

CITY COUNCIL MONTHLY MEETING CALENDAR

April-10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				EDC Noon	1	2
4	5	6	7	8	Arbor Day Event Noon-Rogers Pk	10
	Planning Comm 7pm	Fire Bd 8pm	Water Consortium EC 5:30pm	PAC 5pm	JWC Noon	
11	12	13	14	15	16	17
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	CCI 4:30pm Library 6:30pm		Fernhill Wetlands 5pm		
18	19	Senior Ctr Bd 11:30am	20	21	22	23
	Planning Comm 7pm	FERC Town Hall Mtg 10 am - Comm Aud	P&R 7am CFC 5:15pm	COUNCIL WORK SESSION CEP PROJECT INTERVIEWS 6:00 PM - COMM AUD		24
25	26	Notary Public Training	27	28	29	30
	CITY COUNCIL 6:00 PM - EXECUTIVE SESS (Labor) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	1pm-4pm Comm Aud				COUNCIL CEP EVALS DUE
		HLB 6pm	PSAC 7:30am			

May-10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	Candidate Forum 5:30 pm - Dinner 7:00 pm - Town Hall Mtg Pacific University	5	6	7
	Planning Comm 7pm	Fire Bd 8pm	Water Consortium Bd 7pm	EDC Noon		8
9	10	11	12	13	14	15
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	CCI 4:30pm Library 6:30pm		PAC 5pm		
16	17	Special Election Day	18	19	20	21
	Planning Comm 7pm	Senior Ctr Bd 11:30am	P&R 7am CFC 5:15pm	FIRST BUDGET MEETING 7:00 PM - COMM AUD	Fernhill Wetlands 5pm	22
23	24	25	26	27	28	29
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	HLB 6pm	PSAC 7:30am	SECOND BUDGET MEETING 7:00 PM - COMM AUD		
30	CITY OFFICES CLOSED HOLIDAY	31				

June-10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	EDC Noon	3	4
		Fire Bd 8pm		BUDGET COMMITTEE WORK SESS: SWOT ANALYSIS 7:00 PM - COMM AUD		5
6	7	8	9	10	11	12
	Planning Comm 7pm	CCI 4:30pm Library 6:30pm		PAC 5pm	JWC Noon	
13	14	15	16	17	18	19
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	Senior Ctr Bd 11:30am	P&R 7am CFC 5:15pm	Fernhill Wetlands 5pm		
20	21	22	23	24	25	26
	Planning Comm 7pm	HLB 6pm	PSAC 7:30am			
27	28	29	30			
	CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM					



FOREST GROVE CITY COUNCIL

Monday, April 12, 2010

7:00 PM – Regular Meeting

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

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

Thomas 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.

AGENDA

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

1. A. PROCLAMATIONS:

- *National Sexual Assault Awareness Month*
- *National Library Week*
- *Arbor Day*

1. B. AWARD PRESENTATION:

- *Tree City USA® Recognition, Growth Award*

Stephanie Beall
CFC Chair

7:10	2.	<u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you.
	3.	<u>CONSENT AGENDA:</u> See Page 3
	4.	<u>ADDITIONS/DELETIONS:</u>
	5.	<u>PRESENTATIONS:</u>
7:15	5. A.	<ul style="list-style-type: none"> • <i>Forest Grove Community Garden Update, Mike Federman</i>
7:30	5. B.	<ul style="list-style-type: none"> • <i>Highway 8 Pavement Update</i>
8:00	6.	<u>PUBLIC HEARING AND ORDER NO. 2010-02 RECOMMENDING CITY COUNCIL DENY COMPREHENSIVE PLAN MAP AMENDMENT CPA-09-01 AND DEVELOPMENT CODE MAP AMENDMENT ZC-09-01 TO REDESIGNATE AND REZONE ONE PARCEL, LOCATED AT 4015 PACIFIC AVENUE, WASHINGTON COUNTY TAX LOT NO. 1N3-32D-1400, FROM COMMUNITY COMMERCIAL TO MEDIUM DENSITY RESIDENTIAL AND COMMUNITY COMMERCIAL TO MULTI-FAMILY (LOW) RESIDENTIAL. APPLICANT: DOROTHY ROYCE, ROSE GROVE MOBILE HOME PARK. FILE NOS. CPA-09-01 AND ZC-09-01</u>
8:20	7.	<u>RESOLUTION NO. 2010-32 AUTHORIZING CITY MANAGER TO ENDORSE THE OPERATION AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND FOREST GROVE SENIOR AND COMMUNITY CENTER FOR RENEWAL OF OCCUPANCY OF CITY-OWNED PROPERTY</u>
	8.	<u>DEPARTMENT WORK PLANS FOR 2010-11:</u>
8:30	8. A.	<ul style="list-style-type: none"> • Light and Power Department
8:45	8. B.	<ul style="list-style-type: none"> • Community Development
9:00	8. C.	<ul style="list-style-type: none"> • Engineering/Public Works Department
9:15	8. D.	<ul style="list-style-type: none"> • Administrative Services

Michael Sykes
City Manager

9:30 9. CITY MANAGER'S REPORT:

9:45 10. COUNCIL COMMUNICATIONS:

10:00 11. 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 Work Session (Water Master Plan) Meeting Minutes of March 29, 2010.
- B. Approve City Council Regular Meeting Minutes of March 29, 2010.
- C. Accept Committee for Citizen Involvement Meeting Minutes of January 12 and February 16, 2010.
- D. Accept Community Forestry Commission Meeting Minutes of February 17, 2010.
- E. Accept Historic Landmarks Board Meeting Minutes of February 23, 2010.
- F. Accept Public Arts Commission Meeting Minutes of February 11, 2010.
- G. Community Development Department Monthly Building Activity Informational Report for March 2010.
- H. Library Circulation Statistics Report for April 2010.
- I. Endorse Liquor License Renewal Applications for Year 2010:
 - 1. My Place Tavern, 1930 21st Avenue (Limited-On Premises Sales)

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder

DATE: April 12, 2010

SUBJECT: Proclamation National Sexual Assault Awareness Month

A formal proclamation has been prepared in recognition of National Sexual Assault Awareness Month pursuant to a request received from Sebastian Bannister-Lawler, Pacific University student and Committee for Citizen Involvement student advisor. Mr. Lawler has asked if he could present the male members of the Council, Mayor, and City Manager with White Ribbons to wear the week of April 12th. The White Ribbon signifies men who are openly against violence against women.

Presidents (and members) of Pacific University's three fraternities (Alpha Zetas, Gamma Sigmas, and Pi Kappa Rhos) will be present at the Council meeting of April 12, 2010, to receive the proclamation as part of their efforts to stand against sexual assault violence during White Ribbon Week.

PROCLAMATION

National Sexual Assault Awareness Month April 2010

WHEREAS, The month of April has been designated as National Sexual Assault Awareness Month (SAAM). The goal of SAAM is to raise public awareness about sexual violence and to educate communities and individuals on how to prevent sexual violence; and

WHEREAS, Every day, women, men, and children across America suffer the pain and trauma of sexual assault. From verbal harassment and intimidation to molestation and rape, this crime occurs far too frequently, goes unreported far too often, and leaves long-lasting physical and emotional scars; and

WHEREAS, During National Sexual Assault Awareness Month, we recommit ourselves not only to lifting the veil of secrecy and shame surrounding sexual violence, but also to raising awareness, expanding support for victims, and strengthening our response; and

WHEREAS, The facts are deeply troubling, and yet, sexual violence affects Americans of all ages, backgrounds, and circumstances. Alarming rates of sexual violence occur among young women attending college, and frequently, alcohol or drugs are used to incapacitate the victim. Among people with disabilities, isolation may lead to repeated assaults and an inability to seek and locate help. As a Community, we share the responsibility for protecting each other from sexual assault, supporting victims when it does occur, and bringing perpetrators to justice; and

WHEREAS, As we continue to confront this crime, let us reaffirm this month our dedication to take action in our Community and stop abuse before it starts. Together, we can increase awareness about sexual violence, decrease its frequency, punish offenders, help victims, and heal lives.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM APRIL 12 – APRIL 18, 2010, AS

Sexual Assault Awareness Week

In Forest Grove, Oregon, and we urge all community members to reach out to victims, learn more about this crime, and speak out against it, and we encourage local organizations and groups focused on sexual violence awareness and prevention to tailor their campaign materials to their local community. By working together and pooling our resources during the month of April, we can highlight sexual violence as a major public health issue and reinforce the need for prevention efforts.



WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Forest Grove, Oregon, to be affixed this 12th day of April, 2010.

Peter B. Truax, Forest Grove Mayor



MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder

DATE: April 12, 2010

SUBJECT: Proclamation National Library Week

A formal proclamation has been prepared in recognition of National Library Week. Doug Martin, Chair of the Library Commission, and Charles McAvoy, President of the Friends of the Library, and Library Foundation Board member, will be present at the Council meeting of April 12, 2010, to receive the proclamation.

PROCLAMATION

National Library Week

April 11 – April 17, 2010

WHEREAS, libraries everywhere play a vital role in supporting the quality of life in their communities; and

WHEREAS, libraries bring together families, friends, and community members with special events, programs and both early and life-long learning opportunities and provide a world of knowledge both in person and on-line; and

WHEREAS, librarians are trained professionals, helping people of all ages and backgrounds find and interpret the information they need to live, learn, and work in a challenging economy; and

WHEREAS, the Forest Grove City Library serves as a crucial technology hub for community members in need of free Web access, computer training, assistance in finding job resources, and many other services; and

WHEREAS, as a member of the Washington County Cooperative Library Service, the Forest Grove City Library offers its cardholders access to more than 1.6 million items. Borrow books, magazines, music, audio books, DVDs, language tapes, Spanish language materials and more; and

WHEREAS, libraries, library employees, and library supporters across America are celebrating National Library Week with the theme "**Communities thrive @ your library**".

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF APRIL 11 – APRIL 17, 2010, AS

NATIONAL LIBRARY WEEK

In Forest Grove, Oregon, and invites all community members of all ages to participate in special April events that showcase our local library as an information and cultural center. We encourage all community members to take advantage of the wonderful library resources available at your local library. We also encourage you to visit our event calendar throughout the year at: <http://www.fglibrary.plinkit.org/happenings/lib-cal>.



WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Forest Grove, Oregon, to be affixed this 12th day of April, 2010.

Peter B. Truax, Forest Grove Mayor

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder

DATE: April 12, 2010

SUBJECT: Proclamation National Arbor Day

A formal proclamation has been prepared in recognition of National Arbor Day. Stephanie Beall, Chair of the Community Forestry Commission, will be present at the Council meeting of April 12, 2010, to receive the proclamation. In addition, Ms. Beall will be presenting the Tree City USA® Recognition, Growth Award, to the City.

PROCLAMATION

Arbor Day

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling cost, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of our business areas, and beautify our community; and trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, the National Arbor Day Foundation has recognized the City of Forest Grove as a recipient of the **2010 "Tree City USA® Recognition, Growth Award"** (the 20th consecutive year Forest Grove has received this national recognition).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM
FRIDAY, APRIL 9, 2010, AS

NATIONAL ARBOR DAY

In Forest Grove, Oregon, and invites all community members to attend the Forest Grove Arbor Day Celebration Event on Friday, April 9, 2010, at noon, at Rogers Park, at which time and place, the Forest Grove Community Forestry Commission (CFC) will hold an Oregon White Oak Tree planting ceremony. The Oregon White Oak is the City's Official Tree. Food and beverages will be provided at the event. Also to commemorate Arbor Day in Forest Grove, the CFC will plant six Oregon White Oak Trees throughout the Clark Historic District. The trees are funded through the City's Neighborwoods Program, a joint project of the Forest Grove City Council and Community Forestry Commission. Approximately 200 trees have been planted along City streets through the Neighborwoods Program.



WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Forest Grove, Oregon, to be affixed this 12th day of April, 2010.

