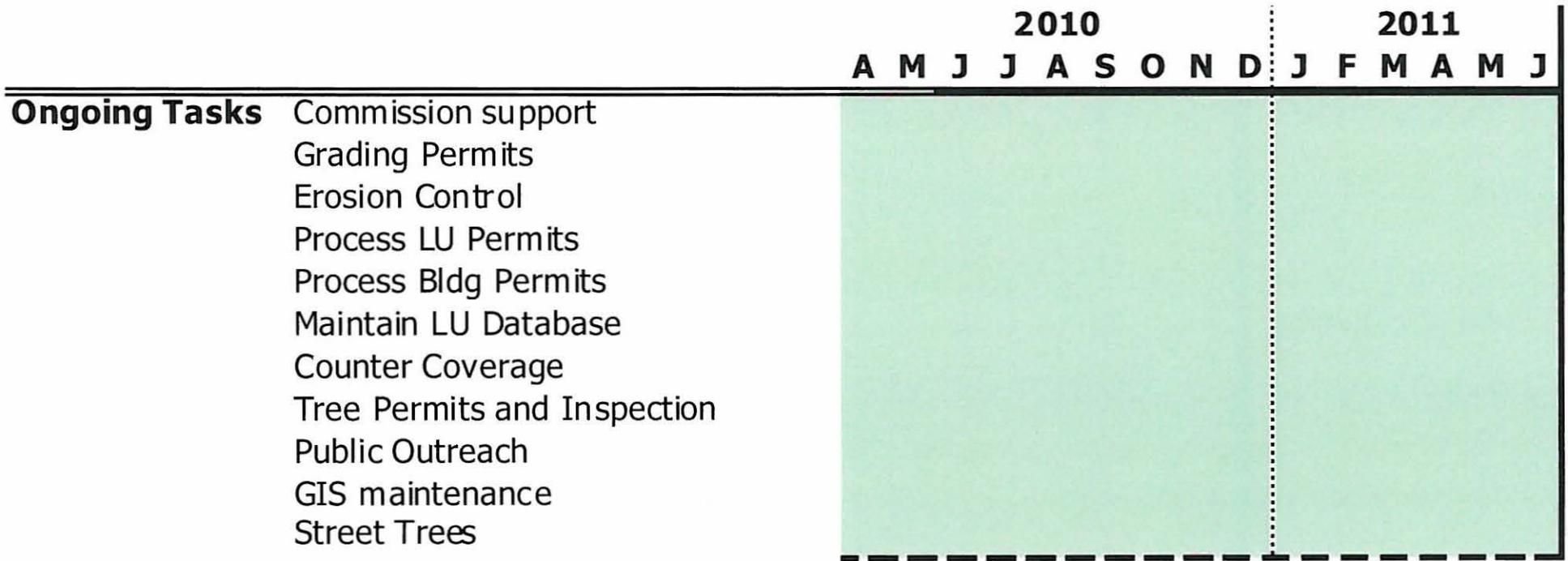
# Time Line



 Timeline for Project Tasks

 Timeline for Ongoing Tasks

# Time Line

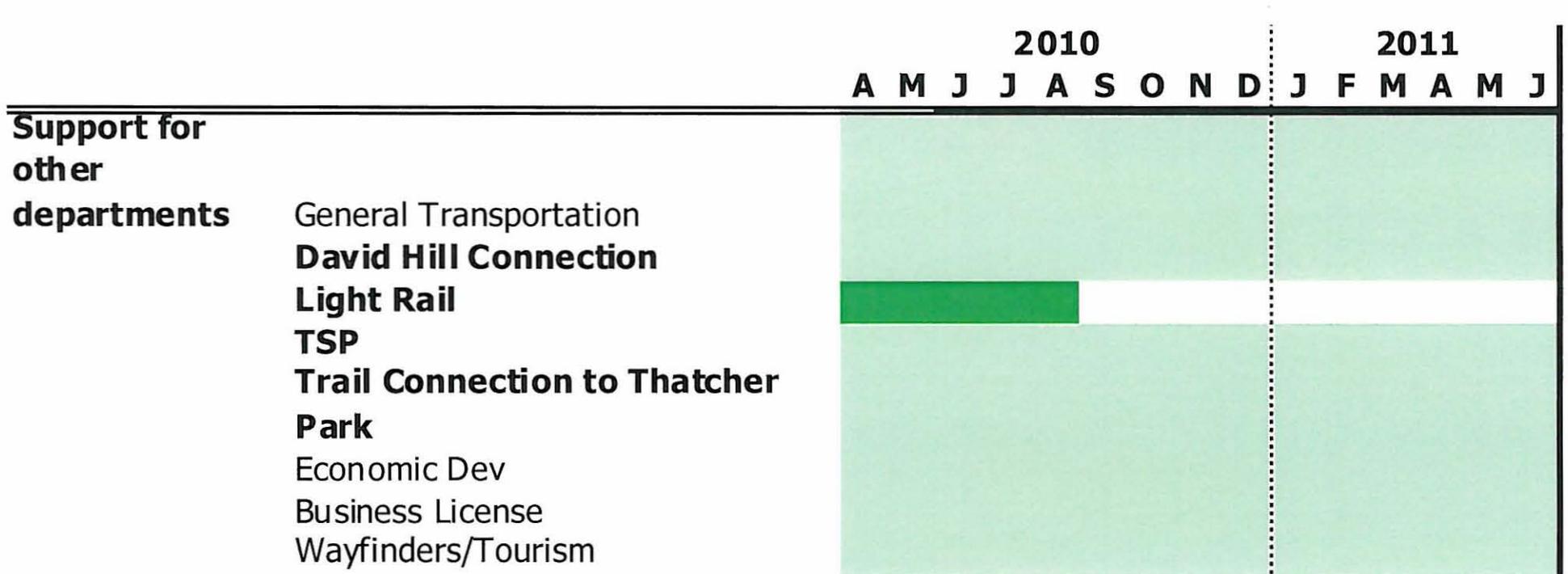


Timeline for Project Tasks



Timeline for Ongoing Tasks

# Time Line

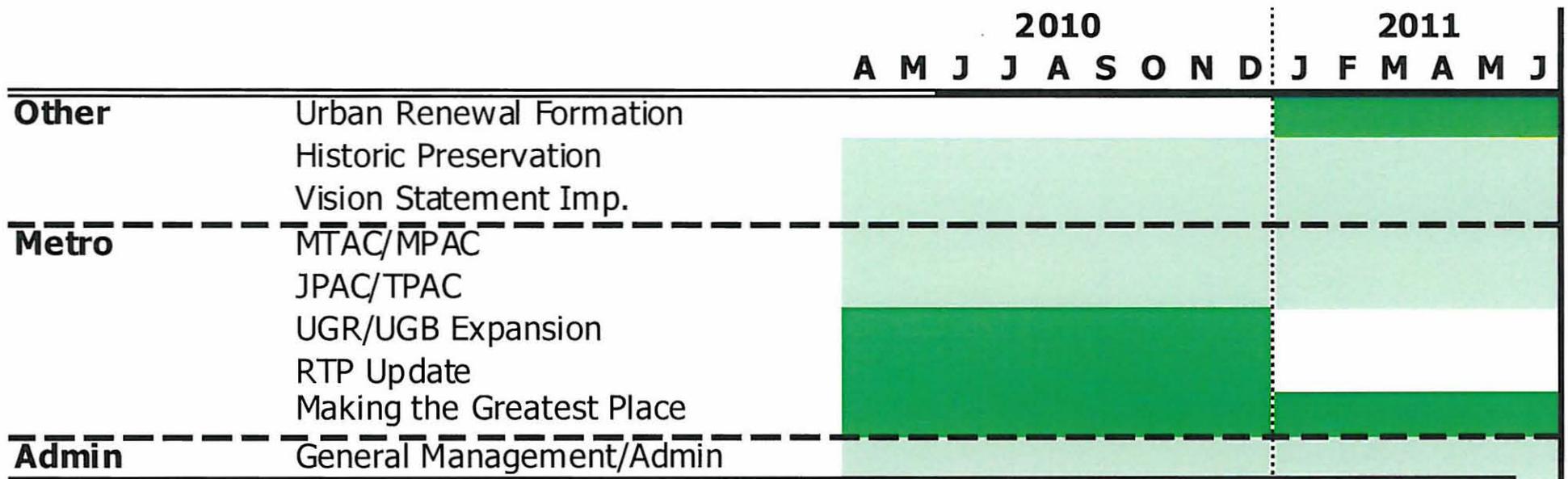


Timeline for Project Tasks



Timeline for Ongoing Tasks

# Time Line



 Timeline for Project Tasks

 Timeline for Ongoing Tasks

**Community Development Work Program  
Years 2010-11 (15 Months)**

Program	Code Enforcement Periodic Review Affordable Housing Analysis Town Center Plaza Station Community Study Urban Renewal Feasibility Study Island Annexation Reserves Concept Plan (Urban Reserves) Transit Committee Implementation Shopping Cart Ordinance	Personnel		Other	Total	Timeline														
		Hours	Cost	Costs	Costs	2010					2011									
						A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
		1,658	\$59,647	\$10,500	\$70,147															
		1,950	\$80,703	\$4,500	\$85,203															
				<b>see Periodic Review</b>																
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 Timeline for Project Tasks  
 Timeline for Ongoing Tasks

Tasks in Bold are Council Priorities