Peter B. Truax, Forest Grove Mayor

**FOREST GROVE CITY COUNCIL WORK SESSION
(WATER MASTER PLAN UPDATE)
March 29, 2010 – 5:30 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:30 p.m. **ROLL CALL:**
COUNCIL PRESENT: Thomas BeLusko, Jr., Thomas Johnston, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** Victoria Lowe, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Assistant Finance Director; Rob Foster, Public Works Director; Derek Robbins, Civil Engineer; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

2. WORK SESSION: WATER MASTER PLAN UPDATE

Downey, Cole, Foster, Robbins, and Riordan facilitated the work session, noting the purpose of the work session was to introduce the consultant and give an overview of the findings in the City's Water Master Plan (WMP) Update, including development of a 40-year capital improvement program (CIP) and a shorter term 7-year CIP. Staff introduced Ronan Igloria, HDR Engineering, Inc., who reported the City has decided on a 40-year planning period for the WMP to account for long-range regional planning issues, noting the WMP Update addresses water infrastructure deficiencies and long-term water supply issues based on comprehensive assessment of future growth, land use changes and development. In addition, staff presented a PowerPoint presentation outlining the overall status of the WMP Update, including 1) Water Demand Forecast, which outlined infill and increased density; redevelopment and urban expansion; redevelopment urban expansion with North Area Concept; and total water demand scenarios for aggressive conservation and climate change; 2) Water Supply based on the City's existing water supply, which showed no immediate need for new water supplies over the next 40 years as long as the City has continued access and use of the stored water in Barney and Scoggins reservoirs; 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: 1) City supply: available stream flow in Clear Creek (1.5 mgd during later summer); and 2) Joint Water Commission (JWC): capacity of the 24" transmission line from the JWC (6.1 mgd). Igloria indicated the City will also need to consider whether and how the excess winter water rights can be optimized or used to increase redundancy or supply reliability, noting 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

**FOREST GROVE CITY COUNCIL WORK SESSION
(WATER MASTER PLAN UPDATE)
March 29, 2010 – 5:30 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

incremental supply deficiencies to meet water demand.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the WMP Update. Staff addressed various scenarios pertaining to current and long-range water supply and demand, existing water rights, and water storage capabilities. Staff noted while most of the City's water rights have been identified, key water rights issues yet to be resolved include developing a strategy to certificate the existing permits, which include Roaring Creek and Clear Creek. In conclusion of the above discussion, staff reported the next step in the project is to complete the evaluation of the transmission and distribution system, storage, and treatment plant and develop a preliminary CIP list. Staff advised that the final WMP Update is scheduled for Council consideration for adoption in June, 2010, noting the CIP projects for Fiscal Year 2010-2011 will be identified in time for the budget process.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:49 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MARCH 29, 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 7:00 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** Victoria Lowe, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Tom Gamble, Parks and Recreation Director; Colleen Winters, Library Director; Dan Riordan, Senior Planner; Jeff King, Economic Development Coordinator; Paul Downey, Administrative Services Director (present in the audience); Rob Foster, Public Works Director (present in the audience); Jeff Williams, Police Captain (present in the audience); and Anna Ruggles, City Recorder.

1. A. RETIREMENT AWARD PRESENTATION:

Mayor Truax presented a Certificate of Appreciation and plaque honoring Calvin “Cal” Bowersox, Public Works Superintendent, in recognition of 23 dedicated years of service to the Forest Grove Public Works Department.

2. CITIZEN COMMUNICATIONS: None.

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

- A. Approve City Council 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**

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MARCH 29, 2010 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 2**

**SAFETY ADVISORY COMMISSION (APPOINTING JASON PHILIPP,
PACIFIC UNIVERSITY, NON-VOTING REPRESENTATIVE).**

- G. Endorse New Liquor License Application (Greater Privilege, Full On-Premises Sales) for Ballad Town Billiards, 2036 Pacific Avenue (Applicant: Chris Christison). **ADDED TO CONSENT AGENDA**
- H. Endorse Liquor License Application (Change in location, Brewery) for Off The Rail Brewing Company, 2040 A Street (Applicant: Antionette Bragdon). **ADDED TO CONSENT AGENDA**

MOTION: Councilor Johnston, moved, seconded by Councilor BeLusko, Jr., to approve the Consent Agenda as amended. **ABSENT:** Councilor Lowe.
MOTION CARRIED 6-0 by voice vote.

- 4. **ADDITIONS/DELETIONS:**
Ruggles added Consent Agenda Items 3. G. and 3. H. as noted above.
- 5. **PRESENTATIONS:** None.
- 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**

Staff Report:

Gamble presented the above-proposed resolution requesting to endorse a Memorandum of Agreement between the City and Pacific University to allow use of Lincoln Park facilities for intercollegiate football, noting the Shared Use Agreement between the City and the University, adopted February 26, 2007, prohibits the University from using the facilities for additional programs without first obtaining permission from the City. Gamble reported the Parks and Recreation Commission (P&R), after numerous discussions, meetings, and public hearings, is recommending to the Council to allow the University to use the facilities for intercollegiate football under certain conditions as noted in the MOA, Section C, Pacific University Obligations. In addition, Gamble referenced Exhibit A, which outlined the program schedule by venue, noting the schedule has been discussed with the primary community soccer users and they are satisfied with the time allocations. In conclusion, Gamble noted the

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MARCH 29, 2010 – 7:00 P.M.
COMMUNITY AUDITORIUM
PAGE 3**

time allocations will also relieve pressure from Thatcher Park soccer field and parking areas during the fall.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-30.

Sykes read Resolution No. 2010-30 by title.

MOTION: Councilor BeLusko, Jr., moved, seconded by Councilor Miller, to adopt Resolution No. 2010-30 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.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

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.

Council Discussion:

BeLusko expressed his appreciation to staff and the P&R, particularly Susan Taylor, P&R Chair, who was present in the audience, for working in the best interest of the City.

Miller echoed BeLusko's comments.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MARCH 29, 2010 – 7:00 P.M.
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Johnston expressed his appreciation to staff and the P&R, noting he still has parking concerns; however, he looks forward to having football back in the community, especially during these economic times.

In response to Thompson's concern pertaining to the City complying with the criteria pursuant to public lands conservation act, which requires park land acquired by the State to be maintained perpetually in public outdoor recreation use, Gamble advised the criteria is met as long as the City maintains ownership, scheduling, and keeps the park open to the public.

In response to Uhing's concern pertaining to addressing citizen complaints if they feel they are not receiving fair access to the park, Gamble indicated the P&R will be overseeing complaints and will report back to Council at the end of the two-year term of the MOA.

Mayor Truax pointed out the importance of having a process to ensure everyone can benefit, noting students that attend the University are citizens of Forest Grove.

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

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

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**

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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The first reading of Ordinance No. 2010-02 by title and motion to adopt occurred at the meeting of March 8, 2010.

Staff Report:

Riordan confirmed the above-noted applicant submitted a Measure 37 waiver covenant as required upon annexing into the City; however, Riordan noted the City Attorney has advised staff that it may be best to repeal the existing Code language as Measure 37 waivers are no longer required pursuant to the passage of Measure 39.

Public Hearing Continued:

Mayor Truax continued the Public Hearing from the meeting of March 8, 2010.

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.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of March 8, 2010.

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

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

**FOREST GROVE CITY COUNCIL REGULAR MEETING
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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

Staff Report:

Riordan presented the above-proposed order requesting to amend the official zoning map to rezone one parcel, totaling 0.22 acres, located at 2109 Willamina Avenue, from FD-10 (County) to R-7 Single-Family Residential, to be effective following the enactment date of the annexation pursuant to Ordinance No. 2010-02.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Order No. 2010-01.

Sykes read Order No. 2010-01 by title.

MOTION: Councilor Johnston moved, seconded by Councilor Uhing, to adopt 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.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

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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.

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, Miller, Thompson, Uhing, and Mayor Truax. NOES: None. ABSENT: Councilor Lowe. MOTION CARRIED 6-0.

9. **RESOLUTION NO. 2010-31 AUTHORIZING THE CITY 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**

Staff Report:

King and Gamble presented the above-proposed resolution requesting authorization to submit a grant proposal to the Oregon Parks and Recreation Department to build and install a multi-purpose restroom/shelter facility at Fernhill Wetlands. The grant requires a local match of \$189,500, which Clean Water Services will fund \$98,000 and Friends of Fernhill Wetlands will fund \$91,500. Gamble noted the Parks and Recreation Department will maintain the facilities. In addition, Sykes advised that staff is in the process of drafting a license agreement for park use for Fernhill Wetlands as required by the State, noting if the grant is not awarded, Fernhill Wetlands will remain as is.

Before proceeding with the Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2010-31.

Sykes read Resolution No. 2010-31 by title.

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MOTION: Councilor Miller moved, seconded by Councilor Thompson, to adopt Resolution No. 2010-31 Authorizing the City 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.

Council Discussion:

In response to BeLusko's comment pertaining to his sensitivity of staff workload, Gamble indicated that he does not anticipate a huge increase in staff workload as the Parks and Recreation Department is currently providing ongoing maintenance.

In response to Johnston's inquiry pertaining to security of the facilities, Gamble indicated that electronic locks will be installed similar to other City park facilities.

In response to Thompson's inquiry pertaining to utilities, Gamble advised that Clean Water Services will install sewer and water and the City will install power.

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

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

10. DEPARTMENT WORK PLANS FOR 2010-11:

- **Library Department:**
Winters presented a PowerPoint presentation outlining the Library Department's Work Plan for 2010-11 as noted in her staff report. Winters's report focused on the Library Department's implementation of the SWOT analysis recommendations; evaluating a new volunteer program; promoting the Library's centennial celebration; evaluating various workflow-related issues and patrons' expectations; maintaining

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current library-related programs; assisting the Library Commission, Library Foundation, and Friends of the Library; participating in Washington County Cooperative Library Services (WCCLS) materials handling assessment; and continuing to examine best practices for library-related services. In addition, Winters reported on WCCLS' proposed levy and other various department-related projects and goals.

- Parks and Recreation Department:
Gamble presented a PowerPoint presentation outlining the Parks and Recreation Department's Work Plan for 2010-11 as noted in his staff report. Gamble's report focused on various ongoing park-related projects; exploring and pursuing various trails development; pursuing various grant opportunities; and other various department-related projects and goals. In addition, Gamble reported on proposing to enact City Code ordinances (i.e., smoking in public parks and horses in public parks); replacement of outdated park signage; and reported that the Parks and Recreation Commission is exploring renaming and/or formally adopting the "Emerald Necklace" moniker.

- Community Development Department:
Sykes rescheduled the Community Development Department's Work Plan presentation to the next meeting of April 12, 2010.

11. 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 reported the Federal Energy Regulatory Commission is holding a Town Hall meeting on April 20, 2010, 10:00 a.m. in the Community Auditorium, to discuss the Oregon Pipeline Project. In addition, Sykes distributed a draft copy of a lease agreement between the City and Forest Grove Senior and Community Center, noting he plans to ask Council to endorse the lease agreement at the next Council meeting of April 12, 2010. Sykes reported on the inter-departmental budget process, noting he has begun his internal review with department directors. In conclusion, Sykes provided updates on various City department-related projects.

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12. COUNCIL COMMUNICATIONS:

BeLusko reported the Public Arts Commission received a \$1700.00 check from the Chamber from the brick sales, noting the monies will be used for art acquisition. In conclusion, BeLusko reported on upcoming meetings he was planning to attend.

Johnston reported on his visit to Washington, D.C., noting he attended the National League of Cities Conference. In addition, Johnston reported on the League of Oregon Cities Finance and Taxation, Washington County Public Safety Coordinating Committee, and Public Safety Advisory Commission meetings. In conclusion, Johnston reported on upcoming meetings he was planning to attend.

Lowe was absent.

Miller reported the Committee for Citizen Involvement is discussing holding a get acquainted BBQ for its members and is discussing ways to reach out to neighborhoods. In addition, Miller reported on upcoming meetings she was planning to attend and various upcoming community-related events.

Thompson reported the Community Forestry Commission will be commemorating its Arbor Day Event on April 9, 2010, at noon in Rogers Park, with a planting of an Oregon White Oak Tree and plans to plant six Oregon White Oak Trees throughout the Clark Historic District. In conclusion, Thompson reported on Ride Connection-related matters and various upcoming meetings he was planning to attend.

Uhing reported on the Historic Landmarks Board meeting, noting HLB discussed holding a retreat and submitted its Community Enhancement Program grant application. In conclusion, Uhing reported on various upcoming meetings she was planning to attend.

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. Mayor Truax reported on his visit to Washington, D.C., noting he attended the National League of Cities Conference. In addition, Mayor Truax encouraged everyone to fill out and

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mail back the 2010 Census information. In conclusion, Mayor Truax fondly remembered Ben Inscore, who recently passed away, noting Mr. Inscore was a long-time educator in Forest Grove and former Mayor of the City of Cornelius.

13. ADJOURNMENT:

Mayor Truax adjourned the meeting at 8:42 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
TUESDAY, JANUARY 12, 2010 - 4:30 P.M.

Counselor Camille Miller

Dennis Stoddard (Chair)
Mo Nkiwane
Deborah Greenfield
Sebastian Bannister-Lawler

Michael Perrault
Josiah Bartlett
Jennifer Davis

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:
→ Citizen Communications – Anyone wishing to speak 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. Each person must state his or her name and give an address for the record.
All public 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.

Attendees:

Members: Mo Nkiwane, Josiah Bartlett, Deborah Greenfield, Jennifer Davis, Dennis Stoddard, Sebastian Bannister-Lawler
Absent: Michael Perrault
City Staff: Jon Holan, Community Development Director
City Council: Camille Miller
Mayor: Pete Truax

Call To Order: The meeting was called to order at 4:40 p.m.

Minutes of Last Meeting: Minutes from the December 12, 2009 meeting were corrected (day should be Tuesday – not Wednesday). Mo Nkiwane made a motion to approve the minutes as corrected. Jennifer Davis seconded. Motion was approved.

Communication Inbox: None.

Business:

1. Selection of new chairperson – Mr. Holan brought up the fact that Mike Perrault expressed interest in being chair. It was suggested that Mike Perrault be the new chair, and all were in favor.
2. Annual Town Meeting – Mayor Truax stated that he would like to see all of the City Counsel members be introduced, and possibly give a short talk. The mayor volunteered to cut back on the amount of time allotted for his city address, and City Counselors would be cautioned that their talks be limited to a few minutes. Mr. Holan offered to cut back on his presentation and that of the representative from the Chamber of Commerce as well. The round table discussion format of last year’s ATM was retained, as opposed to the open mike format that did not work well in the past. Those at each table will be given a large post-it to be used to list their reasons as to whether they see Forest Grove as only a bedroom community or as a balanced

community. Input from the discussion groups will be collected for later consideration. The involvement of the Hispanic community was brought up. Sebastian Lawler volunteered to have the flyer/poster translated into Spanish through Pacific University. Dennis Stoddard will continue to contact the Hispanic community through Adelante Mujeres and other groups in Forest Grove. He also suggested that there be a Spanish speaking table for non-English speaking attendees so they will feel both welcomed and comfortable during the sessions. Due to budget constraints there will be no translators available this year. Mr. Lawler offered to sit at the Spanish speaking table to facilitate, and Mrs. Perrault was suggested as a resource person also.

Next Meeting: The next meeting will be held on February 9, 2010, at 4:30 p.m.

Adjourn: The meeting was adjourned at 5:30 p.m.

Respectfully Submitted
Marcia Phillips
City of Forest Grove Permit Coordinator

Committee for Citizen Involvement

February 16th Minutes

In attendance: Denniss Stoddard, Josiah Bartlett, Kristy Kottkey, Debbie Greenfield, Mike Perrault, Jennifer Davis, Jon Holan

Absent: Mo Nkiwane, Sebastian Lawler

1. Call to order at 4:35 p.m. by Mike Perrault
2. Jon Holan gave thanks to all for a successful town meeting. Recognized the good work in planning and also in facilitating the meeting.
3. Josiah motioned to approve the previous meeting's minutes. Debbie seconded and minutes were approved.
4. Discussion about the town meeting. Jon called Bev to track down Arturo (last name?) to ask to consider helping out with translating and reaching out to the Hispanic community in future meetings. Arturo had translated at the ATM for several Spanish speaking community members. Jon will follow up with Bev before the March meeting.
5. Mike suggested creating an archive for CCI publications and information; Jon will look into starting that archive electronically.
6. Mike to present the summary of ATM and future goals at City Council meeting on Monday, Feb. 22nd at 7:00 p.m.
7. Discussion about the recommendation for CCI future goals towards next year's ATM. Group mentioned the common thread of community that occurred in many comments and it was suggested that the CCI focus on neighborhoods and building community through neighborhood communication.
8. Mike motioned for the CCI's 2010 goal to be to Enhance the sense of community/communities in Forest Grove by improving communication between CCI and city neighborhoods.
9. Josiah seconded the motion and all were in favor.
10. Brainstorming session to include suggested action items as well as overreaching goals. This list included:
 - a. Identifying neighborhoods by utilizing surveys, articles in the newspaper, and utility bill stuffers to gather information
 - b. Electronic Communication
 - c. Neighborhood watch committees
 - d. Neighborhood Associations
 - e. Feedback from ATM back to citizens – Josiah pointed out that communication ideally is 2-way
 - f. Wednesday market – one goal each first Wednesday to strengthen neighborhoods or community
 - g. National Night out as a citywide neighborhood event
 - h. How can we communicate to city about the ATM and information

- i. Newspaper features on different neighborhoods and citizens
 - j. Creating a neighborhoods forum where reps from each neighborhood might meet to discuss fostering community relations
11. Discussed the need for an overarching set of outcomes set by CCI to help identify the action items
 12. Jon will make a list of boards and commissions for each member of CCI
 13. Reread 2010 goal statement before adjourning.
 14. Meeting adjourned at 5:32.
 15. GO HUSKIES!

APPROVED

Community Forestry Commission
Meeting Minutes
February 17, 2010

3D

Members in Attendance: Stephanie Beall, David Hunter, Mark Nakajima, Lance Schamberger, Councilor Thompson

Staff in Attendance: Steve Huffman, Dan Riordan

1. Call to Order and Approval of Minutes. A quorum was present and the meeting was called to order at 5:51 PM by Stephanie Beall. Lance Schamberger made a motion, seconded by Mark Nakajima to approve the January 20, 2010, meeting minutes. The motion passed unanimously.

2. Citizen Communication. Mindy Laird, prospective CFC member attended the meeting.

3. New Business

(1) Election of Officers for 2010

Mark Nakajima made a motion, seconded by Lance Schamberger to elect the following officers for 2010. The motion passed unanimously.

Stephanie Beall, Chair

Mark Nakajima, Vice Chair

Lance Schamberger, Secretary

(2) February Commission Retreat

There was general discussion regarding Commission goals for the upcoming year. The Commission discussed improving the Neighborwoods Program, increasing funding for CFC initiatives, community outreach for membership including outreach to Pacific University, preparing promotional materials, completing a comprehensive tree inventory, and improving the Tree Protection section of the Forest Grove Development Code. The Commission agreed to look into holding tree care seminars for the general public as part of community outreach. Additional discussion of these items will take place at upcoming CFC meetings.

4. Project Reports:

(1) Fund Raising

The Commission discussed possible fund raising ideas for the upcoming year. Members expressed interest in inviting a representative from the Public Arts Commission to discuss recently completed promotional projects. The Commission also expressed interest in continuing with the development a calendar as a fund raising idea.

(2) Neighborwoods

The Commission discussed ideas to improve the Neighborwoods Program. Staff is continuing with outreach to property owners in the Clark Historic District to promote the oak tree planting project. Letters will be mailed to property owners in early March.

(3) Street Tree Inventory

The Commission expressed interest in preparing a tree inventory for Forest Grove.

(4) Register of Significant Trees

The annual notice to property owners will be mailed prior to April 1st.

(5) City Wood Ornaments

There has been ongoing discussion with the person who has the wood for the ornaments. There will be additional discussion and updates to the Commission in coming months.

(6) Commemorative Trees

Work continues on the commemorative tree project.

5. Other Business:

The Commission discussed the idea of preparing an information piece on oak trees and signage warning about the dangers of over-watering oak trees. The Commission also discussed including this idea as part of future grant funding requests.

6. Adjourn

Mark Nakajima made a motion and Lance Schamberger to adjourn the meeting at 7:30 PM. The motion passed unanimously.

Respectfully submitted by: Dan Riordan, staff liaison

3E
APPROVED

Members Present: George Cushing, Kevin Kamberg, Neil Poulsen, Claude Romig, Holly Tsur, Larry Wade, Margie Waltz-Actor (arrived 7:10)
Staff Present: James Reitz
Council Liaison: Elena Uhing
Citizens Present: Kim Fitzgerald

1. **Call to Order:** Poulsen called the meeting to order at 6:00 p.m. **The January 26, 2010 meeting minutes were approved with minor corrections.**

2. **Citizen Communication:** None.

3. **Action Items/Discussion:**

(a) **Walker's/Naylor's Update Project:** Kim Fitzgerald noted that of the 276 buildings in the original survey area, only about 50% of them were contributing. By contrast, the 126 buildings in the smaller area now under consideration have about a 56% contribution rate. She feels she has a pretty good snapshot of two eras: The first began about 1910, when one of the noticeable events was a lot of rental properties in the area, possibly because of students at the university. A discussion ensued noting that possibly some of the more impressive homes in the area might be from staff and teachers at Pacific thereby indicating the area was really affected by the school. The second era noted began in the 1940s. Fitzgerald reported that the major building booms in the district area occurred during the 1910s and 1940s-1950s. She said that there is not much information in city maps and directories available prior to the 1900s. She asked for volunteers to do some research for photos; Tsur offered to work with the Morelli collection and library vertical files, and Wade offered to research Pacific University and miscellaneous Stewart Collection documents with Poulsen.

(b) **Annual Goal Review:** Tsur began the discussion by asking what other grants might be available; Fitzgerald noted the Preserve America program and Tsur offered to research that as well as other potential sources. Uhing will advise the Council that the Board is beginning work on a historic preservation plan and that we would like to be consulted on any actions that might possibly affect Forest Grove's historic resources. Wade, Cushing and Poulsen will start looking at resources for developing a historic preservation plan. Reitz is now webmaster of the HLB site so keeping content updated should be easier. The draft goals were discussed in depth; the final draft will be put up for adoption at the next meeting.

(c) **Spring (May) Newsletter:** Discussion was postponed to the next meeting.

(d) **CEP Grant Application:** Poulsen will prepare the application and review it with the Board at the March meeting before it is submitted.

(e) **Commissioner Exchange:** Poulsen noted that no contacts had yet been made.

(f) **Preservation Month Events/Eric Stewart Award:** Discussion was postponed to next month. Waltz-Actor has a possible candidate for the Stewart Award.

4. **Old Business/New Business:**

- **Council Liaison Update:** Uhing reported that the Council had worked on the City master plan and council goals at their recent retreat.
- **A. T. Smith House:** Waltz-Actor reported that the house was now owned free and clear. A mortgage-burning party will be scheduled in the near future.

- **Staff Update:** Reitz invited everyone to SHPO's CLG training and regional round-up scheduled for April in Oregon City.

- **March 23 Meeting Agenda:** An update on the Walker's/Naylor's nomination, Spring issue newsletter, Painter's Woods brochure, commission exchange, discussion of the upcoming CEP application, and activity planning for National Historic Preservation Month in May.

5. **Adjournment:** The February 23, 2010 meeting adjourned at 8:15 p.m.

These minutes respectfully submitted by George Cushing, Secretary

Minutes approved by the PAC on March 11, 2010.

1. CALL TO ORDER: 5:05 P.M.

Commission: Kathy Broom, Vicki Pich, Kathleen Leatham, Mona Ward, Philip Thias, Linda Taylor, Ruth Anne McCullough, Pat Truax. Excused: Jim Flory, Liam Cooper. Staff and Council Liaisons: Colleen Winters, Tom BeLusko. Guests: John DeCamp, Bev Maughan.

2. CITIZEN COMMUNICATIONS: NONE

3. APPROVAL OF PUBLIC ARTS COMMISSION MEETING MINUTES OF

DECEMBER 10, 2009 AND JANUARY 14, 2010: Pat Truax made a motion to accept the minutes for January 14, 2010, and the vote was unanimous. December 10, 2009, notes will be reviewed at the next meeting.

4. ADDITIONS/DELETIONS: Item 5.D. should be "Tourism Committee" on the Agenda.

5. BUSINESS:

A. Mini-Grant Process Review: Colleen, Tom and Kathleen met with Jeff King and John DeCamp, representing the City Club, to review the history of mini-grants that funded two City Club projects in 2007 and 2008. The purpose of the informal meeting was to review with Jeff and John the new mini-grant process so that the mini grant request being presented by John at the PAC meeting would be written to conform to the process.

B. Mini-Grant Request: City Club First Wednesday Young Artist

Promotion: John De Camp presented an overview of the proposed grant request. After a question and answer period, Linda made a move to grant \$250 to the Young Artist Promotion, with funds to be taken from Tourism and Promotion. Vicki seconded. Vote was unanimous.

C. Election of Officers: Slate of Officers was presented: Kathleen Leatham as chair, Jim Flory as Vice Chair, and Ruth Anne as Secretary. Mona moved to accept the slate as presented. Pat Truax seconded. Vote was unanimous. Philip volunteered to be a substitute for Chair if Vice Chair was unable.

D. Tourism Committee: Economic Development Commission:

This is a new committee on the EDC. Committee would like someone from our commission on the committee for collaboration. The EDC meets during the day at the Chamber of Commerce. Philip made a motion that Pat Truax be our connection to the EDC and Linda Taylor seconded. Vote unanimous.

E. Review of Call to Art Process:

Deadline of artists' submissions has been changed to **April 16, 2010**. Philip suggests the following be placed in the Call to Art Process ("Selection Process") to read: **"Proposal process is not compensatory." April 18 - 24** the selection committee will meet and decide. "Short list of Artists will know by May 1st." Deadline for proposals is May 21st. **"Completion date is August 14, 2010."** This chosen artist and proposal should go to the City Council on June 14, 2010. Need photos of sites and Bev will be able to post on the website.

F. Inventory of Public Art Project – Electronic Process

Consideration: Postponed request by Colleen Winters

G. Goal Review: The commission members agreed to review the 2009 Goals and to set, if necessary, 2010 goals at a meeting to be determined.

H. Finance Report: Reviewed and accepted.

6. COMMISSIONERS' COMMUNICATIONS:

Forest Grove High School: Philip Thias, Art Teacher, opens a show first weekend in March.

Theatre in the Grove: Ruth Anne reports that Doubt is opening at TITG end of February.

7. STAFF COMMUNICATIONS:

Colleen reported that it was time for the City Council's CEP process. Discussion referenced the remaining balance in this year's grant, the completion of the art acquisition project delayed until September, and the current funds available from Meet the Artists Dinners. After discussion, consensus was not to apply for a grant from the City for FY 2010-11.

Westside Cultural Alliance (WCA) will hold a grant writing workshop on 2/27/10. If the annual membership is renewed, workshops will be open to all commission members. Kathy made a motion and Ruth Anne seconded that the membership in WCA be renewed for \$50 coming out of Promotion and Tourism. Vote was unanimous.

Colleen also noted the current discussion on GroveNet related to public art. Bev Maughan mentioned that she will be coordinating a TVCTV production and is recommending the Art Acquisition Project from its inception to the final product in September as the topic.

8. ADJOURNMENT: NEXT MEETING: MARCH 11, 2010

Submitted by:
Ruth Anne McCullough
PAC Secretary

Monthly Building Activity Report

March-10

2009-10

Category	Period: March-09		Period: March-10	
	# of Permits	Value	# of Permits	Value
Man. Home Setup	0			
Sing-Family New	6	\$1,303,641	16	\$3,490,700
SFR Addition & Alt/Repair	1	\$25,000	6	\$152,033
Mult. Fam. New/At	1	\$6,000	1	\$5,275
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair			4	\$98,307
Industrial New				
Industrial Addition				
Industrial Alt/Repair	1	\$5,200		
Gov/Pub/Inst (new/add)	1	\$2,880		
Signs			1	\$10,000
Grading				
Demolitions				
Total	10	\$1,342,721	28	\$3,756,315

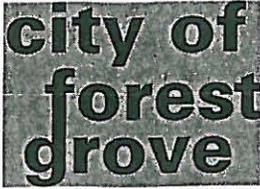
Year-to-Date

2008-09		2009-10	
Permits	Value	Permits	Value
111	\$8,891,861	141	\$19,625,268

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

	MAR 2010	FEB 2010	MAR 2009
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	19,684	17,142	17,193
Number of Days Open to the Public:	27	24	24
New Registrations (New Patron card issued)	170	141	191
CIRCULATION:			
Total Check-outs:	32,813	27,920	29,821
Total Check-ins:	26,181	22,565	24,440
ILLs (Inter-library loans/out of county):	141	127	145
COURIER:			
Intra-library Holds to Forest Grove:	11,857	10,561	10,221
Intra-library Holds from Forest Grove:	8,556	7,591	7,769
PROGRAMS:			
Adult Programs	2	1	4
Adult Attendance at Adult Programs	78	28	85
Youth Programs (Children and Teens):	21	18	15
Youth Attendance at Children's Programs	233	206	192
Adult Attendance at Children's Programs:	147	161	95
REFERENCE:			
Reference Questions	NA	NA	NA
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	1,198	949	1,166
Self-Check-Out Patrons Denied	202	149	382
Self-Check-Out Total Items	4,593	3,289	4,331
Self-Check-Out Items Denied	43	41	38
Self Check-Out Items Renewed	34	14	30
VOLUNTEERS:			
Number of volunteers	35	26	NA
Volunteer hours	322	235	NA
COMPUTER USE:			
# of sessions	3,156	2,817	3,384
Total user hours	2,024	1,775	2,000
Average session time in minutes	38	38	35

3-I.



FOR CITY USE ONLY
 (Please return to City Recorder)

The Forest Grove City Council
 Recommends that license be

Granted Denied

\$25.00 Liquor License Fee: Paid: _____
 Acct No. 100-21-10-450050 Receipt#: _____

FOREST GROVE POLICE DEPARTMENT
LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT _____ Thomas R. Lepschat _____

NAME OF BUSINESS: _____ My Place Tavern _____

BUSINESS ADDRESS: _____ 1930 21st Avenue, Forest Grove _____

TYPE OF LICENSE REQUESTED:
Application is being made for

<p>ACTION:</p> <p><input type="checkbox"/> Change in Application</p> <p><input type="checkbox"/> New Application</p> <p><input checked="" type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> FULL ON-PREMISES SALES: F-COM licenses are required to have dining seating. Allows the sale and service of distilled spirits, malt beverages, and wine for consumption on the licensed premises. Also allows licensees who are pre-approved to cater events off the licensed premises.</p>	<p><input checked="" type="checkbox"/> LIMITED ON-PREMISES SALES: Allows the sale of malt beverages, wine and cider for consumption on the licensed premises and the sale of kegs of malt beverages for off premises consumption. Also allows licensees who are pre-approved to cater events off the licensed premises.</p> <p><input type="checkbox"/> OFF-PREMISES SALES: Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off the licensed premises and allows approved licensees to offer sample tasting of malt beverages, wine and cider.</p>
<p><input type="checkbox"/> New Business</p> <p><input type="checkbox"/> Change of Ownership</p> <p><input type="checkbox"/> Greater Privilege</p> <p><input type="checkbox"/> Additional Privilege</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> F - CAT Caterer</p> <p><input type="checkbox"/> F - COM Commercial Establishment</p> <p><input type="checkbox"/> F - PC Passenger Carrier</p> <p><input type="checkbox"/> F - CLU Private Club</p> <p><input type="checkbox"/> F - SE Special Event</p> <p><input type="checkbox"/> F - PL Other Public Location</p>	<p><input type="checkbox"/> Brewery Public House</p> <p><input type="checkbox"/> Fuel Pumps</p> <p><input type="checkbox"/> Grower</p> <p><input type="checkbox"/> Winery</p> <p><input type="checkbox"/> Other: _____</p>

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire

Kerry Aleshire, Chief of Police
 - or Designee

4-2-10

Date

Police Department Recommendation Revised 12/07

MEMORANDUM

TO: CITY MANAGER, CITY COUNCIL
FROM: ROB FOSTER
SUBJECT: HIGHWAY 8 PAVEMENT REPORT
DATE: 4/6/2010
CC: ANNA RUGGLES

Highway 8 Pavement Report

The Oregon Department of Transportation (ODOT) completed a pavement evaluation on sections of Highway 8 in Forest Grove. A meeting with ODOT's representatives is scheduled for Monday, April 12. The purpose of the meeting is to review the results of the ODOT investigation.

I plan to report to the Council on the conclusions of this report at the April 12 Council meeting. It appears that much of the problem is a result of poor quality material and workmanship. This section was transferred to the City's ownership in 2004 and was upgraded using Oregon Transportation Investment Act (OTIA) funds. The improvements were designed to have an estimated life of 15 years. In 2008 and 2009, the pavement began showing signs of early failure. The City requested ODOT's assistance in determining the causes of the early failure.

TO: City Council

FROM: James Reitz, Senior Planner
Jon Holan, Community Development Director
Michael Sykes, City Manager

SUBJECT: Proposed Rose Grove MHP Expansion
Comprehensive Plan Amendment Number 09-01
Zoning Map Amendment Number 09-01

DATE: April 12, 2010

ISSUE STATEMENT: Dorothy Royce, owner of the Rose Grove Mobile Home Park, has filed a request to change the Plan designation of one parcel from Community Commercial to Medium Density Residential and the zoning from Community Commercial to Multifamily (Low) Residential. The site is 1.15 acres in size and is located at 4015 Pacific Avenue (Washington County Tax Lot Number 1N3 32D-1400). If approved, the amendments would allow for an up to 14-unit expansion of the Rose Grove MHP.

RECOMMENDATION: The Planning Commission and staff both recommend denial of the application.

BACKGROUND: The site abuts Pacific Avenue just east of the Best Western Inn. It has been vacant for several years. It had historically been used as a sales lot for manufactured homes.

In 1998 the applicant requested and received approval for a conditional use permit to construct a recreational vehicle park. That decision was re-affirmed by the Planning Commission in 2005 and again in 2008.

No action has yet been taken to begin construction of the RV Park. The applicant requested and received approval for a one-year extension of the RV Park approval to January 27, 2011, pursuant to Development Code Section 10.1.135 *Extension of Land Use Permit*.

The site is located in the CC Community Commercial zone. The Development Code permits manufactured home parks only in the R-5, R-7 and RML zoning districts. The applicant has filed a request to amend the Comprehensive Plan map and the Zoning Map to re-designate the lot from Community Commercial to Medium Density Residential (MDR) / Multi-Family (Low) Residential (RML). If approved, the application would allow the Rose Grove MHP to be expanded by up to 14 additional units. The RV Park would not be constructed.

The Planning Commission reviewed the matter at their March 15, 2010 meeting. Roger Alfred of the Perkins Coie law firm represented the applicant. Mr. Alfred questioned whether the data contained in the draft Economic Opportunities Analysis could be used as a basis upon which to recommend denial of his client's request, since the EOA has not been officially adopted. City Attorney Chris Crean responded that, adopted or not, the EOA provided another source of data which could be considered. It would be no different than someone submitting a traffic study. It was also noted that there were several findings in the staff report that did not rely on the EOA data. No one else spoke in favor of the application.

Scott Mary, owner of the Best Western Inn, testified in opposition. He was concerned about how expansion of the park might affect the motel's business, as well as the image a mobile home park presents to those coming into the city.

Teri Koerner of the Forest Grove Chamber of Commerce also testified in opposition. She stated that the FGCC Board had voted to oppose the application because it believes the site should remain available for commercial development. No one else spoke in opposition.

The Planning Commission deliberated and concluded that:

- There is not enough existing commercial land in the city and there is demand for more.
- The location along Pacific Avenue is more suited to commercial development.
- The city has enough existing residential land to provide for affordable housing.
- The site is in a commercial area, on the regional transit line, and therefore better suited to commercial development.
- An RV Park at the site would be preferable as it would be more commercial in nature.

After these deliberations the Commission voted 6-0 to recommend denial of the amendments.

Attached is the Planning Commission staff report, Planning Commission Decision, and an Order that denies the request.

ALTERNATIVES: The City Council may:

- Accept the recommendation of the Planning Commission and staff and deny the request, and adopt the attached Order; or
- Approve the requested Comprehensive Plan map and Development Code zoning map amendments and direct the applicant to prepare the approval Order and Findings; or
- Continue the matter to a date certain for further considerations.



NOTICE OF PUBLIC HEARING: FOREST GROVE CITY COUNCIL

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, April 12, 2010, at 7:00 p.m., or thereafter**, in the Community Auditorium, 1915 Main Street, to consider the following:

- Proposal:** Comprehensive Plan Map Amendment and Development Code Zoning Map Amendment to re-designate one parcel from Community Commercial to Medium Density Residential, to allow for an up to 14-unit expansion of the Rose Grove Mobile Home Park
- Location:** 4015 Pacific Avenue (Washington County tax lot 1N3 32D-1400)
- Applicant:** Dorothy Royce
- File Number:** CPA-09-01 and ZC-09-01
- Criteria:** Applications shall be reviewed and approved based on compliance with the following criteria:

Comprehensive Plan Map Amendment Criteria:

1. Justification of the proposed amendment and an explanation of how it fulfills applicable comprehensive plan goals and policies and LCDC statewide planning goals;
2. Identification of alternative locations within the City of Urban Planning Area which could be used without amending the plan, and a explanation as to why they are considered unsuitable;
3. Identification of the short and long-term environmental, social, economic and energy consequences of the proposed change on the city, region, and state, with particular attention to the impacts on public facilities and services such as streets, traffic control, mass transit, sewer, water, drainage, parks, schools, public safety, and public utilities;
4. Demonstration that the proposed new land uses will be compatible with existing adjacent land uses and with future adjacent land uses as proposed in the comprehensive plan.

Development Code Map Amendment Criteria:

- A. The zone change is consistent with the Comprehensive Plan Map.
- B. The zone change is consistent with relevant goals and policies of the Comprehensive Plan
- 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.
- D. The zone change is consistent with the adopted 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.

- E. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the 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.
- F. The establishment of a zone district is not subject to the meeting of conditions.

All persons will be given a reasonable opportunity to give testimony about this proposal. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the Council to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals (LUBA).

If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, if a participant so requests before the conclusion of the initial evidentiary hearing, the record shall remain open for at least seven (7) days after the hearing. The staff report will be available seven (7) days prior to the hearing; copies will be available at cost. Information pertaining to this request may be obtained from James Reitz, Senior Planner, Community Development Department, PO Box 326, 1924 Council Street, Forest Grove, 503.992.3233 or by e-mail: jreitz@forestgrove-or.gov.

Anna D. Ruggles, CMC, City Recorder
Published: April 7, 2010

ORDER NO. 2010-02**ORDER DENYING COMPREHENSIVE PLAN MAP AMENDMENT CPA-09-01
AND DEVELOPMENT CODE MAP AMENDMENT ZC-09-01 TO REDESIGNATE
AND REZONE ONE PARCEL, LOCATED AT 4015 PACIFIC AVENUE,
WASHINGTON COUNTY TAX LOT NO. 1N3-32D-1400, FROM COMMUNITY
COMMERCIAL TO MEDIUM DENSITY RESIDENTIAL AND COMMUNITY
COMMERCIAL TO MULTI-FAMILY (LOW) RESIDENTIAL****THE CITY OF FOREST GROVE MAKES THE FOLLOWING FINDINGS:**

WHEREAS, an application was filed by Dorothy Royce requesting amendments to the Comprehensive Plan Map and Zoning Map to re-designate and re-zone one parcel, located at 4015 Pacific Avenue, from Community Commercial to Medium Density Residential and Community Commercial to Multi-Family (Low) Residential; and

WHEREAS, notice of this request was mailed to property owners and residents within 300 feet of the subject site, and posted in three conspicuous places in the City on January 25, 2010, as required by Development Code Section 10.1.715 *Notice of Map Amendments*. Notice was also published in the *News Times* on February 10, 2010, as required by Development Code Section 10.1.715(A). No written comments were received in response to these notices; and

WHEREAS, notice of this request was mailed to Metro, and the Department of Land Conservation and Development (DLCD) on December 24, 2009. Both DLCD and Metro reviewed the amendments and registered no comments; and

WHEREAS, the Planning Commission held a duly-noticed Public Hearing on the proposed Comprehensive Plan Map and Development Code Map amendments on March 15, 2010; and

WHEREAS, the City Council held a duly-noticed Public Hearing on this Order on April 12, 2010, at which time testimony and evidence was presented to and considered by the City Council.

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

Section 1. The request to amend the Comprehensive Plan Map and Development Code Zoning Map is hereby denied by the Forest Grove City Council.

Section 2. Based on the Findings and Conclusions, attached as Exhibit A, the application request is hereby denied.

Section 3. The Forest Grove City Council hereby adopts by reference the staff report, including findings and conclusions, dated April 12, 2010.

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

PRESENTED AND PASSED the 12th day of April, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of April, 2010.

Peter B. Truax, Mayor

EXHIBIT A

ORDER NO. 2010-02 FINDINGS AND CONCLUSIONS

1. The application does not meet the following Comprehensive Plan Map Amendment Criteria (Ordinance 80-14, Section II, Amendments to the Comprehensive Plan):
 - A. Justification of the proposed amendment and an explanation of how it fulfills applicable comprehensive plan goals and policies and LCDC statewide planning goals.

Analysis and Findings: The proposed amendment is not justified because it:

- Would conflict with Urbanization Goal 1 by decreasing commercial opportunities for sites requiring five acres or less. It would also provide less vacant land to meet the projected 2010-2028 planning period demand of 15 to 29 acres as identified in the draft Economic Opportunities Analysis (EOA).
- Would conflict with Commercial Land Use Goal 1 by reducing the amount of land available for commercial uses in the face of increasing demand.
- Would conflict with both Urbanization Goal 1 and Commercial Land Use Goal 1 by replacing commercially-designated land with residentially-designated land when there is no current or forecasted demand for it.
- Is not consistent with Statewide Land Use Goal 9 *Economic Development*. Although the proposed amendment would not be a major change in the community's land use pattern due to the parcel's small size, the site currently provides an opportunity for additional economic development.

Conclusion: The proposed amendment would not comply with this criterion because it would not fulfill the applicable comprehensive plan goals and LCDC statewide planning goals noted above.

- B. Identification of alternative locations within the City or Urban Planning Area which could be used without amending the plan, and a explanation as to why they are considered unsuitable.

Analysis and Findings:

- The EOA indicates that the city has and will continue to have ample land inventory for manufactured home development for both owner-occupied and rental units from present-day up to 2028 without approving this proposal. Alternative sites for either manufactured home subdivisions or parks are available in one or more of the approved zones (R-5, R-7, and RML).
- Based on the City's *2009 Land Use Inventory*, there is existing capacity to accommodate an additional 374 units on lands designated Medium Density Residential and 1,424 additional units on lands designated High Density Residential. Due to this capacity, the demand for future affordable housing can be accommodated without these Comprehensive Plan and zoning map amendments.

- While the locational factors for MDR and Commercial land have some overlapping criteria (including being hazard-free, location on an arterial, and availability of full urban services), the commercial designation is more appropriate for this site because of its proximity to peak traffic flows and access to direct mass transit service, and because it is large enough to accommodate a variety of services.
- Based on a consideration of Comprehensive Plan Locational Criteria for Residential and Commercial lands, the site better meets the criteria for a community-based commercial plan designation because of the availability of transit and because the site is not a transitional area between areas designated for higher- and lower-intensity residential development.

Conclusion: The proposed amendment would not comply with this criterion because the city already has ample land available in several residential land use categories for the current and forecasted demand, and because the site would be better utilized for commercial purposes due to its proximity to peak traffic flows and mass transit service.

- C. Demonstration that the proposed new land uses will be compatible with existing adjacent land uses and with future adjacent land uses as proposed in the comprehensive plan.

Analysis and Findings: With the exception of the Rose Grove MHP, the corridor along Pacific and Adair avenues east of Quince Street has historically been developed with commercial uses. That trend is continuing. Since 2000, Forest Grove Auto Brokers, Oregon First Community Credit Union, and Taco Bell have all been constructed in the vicinity of the subject parcel. Further, the new Wal-Mart is under construction just over the city line in Cornelius, a short distance from the subject site.

Conclusion: The proposed amendment would not comply with this criterion because future uses in this area would almost certainly continue to be primarily commercial in nature, which would further isolate the existing Rose Grove MHP and this site as a residential anomaly surrounded by commercial uses.

4. The application does not meet the following Zoning Map Amendment *Review Criteria* (Development Code Section 10.2.770):

- 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 Correspondence Table in Article 3, it must be shown that the proposed zone is the most appropriate, taking into consideration the purposes of each zone and the zoning pattern of surrounding land.

Analysis and Finding: If the site is re-designated to Medium Density Residential, the RML Multi-Family Low Residential zone would be appropriate.

Conclusion: The RML Zone would be appropriate only if the Comprehensive Plan designation is changed to MDR.

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

Analysis and Findings: The proposed amendment is not justified because it:

- Would conflict with Urbanization Goal 1 by decreasing commercial opportunities for sites requiring five acres or less. It would also provide less vacant land to meet the projected 2010-2028 planning period demand of 15 to 29 acres as identified in the draft EOA.
- Would conflict with Commercial Land Use Goal 1 by reducing the amount of land available for commercial uses.
- Is not consistent with Statewide Land Use Goal 9 *Economic Development*. Although the proposed amendment would not be a major change in the community's land use pattern due to the parcel's small size, the site currently provides an opportunity for additional economic development.
- Would not aid the city in complying with Housing Goal 2, because the EOA forecasts no demand for additional manufactured homes from present day to 2028 under any scenario. This holds true across all owner-occupied and rental ranges.

Conclusion: The proposed amendment does not comply with this criterion because it would decrease the amount of commercial land in the face of increasing demand and would increase the amount of MDR-designated land when there is no current or forecasted need.

- 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.

Analysis and Findings: Because the impacts of the proposed zone would affect the inventories of residential and particularly commercial lands city-wide, the proposed amendment should be considered compared to the city as a whole versus a smaller geographic area. As analyzed above in Section V, *Conformance to Land Use Policy* the proposed amendment is not justified because:

- The EOA indicates that the city has and will continue to have ample land for manufactured home development for both owner-occupied and rental units from the present day up to 2028 without approving this proposal. Alternative sites for either manufactured home subdivisions or parks are available in the approved zones (R-5, R-7, and RML).
- With no changes in the existing commercial zoning inventory, the city will have just enough acreage available during the 2010-2028 planning period for small-scale (less than 5-acre) commercial retail development, according to Baseline projections.

- The site would remain surrounded by a commercial zone and would not serve as a transition area between lower-density and higher-density residential and non-residential zones.
- The site would be developed exclusively for residential purposes and would not promote a concentration of mixed uses along the regional transit corridor.
- The existing Community Commercial designation would allow the site to be developed with multi-family housing at a rate of 20.28 dwelling units per net acre (DUA). The proposed amendment would allow housing at only 12 DUA.

Conclusion: The proposed amendment does not comply with this criterion because the city already has ample land designated for development with manufactured homes, and does not have enough land designated for the forecasted demand for small-scale commercial sites. Furthermore, the proposed amendment would not provide a transition between lower- and higher-intensity uses.

- D. The zone change is consistent with the adopted 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.

Analysis and Finding: Development of the site with up to an additional 14 manufactured homes would result in a lower traffic generation than most uses permitted under the site's current commercial zoning.

Conclusion: The proposed amendment would comply with this criterion, because the zone change would not be expected to substantially impact the operation of Pacific Avenue.

- E. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the 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.

Analysis and Finding: The proposed amendment would not be anticipated to create any greater demand for public facilities and services than that which would be demanded under the existing commercial designation.

Conclusion: The proposed amendment would comply with this criterion because the public facility demand for residential uses would likely be less than if the site developed with commercial retail uses.

F. The establishment of a zone district is not subject to the meeting of conditions.

Analysis and Finding: No conditions of approval are proposed.

Conclusion: The proposed amendment would comply with this criterion because no conditions of approval are proposed.

Summary and Conclusion: Based on the above criteria, the Forest Grove City Council concludes that the site should retain its designation for commercial purposes. Doing so would potentially allow the site to still be developed for residential (multi-family) use, commercial retail use, or a combination of both. While the Community Commercial zone would not allow the site to be developed with manufactured homes, the current zoning does in fact allow for a wider range of development options. Re-designating the site for strictly residential purposes would negate the ability to develop the site for other uses.

WRITTEN TESTIMONY RECEIVED

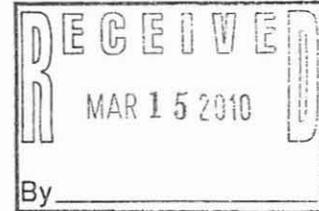
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fax 503.228.1741
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March 12, 2010



Via Fax (503-992-3202) and US Mail

City Hall
Community Development:
Planning Commission
1924 Council Street
PO Box 326
Forest Grove, OR 97116-0326

Re: *Rose Grove Mobile Home Park, Ltd. – Applicant*

Dear Sir/Madam:

This firm represents BDS, L.L.C., the owner of the Best Western University Inn and Suites located at 3933 Pacific Avenue, Forest Grove, Oregon. This letter is written in response to the request for a change of zoning filed in the above referenced matter by Rose Grove Mobile Home Park, Ltd. ("Applicant").

As a general matter, the City of Forest Grove has a land use and zoning overlay that has been in effect for many years. The property identified as 4015 Pacific Ave is currently zoned Community Commercial. Applicant has requested a change of zoning from Community Commercial to Multi-Unit Residential to accommodate the extension of the Rose Grove Mobile Home Park. Applicant controls over twenty acres of mobile home and recreational vehicle sites to the north of the proposed mobile home park.

The site under discussion is critical to the City of Forest Grove because the location is at the eastern forefront and welcomes people to the community and, therefore, should remain consistent with the current zoning designation. The City of Forest Grove should deny the proposed change to the comprehensive plan for the same reasons it was denied in 2008.

As the owner and developer of the Best Western University Inn and Suites, my client contends that the addition of more mobile homes or recreational vehicles to the proposed site will degrade and deteriorate the east entrance into Forest Grove. During its original hotel site location search, my client used certain criteria to secure and develop the land where the Best

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Western University Inn and Suites now stands. The commercial zoning of the surrounding property was essential in the selection of the hotel site. Had my client known that there may be a hint of even more mobile homes or recreational vehicles on the adjacent site, my client would have selected a different site in Forest Grove or a different town altogether.

The 4015 Pacific Ave location has a high traffic count and is important to Forest Grove. This site should be reserved for appropriate businesses that fit with the original Community Commercial designation. The highest and best use for the property should also be considered. The extension of the mobile home park does not meet current zoning for a reason. If the mobile home park is extended, what will the entrance to the city look like in five, ten, or twenty years?

Turning to specific elements of the pending application, Goal 2 on page 3 refers to the policy framework for zoning. The City of Forest Grove has expended years of time and uncountable financial resources to create the existing policy framework in a manner fully consistent with the existing comprehensive zoning plan. The application undermines the implementation of the policy framework, which currently represents the considered opinion of the city planners. Disturbing the existing framework is unnecessary and unwise given the resources already devoted to the framework.

Applicant argues in Goal 6 on page 4 that the application is not proposing a change affecting the quality of air, water, and land resources. The underlying impetus for the requested change is a desire to place fourteen residential units on the property. It is fairly clear that having fourteen more residential units on this property will have a greater impact in terms of use of natural resources (air, water, and land resources) than, for example, a couple small businesses on the commercially zoned property.

Despite the argument in Goal 9 on pages 4 to 5 that the change will improve the diversity of the city economy, the simple fact is that the loss of 1.15 acres of commercially zoned property will in fact diminish the diversity of the city economy since there will be fewer parcels available for commercial development. There is a finite supply of other commercially zoned property in Forest Grove, and the loss of even a 1.15 acre parcel would have a great impact on the city's economic future in that it will reduce the city's ability to attract businesses and the like.

In Goal 10 on page 5, Applicant argues about local housing needs. Currently, there are high vacancy rates in local apartments, other nearby mobile home parks, and similar residential areas. In short, there is no discernable need for this type of housing locally to the detriment of commercial development.

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In Goal 11 on page 5, Applicant suggests that development of a fourteen-unit residential area will not impact public services and facilities. To the contrary, public services will be more likely needed by residential users than commercial users. More infrastructure (roads, police, fire, schools, hospitals, ambulances, and the like), rather than less, should be expected for a residential development as compared to a commercial development.

In Item 3 on page 7, Applicant suggests that the city needs more low-income housing. The current and anticipated supply of low-income housing already available undermines this point. Not only is there sufficient low-income housing in Forest Grove, the neighboring communities of Cornelius, Banks, Hillsboro, and Beaverton all provide additional low-income housing options within the general community.

In Item 8 on page 8, Applicant refers to the loss of 327 mobile home sites. This number appears to have been generated based on losses of mobile home sites in Beaverton, Aloha, and Hillsboro within the last five years. Assuming this is the case, citing this statistic is meaningless since those closures are fully completed, most of the affected parcels are still vacant, and the information pertains to an area that is geographically quite distant and distinct from Forest Grove. In addition, several mobile home parks in Cornelius have many places that are vacant. Vacant mobile home sites are not attractive to flag the busiest entrance to the City of Forest Grove.

On page 9, the Medium Density designation refers specifically to duplexes and other similar structures. Treatment of mobile homes as qualifying within this category is questionable at best.

In Item C on page 12, Applicant argues that there is a lack of alternative sites in the city. This argument is based on property within a half-mile radius. This is an overly narrow area for this consideration. Other similar housing is available within Forest Grove based on existing zoning. In addition, there are at least three other commercial properties listed for sale currently that could be better used for the type of development sought here without upsetting the current zoning for the subject parcel (see enclosed listings).

Finally, on page 13 Applicant argues that this application would not result in spot zoning. To the contrary, Applicant has in fact requested spot zoning for this parcel.

Within the context of broader Forest Grove planning, the city would face substantial loss of community and identity by changing the designation of this site to permit a

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larger presence of mobile homes at the entrance to the city while upsetting the current planning on which my client relied. The City of Forest Grove should deny the application to change the zoning. The city should stay the course, which is consistent with the original zoning overlay and the vision for the Forest Grove community. Thank you for your courtesies.

Very truly yours,



Dean T. Sandow

DTS/ss
cc: BDS, L.L.C. (via email only w/encl.)
H:\Client\Marysc\40005\forestgrove-001.doc



Tanya Peterson
Real Estate Broker
 John L. Scott Market Ctr
 1936 Pacific Ave
 Forest Grove, OR 97116

Sit Back and Relax!!

Phone: 503-359-9100
 Cell/Pager: 503-260-2164
 Fax: 503-357-2626
 E-Mail: tanyapeterson@comcast.net



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Presented by: Tanya Peterson
 John L. Scott Market Ctr



COMM/INDUSTRIAL **Status:** ACT **3/12/2010** **8:25:35 AM**
ML#: 8035005 **Area:** 152 **List Price:** \$1,700,000
Address: Pacific Hwy
City: Forest Grove **Zip:** 97116 **Zoning:** comm
County: Washington **Map Coord:** 592/B/4 **Prop Tax/Yr:** 12986
Tax ID: Not Found
Sale Inc: BLDG, EQUIP **Prop Type:** COMM
Legal: See Property Legal Identifiers

BUILDING AND LAND INFORMATION

Yr Built: 1963 / EXISTNG
Parking: / ON-SITE
Truck Door: 4/ GRADE
Occupancy: OTHER
Features: FENCED, OFFICE
Equipment: COMPRSR, FURNITR
Rd Surface: PAVED
Lot Dim:
Waterfront:

Present Use: OFFICE, OTHER
Construction:
Roof: FLAT
Loading:

Lot Size: 1-2.99AC
Lot SQFT: 102801
River/Lake:

Stry/Bldg: 2/1
Ceiling Ht/Ft:
Gross SQFT: 18500
Office SQFT: 7500
Whse SQFT: 11000
Mfg SQFT:
Rd Frontage: 254
Acres: 2.39
View:

UTILITIES

Heat: FOR-AIR **Fuel:** ELECT
Cool: CENTAIR **Sewer:** PUBLIC

Water: PUBLIC

Volts:
Amps: 1000

REMARKS

XSt/Dir: Near Hwy 8 & Hwy 47
Public: Hwy frontage with over 18500 SF building w/1st & 2nd floor office space & additional equipment. Large security fenced yard. Rage plug & play opportunity w/high traffic & visibility. Connected to tax lot R750315 as a possible additional option. Call agent for more information & tour. Buyer to conduct due diligence

BUSINESS AND LEASE INFORMATION

Doc Avail:
Restrictions:
Actual Gross Income: \$0
Proj. Gross Income:
Lease Type:
Lease Expire:
Short Sale:

Franchise:
Business Name: NA
Actual Net Income: \$0
Proj. Net Income:

Leased Equip:
Bank Owned:

Inventory: **Yr Estab:**

Actual Oper. Expenses: \$0
Proj. Oper. Expenses:
Lease Amount:
Lease Deposit:

Client Full

Presented by: Tanya Peterson
 John L. Scott Market Ctr

COMM/INDUSTRIAL **Status:** ACT **3/12/2010** **8:25:35 AM**
ML#: 8035002 **Area:** 152 **List Price:** \$2,450,000
Address: Pacific Hwy
City: Forest Grove **Zip:** 97116 **Zoning:** comm
County: Washington **Map Coord:** 592/B/4 **Prop Tax/Yr:** 16622
Tax ID: Not Found
Sale Inc: BLDG, EQUIP **Prop Type:** COMM
Legal: See Property Legal Identifiers



BUILDING AND LAND INFORMATION

Yr Built: 1963 / EXISTNG	Present Use: OFFICE, OTHER	# Stry/Bldg: 2/1
Parking: / ON-SITE	Construction:	Ceiling Ht/FT:
Truck Door: 4/ GRADE	Roof: FLAT	Gross SQFT: 18500
Occupancy: OTHER	Loading:	Office SQFT: 7500
Features: FENCED, OFFICE		Whse SQFT: 11000
Equipment: COMPRSR, FURNITR		Mfg SQFT:
Rd Surface: PAVED	Lot Size: 3-4.99AC	Rd Frontage: 636
Lot Dim:	Lot SQFT: 175546	# Acres: 4.03
Waterfront:	River/Lake:	View:

UTILITIES

Heat: FOR-AIR	Fuel: ELECT	Water: PUBLIC	Volts:
Cool: CENTAIR	Sewer: PUBLIC		Amps: 1000

REMARKS

XSt/Dir: Near Hwy 8 & Hwy 47
Public: Hwy frontage with over 18,500 SF building w/1st & 2nd floor office space & additional equipment. Large security fenced yard. Rare plug & play opportunity with high traffic and visibility. Call your agent for more information and tour. Buyer to conduct due diligence.

BUSINESS AND LEASE INFORMATION

Doc Avail:	Franchise:	Inventory:	Yr Estab:
Restrictions:	Business Name: na		
Actual Gross Income: \$0	Actual Net Income: \$0	Actual Oper. Expenses: \$0	
Proj. Gross Income:	Proj. Net Income:	Proj. Oper. Expenses:	
Lease Type:	Leased Equip:	Lease Amount:	
Lease Expire:	Bank Owned:	Lease Deposit:	
Short Sale:			



Presented by: Tanya Peterson
 John L. Scott Market Ctr
Client Full

LOTS AND LAND **Status:** ACT **3/12/2010** **8:25:35 AM**
ML#: 7068371 **Area:** 152 **List Price:** \$495,000
Address: 0 Yew **Unit/Lot #:**
City: Forest Grove **Zip:** 97116
Additional Parcels: /
Map Coord: 592/C/4 **Zoning:** COM
County: Washington **Tax ID:** R0751653
Subdivision:
Manufhs Okay: **CC&Rs:**
Elem: ECHO SHAW **Middle:**
High: FOREST GROVE **Prop Type:** COM/IND
Legal: BECKER'S SUBDIVISION, LOT 5 & PT LOT 6, ACRES 1.44

GENERAL INFORMATION

Lot Size: 1-2.99AC	Acres: 1.44	Lot Dimensions:
Waterfront: /	River/Lake:	Availability: SALE #Lots:
Perc Test: /	RdFrntg:	Rd Surf:
Seller Disc:	View:	Soil Type/Class:
Lot Desc:		Present Use:
Topography: LEVEL		
Soil Cond:		

IMPROVEMENTS

Utilities: GAS-AVL, POW-AVL, SWR-AVL, UG-UTIL, WAT-AVL
Existing Structure: N /

REMARKS

XSt/Dir: Hwy 8 west to Forest Grove, R on Yew St, on right 1 block
Public: Level lot - Ready to build! One block off Hwy 8 in Forest Grove. Zoned for commercial use. Seller can carry contract.

FINANCIAL

PTax/Yr: 1883.19 **Short Sale:** **Bank Owned:**
HOA Dues: **HOA Dues-2nd:**
HOA Incl:

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PLANNING COMMISSION

FINDINGS AND DECISION NUMBER 10-02

Planning Commission Findings and Decision Number 10-02 to Recommend Denial of Comprehensive Plan Map Amendment CPA-09-01 and Development Code Map Amendment ZC-09-01 to Re-Designate and Re-Zone One Property at 4015 Pacific Avenue From Community Commercial to Medium Density Residential and Community Commercial to Multi-Family (Low) Residential

WHEREAS, Dorothy Royce requested amendments to the comprehensive plan and zoning map; and

WHEREAS, notice of this request was mailed to property owners and residents within 300 feet of the subject site, and posted in three conspicuous places in the city on January 25, 2010, as required by Development Code Section 10.1.715 *Notice of Map Amendments*. Notice was also published in the *News Times* on February 10, 2010, as required by Development Code Section 10.1.715(A). No written comments were received in response to these notices; and

WHEREAS, notice of this request was mailed to Metro, and the Department of Land Conservation and Development (DLCD) on December 24, 2009. Both DLCD and Metro reviewed the amendments and registered no comments; and

WHEREAS, a public hearing before the Planning Commission scheduled for February 15, 2010 was continued to March 15, 2010 at the applicant's request; and

WHEREAS, the Planning Commission held the duly-noticed public hearing on the proposed Comprehensive Plan map and Development Code zoning map amendments on March 15, 2010.

The City of Forest Grove Planning Commission does hereby recommend denial of the proposed Comprehensive Plan map and Development Code zoning map amendments, making the following specific findings in support of this decision:

1. While the *Economic Opportunities Analysis* (EOA) has not been adopted, certain information contained in the EOA pertained to the request and the Commission considered such information its deliberation.
2. The Planning Commission adopts by reference the staff report, including findings and recommendations, dated March 8, 2010
3. The application does not meet the following Comprehensive Plan Map Amendment Criteria (Ordinance 80-14, Section II, Amendments to the Comprehensive Plan):
 - A. Justification of the proposed amendment and an explanation of how it fulfills applicable comprehensive plan goals and policies and LCDC statewide planning goals.

Analysis and Findings: The proposed amendment is not justified because it:

- Would conflict with Urbanization Goal 1 by decreasing commercial opportunities for sites requiring five acres or less. It would also provide less vacant land to meet the projected 2010-2028 planning period demand of 15 to 29 acres as identified in the draft Economic Opportunities Analysis (EOA).
- Would conflict with Commercial Land Use Goal 1 by reducing the amount of land available for commercial uses in the face of increasing demand.

- Would conflict with both Urbanization Goal 1 and Commercial Land Use Goal 1 by replacing commercially-designated land with residentially-designated land when there is no current or forecasted demand for it.
- Is not consistent with Statewide Land Use Goal 9 *Economic Development*. Although the proposed amendment would not be a major change in the community's land use pattern due to the parcel's small size, the site currently provides an opportunity for additional economic development.

Conclusion: The proposed amendment would not comply with this criterion because it would not fulfill the applicable comprehensive plan goals and LCDC statewide planning goals noted above.

- B. Identification of alternative locations within the City or Urban Planning Area which could be used without amending the plan, and a explanation as to why they are considered unsuitable.

Analysis and Findings:

- The EOA indicates that the city has and will continue to have ample land inventory for manufactured home development for both owner-occupied and rental units from present-day up to 2028 without approving this proposal. Alternative sites for either manufactured home subdivisions or parks are available in one or more of the approved zones (R-5, R-7, and RML).
- Based on the City's *2009 Land Use Inventory*, there is existing capacity to accommodate an additional 374 units on lands designated Medium Density Residential and 1,424 additional units on lands designated High Density Residential. Due to this capacity, the demand for future affordable housing can be accommodated without these Comprehensive Plan and zoning map amendments.
- While the locational factors for MDR and Commercial land have some overlapping criteria (including being hazard-free, location on an arterial, and availability of full urban services), the commercial designation is more appropriate for this site because of its proximity to peak traffic flows and access to direct mass transit service, and because it is large enough to accommodate a variety of services.
- Based on a consideration of Comprehensive Plan Locational Criteria for Residential and Commercial lands, the site better meets the criteria for a community-based commercial plan designation because of the availability of transit and because the site is not a transitional area between areas designated for higher- and lower-intensity residential development.

Conclusion: The proposed amendment would not comply with this criterion because the city already has ample land available in several residential land use categories for the current and forecasted demand, and because the site would be better utilized for commercial purposes due to its proximity to peak traffic flows and mass transit service.

- C. Demonstration that the proposed new land uses will be compatible with existing adjacent land uses and with future adjacent land uses as proposed in the comprehensive plan.

Analysis and Findings: With the exception of the Rose Grove MHP, the corridor along Pacific and Adair avenues east of Quince Street has historically been developed with commercial uses. That trend is continuing. Since 2000, Forest Grove Auto Brokers, Oregon First Community Credit Union, and Taco Bell have all been constructed in the

vicinity of the subject parcel. Further, the new Wal-Mart is under construction just over the city line in Cornelius, a short distance from the subject site.

Conclusion: The proposed amendment would not comply with this criterion because future uses in this area would almost certainly continue to be primarily commercial in nature, which would further isolate the existing Rose Grove MHP and this site as a residential anomaly surrounded by commercial uses.

4. The application does not meet the following Zoning Map Amendment *Review Criteria* (Development Code Section 10.2.770):

- 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 Correspondence Table in Article 3, it must be shown that the proposed zone is the most appropriate, taking into consideration the purposes of each zone and the zoning pattern of surrounding land.

Analysis and Finding: If the site is re-designated to Medium Density Residential, the RML Multi-Family Low Residential zone would be appropriate.

Conclusion: The RML Zone would be appropriate only if the Comprehensive Plan designation is changed to MDR.

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

Analysis and Findings: The proposed amendment is not justified because it:

- Would conflict with Urbanization Goal 1 by decreasing commercial opportunities for sites requiring five acres or less. It would also provide less vacant land to meet the projected 2010-2028 planning period demand of 15 to 29 acres as identified in the draft EOA.
- Would conflict with Commercial Land Use Goal 1 by reducing the amount of land available for commercial uses.
- Is not consistent with Statewide Land Use Goal 9 *Economic Development*. Although the proposed amendment would not be a major change in the community's land use pattern due to the parcel's small size, the site currently provides an opportunity for additional economic development.
- Would not aid the city in complying with Housing Goal 2, because the EOA forecasts no demand for additional manufactured homes from present day to 2028 under any scenario. This holds true across all owner-occupied and rental ranges.

Conclusion: The proposed amendment does not comply with this criterion because it would decrease the amount of commercial land in the face of increasing demand and would increase the amount of MDR-designated land when there is no current or forecasted need.

- 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.

Analysis and Findings: Because the impacts of the proposed zone would affect the inventories of residential and particularly commercial lands city-wide, the proposed amendment should be considered compared to the city as a whole versus a smaller geographic area. As analyzed above in Section V, *Conformance to Land Use Policy* the proposed amendment is not justified because:

- The EOA indicates that the city has and will continue to have ample land for manufactured home development for both owner-occupied and rental units from the present day up to 2028 without approving this proposal. Alternative sites for either manufactured home subdivisions or parks are available in the approved zones (R-5, R-7, and RML).
- With no changes in the existing commercial zoning inventory, the city will have just enough acreage available during the 2010-2028 planning period for small-scale (less than 5-acre) commercial retail development, according to Baseline projections.
- The site would remain surrounded by a commercial zone and would not serve as a transition area between lower-density and higher-density residential and non-residential zones.
- The site would be developed exclusively for residential purposes and would not promote a concentration of mixed uses along the regional transit corridor.
- The existing Community Commercial designation would allow the site to be developed with multi-family housing at a rate of 20.28 dwelling units per net acre (DUA). The proposed amendment would allow housing at only 12 DUA.

Conclusion: The proposed amendment does not comply with this criterion because the city already has ample land designated for development with manufactured homes, and does not have enough land designated for the forecasted demand for small-scale commercial sites. Furthermore, the proposed amendment would not provide a transition between lower- and higher-intensity uses.

- D. The zone change is consistent with the adopted 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.

Analysis and Finding: Development of the site with up to an additional 14 manufactured homes would result in a lower traffic generation than most uses permitted under the site's current commercial zoning.

Conclusion: The proposed amendment would comply with this criterion, because the zone change would not be expected to substantially impact the operation of Pacific Avenue.

- E. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the 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.

Analysis and Finding: The proposed amendment would not be anticipated to create any greater demand for public facilities and services than that which would be demanded under the existing commercial designation.

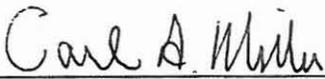
Conclusion: The proposed amendment would comply with this criterion because the public facility demand for residential uses would likely be less than if the site developed with commercial retail uses.

- F. The establishment of a zone district is not subject to the meeting of conditions.

Analysis and Finding: No conditions of approval are proposed.

Conclusion: The proposed amendment would comply with this criterion because no conditions of approval are proposed.

Summary and Conclusion: Based on the above criteria, the Planning Commission concludes that the site should retain its designation for commercial purposes. Doing so would potentially allow the site to still be developed for residential (multi-family) use, commercial retail use, or a combination of both. While the Community Commercial zone would not allow the site to be developed with manufactured homes, the current zoning does in fact allow for a wider range of development options. Re-designating the site for strictly residential purposes would negate the ability to develop the site for other uses.


CARL "AL" MILLER, Vice Chair

3-22-10
Date

**PLANNING COMMISSION
STAFF REPORT**



**Comprehensive Plan Map
and
Development Code Zoning Map Amendment
Staff Report and Recommendation**

Community Development Department, Planning Division

Report Date	March 8, 2010
Hearing Date	March 15, 2010
Land Use Request	Comprehensive Plan Map Amendment and Development Code Zoning Map Amendment to re-designate and rezone one parcel of 1.15 acres from Community Commercial to Medium Density Residential. If approved, the amendments would allow for an up to 14-unit expansion of the Rose Grove Mobile Home Park
File Numbers	CPA-09-01 and ZC-09-01
Property Location	4015 Pacific Avenue
Legal Description	Washington County tax lot 1N3 32D-1400
Owner/Applicant	Dorothy Royce, Rose Grove Mobile Home Park, Ltd. 15415 Sunset Blvd #220, Pacific Palisades, CA 90272
Comprehensive Plan Designation	CC Community Commercial
Zoning Map Designation	CC Community Commercial
Applicable Standards and Criteria	Comprehensive Plan <i>Amendment Applications</i> Development Code Section 10.2.770 <i>Map Amendment Criteria</i>
Reviewing Staff	James Reitz, AICP, Senior Planner
Recommendation	Staff recommends that the Planning Commission recommend denial of the request

I. LAND USE HISTORY

The site abuts Pacific Avenue just east of the Best Western Inn. It has been vacant for several years. It had historically been used as a sales lot for manufactured homes.

In 1998 the applicant requested and received approval for a conditional use permit to construct a recreational vehicle park. That decision was re-affirmed by the Planning Commission in 2005 and again in 2008.

No action has yet been taken to begin construction of the RV Park. The applicant requested and received approval for a one-year extension of the RV Park approval to January 27, 2011, pursuant to Development Code Section 10.1.135 *Extension of Land Use Permit*.

The site is located in the CC Community Commercial zone. The Development Code permits manufactured home parks only in the R-5, R-7 and RML zoning districts. The applicant has filed a request to amend the Comprehensive Plan map and the Zoning Map to re-designate the lot from Community Commercial to Medium Density Residential (MDR) / Multi-Family (Low) Residential (RML). If approved, the application would allow the Rose Grove MHP to be expanded by up to 14 additional units. The RV Park would not be constructed.

II. SITE EXAMINATION

The subject site totals 1.15 acres. It is flat, vacant and virtually devoid of landscaping save for a few trees which would likely be removed when the site develops. The street frontage is unimproved, lacking curbs, gutters, sidewalks and landscaping.

The site abuts State Highway 8 (a.k.a. Pacific Avenue). Pacific Avenue is a designated Arterial Street on the Forest Grove Comprehensive Plan -- Transportation System Plan. Access to Pacific Avenue is via a driveway located on the west side of the property.

Pacific Avenue is also a Transit Street, as defined by Development Code Section 10.12.210(T2): *Any street identified as an existing or planned bus or light rail route*. Tri-Met uses Pacific Avenue for its Route 57 bus line.

Existing Comprehensive Plan Designation and Zoning of Site and Area

LOCATION	COMPREHENSIVE PLAN DESIGNATION	ZONE DISTRICT	LAND USE
Site	Community Commercial (CC)	Community Commercial (CC)	Vacant
North	Community Commercial (CC)	Community Commercial (CC)	Rose Grove MHP
South	Semi-Public	Community Commercial (CC)	Church (across Pacific Avenue)
East	Community Commercial (CC)	Community Commercial (CC)	Vacant / Car Dealership
West	Community Commercial (CC)	Community Commercial (CC)	Best Western Inn

III. PROCEDURAL REQUIREMENTS

Comprehensive Plan Map Amendment Process: "Any citizen may prepare an application for plan amendment and submit it for the Council's consideration...Proposed amendments shall be subject to a public review process including, at a minimum, public hearings before the Planning Commission and City Council...The Planning Commission shall prepare a recommendation for the Council on all amendment applications...." (Comprehensive Plan, Ordinance 83-15, Section II, *Amendments to the Comprehensive Plan*).

Zoning Map Amendment Process: Development Code Section 10.2.760 *Procedure* authorizes the Planning Commission to make a recommendation to the City Council after reviewing the application pursuant to a Type 3 procedure.

Comprehensive Plan Amendment and Zoning Map Amendment approval criteria follow in Section V below.

DLCD and Metro Notification and Review: Notice of the proposed comprehensive plan and zoning map amendments was provided to the Department of Land Conservation and Development (DLCD) and Metro on December 24, 2009 pursuant to ORS 197.610, OAR Chapter 660 – Division 18, and Metro Code Section 3.07.820 (Functional Plan Title 8). Both DLCD and Metro have reviewed the amendments and have registered no comments.

Public Notice: Public notice for this application was posted in three conspicuous places (City Hall, the Community Auditorium, and the Library) and mailed to property owners and residents within 300 feet of the site on January 25, 2010; and published in the *News Times* on February 10, 2010, as required by Development Code Section 10.1.610.

At the applicant's request, the public hearing was opened at the February 15th meeting and then continued to March 15, 2010. As of the writing of this report, no comments have been received from the public.

IV. ECONOMIC OPPORTUNITIES ANALYSIS

The Comprehensive Plan was adopted in 1980, and the last major update was performed in the early 1990s. While the plan's goals and policies are still in effect, the data upon which those goals and policies are predicated is significantly out of date.

Forest Grove is currently updating the Comprehensive Plan, a process referred to as Periodic Review. This process is used to plan for the expected land use demands over the next twenty years, to 2028. To provide current data and help the City forecast the demand for residential, commercial, and industrial purposes, the City contracted with the firm of Johnson Reid to provide research and analysis of potential urban growth scenarios and develop an Economic Opportunities Analysis (EOA). The EOA "document(s) the potential nature of urban lands required by the City of Forest Grove over a twenty-year period and a fifty-year period. Johnson Reid formally utilized a methodology for long-range land need substantiation consistent with State of Oregon land use planning requirements. Specifically, employment land demand consistent with State Planning Goal 9 Economic Opportunities Analysis ("EOA") methodology and documentation requirements, as well as residential land demand consistent with State Planning Goal 10 methodology and documentation requirements was used in this analysis." (See Exhibit C *Draft EOA* p. 2)

The EOA examined current residential land and found that with current residential plan designations, the city has capacity for an additional 4,700 units (see Exhibit C *Draft EOA* pp. 78-79). The EOA also includes a *Profile of Current Housing Supply (2008)*. The profile examines both Ownership Housing and Rental Housing, and compares current housing needs with current supply (see Exhibit C *Draft EOA* p.69 Figure 37). The EOA concludes:

- "In general, (there is) a current surplus of inexpensive ownership units (including mobile home units) and a current need for more units in the median and upper price range. In other words, the current housing stock offers ample lower end units, and insufficient median and higher price units."

- "Overall, the analysis identifies a total need for ownership units, and a current surplus of rental units."

The EOA also forecasts future need based on three potential population growth rates: 2% annual growth ("Baseline"); 2.3% ("Medium Growth"); and 2.6% ("High Growth"). The EOA is unequivocal in its conclusions about the expected demand for manufactured homes:

- From present day to 2028, there is zero projected need for additional manufactured homes in Forest Grove, whether owner-occupied units or rental units.
- The zero projected need for additional manufactured homes was forecast even in the "high growth" scenario (i.e., the model with the highest projected demand based on population growth).
- Price or rent range was not in any way a factor. The EOA concludes that Forest Grove currently has and will continue to have more than adequate manufactured home availability across all price and rent ranges under all growth scenarios (Exhibit C *Draft EOA* pp. 75-77 Figures 42, 43, and 44).

The EOA also analyzed the projected need for additional Medium Density Residential land (the zone requested by the applicant), again based on the three population growth rates:

- From present day to 2028, there is zero projected need for additional MDR-designated land in both the Baseline and Medium Growth scenarios.
- In the High Growth scenario, the acreage forecast to be required is only 3-4 acres.

The EOA also analyzed the projected need for commercial (retail) land, again based on the three population growth rates. Demand was forecast for large sites (20 acres or more), medium-sized sites (5 to 20 acres), and small sites (less than 5 acres).

- Under the Baseline scenario, Forest Grove is projected to have just enough acreage (15 acres) available in the "small" category.
- If growth occurs closer to the Medium or High scenarios, the demand from present day to 2028 will be for an additional 25 and 29 acres respectively.

Based on the EOA, staff concludes that:

- The city currently has enough residentially-designated land for an additional 4,700 units.
- The city currently has an ample supply of lower end residential units.
- The city has an oversupply of rental residential units.
- With no changes in the existing commercial zoning inventory, the city will have just enough acreage available from present day to 2028 for small-scale (less than 5-acre) commercial retail development, according to Baseline projections.
- At a greater-than-Baseline growth rate, the city would have a deficit of acreage available from present day to 2028 for small-scale commercial retail development. The deficit would range from 25 to 29 acres based on Medium and High Growth scenarios respectively.
- Except under the High Growth scenario, there is no demand forecast for additional MDR-designated land. Even under the High Growth scenario, the demand between the present day and 2028 would only be 3-to-4 acres.
- There is no forecasted demand for additional manufactured homes from present day to 2028 under any growth scenario. This holds true across all owner-occupied and rental ranges.

V. CONFORMANCE TO LAND USE POLICY

The Forest Grove Comprehensive Plan identifies the following characteristics as criteria for the designation of Medium Density Residential and Community Commercial lands:

Locational Requirements for Residential Land

When identifying vacant buildable land within Forest Grove, certain locational criteria were established to assess the suitability of that land for various types of urban land use. The criteria established for identification of suitable residential land are presented below:

Land Use	Description	Criteria for Allocation
<i>MEDIUM DENSITY RESIDENTIAL DEVELOPMENT</i>	<i>Up to 12 units a net residential acre (duplexes, townhouses, and condominiums)</i>	<ul style="list-style-type: none"> ▪ <i>Hazard free location suitable for home sites</i> ▪ <i>10% or less slope</i> ▪ <i>Location bounded but not penetrated by major arterials or railroads</i> ▪ <i>Convenient driving distance to schools and neighborhood commercial</i> ▪ <i>Availability of full urban services</i>

Medium Density Residential

Medium density residential areas are intended to provide areas for duplex developments (12 units/net acre) with all areas having community services available prior to development. This designation was created to provide a buffer zone between high and low density residential development, and to be used in areas where single-family developments would not be desirable, either physically or economically. Single-family residential uses would also be permitted as an outright use. These medium density residential areas have been distributed in several parts of the city with all locations being readily accessible to major streets and public transportation, adjacent to public or quasi-public open space and near commercial services.

Locational Requirements for Commercial Land

When identifying vacant buildable land within Forest Grove, certain locational criteria were established to assess the suitability of that land for various types of urban land use. The criteria established for identification of suitable commercial land are presented below:

Land Use	Description	Criteria for Allocation
<i>Commercial</i>	<i>Neighborhood and community shopping centers and office use.</i>	<ul style="list-style-type: none"> ▪ <i>Hazard free location suitable for heavy buildings</i> ▪ <i>Level land of 5% or less slope</i> ▪ <i>Proximity to peak traffic flows</i> ▪ <i>Easily accessible parking adequate for uses</i> ▪ <i>Direct Mass Transit service</i> ▪ <i>Neighborhood commercial within convenient driving distance for surrounding neighborhood</i> ▪ <i>Community-serving commercial within walking distance to high density residential</i> ▪ <i>Site large enough to accommodate a variety of services</i> ▪ <i>Size of commercial areas consistent with market demand</i> ▪ <i>Availability of full urban services</i>

Designation of Commercial Land

The actual designation of commercial land use is presented on the Comprehensive Plan Map (separate attachment). As identified on the map, these commercial designations satisfy (1) the identified commercial land needs, (2) the goals and policies adopted by the City, (3) the locational requirements for commercial land, and (4) the location of vacant buildable land identified as suitable for commercial land use.

Commercial areas as designated on the Comprehensive Plan Map generally recognize and reinforce existing development and zoning patterns within the planning area, and suggest locations for additional commercial centers. Most existing commercial uses in the planning area occur as part of the commercial strip along Pacific Avenue, or form the nucleus of downtown Forest Grove. These commercial areas account for more than two-thirds of all the existing commercial land use in the planning area.

It is not the intent of the comprehensive plan to limit commercial activity, but rather to direct it into areas where it can develop harmoniously with the rest of the community, and with less ultimate public cost. The plan proposes relationships between commercial uses and other elements of the community which can be achieved with minimum conflicts between uses.

An economic analysis was made of existing and future commercial land requirements in the planning area and is included in the Land Use Element of the Plan. As the population increases, the need for commercial land and shopping opportunities will also increase. To represent this need, the comprehensive plan utilizes five types of commercial areas: a central business district (CBD); a heavy commercial; commercial auto; a planned shopping center; and a neighborhood commercial. The paragraphs that follow treat each of the various commercial classifications in terms of example uses, location within the planning area, and special considerations or problems.

Commercial Auto Zone (NOTE: now the Community Commercial Zone)

Commercial Auto Zone areas are intended to provide locations for businesses and services along major transportation arterials in Forest Grove, while dealing with circumstances which could result in the undesirable by-products of uncontrolled strip commercial development. It is the intent of establishing this map designation to allow a wide range of retail, commercial, service, and office development, as well as multi-family residential development.

Recognizing that intense commercial development adjacent to an arterial can interfere with the ability of the arterial to operate at the desired level-of-service, an access management plan was developed in Fiscal Year 1980-81 and will be utilized in this zone as a means of encouraging joint use of driveways and to apply standards for accesses which will minimize traffic conflicts between abutting uses and through traffic on the arterial. In combination with access controls, improvements to the major arterials will be required to serve both private developments and through traffic, as outlined in the Transportation Element. Procedures will be established whereby abutting property owners in this zone will be required to participate financially in these improvements as they become necessary. To deal with the visual impacts of strip commercial development, standards for landscaping, setbacks, and signs, appropriate for the scale of development in this zone, will be developed.

A limited amount of Commercial Auto Zone is shown on the map along Pacific Avenue between "B" Street and "E" Street. The bulk of this area is located along State Highway 8 (Pacific Avenue and 19th Avenue) from Cedar Street to the city limits.

By regulating the impact of commercially generated traffic, providing for the improvement of the arterials and requiring appropriate aesthetic and design treatment for development, the negative aspects of strip commercial development will be minimized and this area can become more of an asset to the community.

The following are the relevant Goals pertaining to this request.

1. City Urbanization Goal 1:

LAND SHALL BE MADE AVAILABLE WITHIN THE URBAN GROWTH BOUNDARY TO MEET ALL URBAN LAND USE NEEDS.

Staff Analysis and Findings:

- The proposed amendment would decrease commercial opportunities for sites requiring five acres or less.
- The proposed amendment would provide less vacant land to meet the projected demand of 15 to 29 acres from present day to 2028 as identified in the draft EOA.

Conclusion: The application does not comply with this goal because it would result in insufficient commercially-designated land based on forecasted demand.

2. Oregon State Land Use Goal 9, Economic Development

TO PROVIDE ADEQUATE OPPORTUNITIES THROUGHOUT THE STATE FOR A VARIETY OF ECONOMIC ACTIVITIES VITAL TO THE HEALTH, WELFARE, AND PROSPERITY OF OREGON'S CITIZENS.

Staff Analysis and Finding: Although the proposed amendment would not be a major change in the community's land use pattern due to the parcel's small size, the site currently provides an opportunity for additional economic development.

Conclusion: The proposed amendment is not consistent with this goal because it would preclude the commercial development of the site and exacerbate a projected shortage of land needed for economic activities.

3. City Commercial Land Use Goal 1:

STRENGTHEN FOREST GROVE'S POSITION AS A COMMERCE CENTER OF WESTERN WASHINGTON COUNTY, AND ENCOURAGE SHOPPING BY RESIDENTS OF THAT AREA.

Staff Analysis and Finding: The amendment would result in a reduction of commercially-designated land. The EOA has forecast that the city will have just enough acreage available from present day to 2028 for small-scale (less than 5 acre) commercial retail development.

Conclusion: The amendment would not contribute to this goal because it would reduce the amount of land available for commercial uses. A reduction in commercial retail shopping opportunities could result in residents shopping elsewhere, thereby weakening Forest Grove's position as a commerce center.

4. City Commercial Land Use Goal 3:

PROVIDE FOR A MIX OF COMMERCIAL USES AND MULTI-FAMILY HOUSING IN THE COMMERCIAL CORE AREA.

Staff Analysis and Finding: This goal is not applicable since the site is not located in the commercial core area (i.e. the town center area).

Conclusion: If this goal were applicable, the amendment would not contribute because the MDR designation does not permit a mixture of commercial uses and multi-family housing, while the existing CC designation does allow for mixed uses.

5. City Commercial Land Use Goal 5:

ADOPT POLICIES THAT MODERATE THE NEGATIVE IMPACTS OF COMMERCIAL STRIP DEVELOPMENT ALONG PACIFIC AND 19th AVENUES

Staff Analysis and Findings:

- The City has adopted Design Guidelines specifically for the commercial corridor, but they are not applicable to manufactured housing.
- Because the site is only 1.15 acres in area, its development with additional manufactured housing would provide little benefit toward moderating the negative impacts of commercial strip development.

Conclusion: Because approval of the amendment would result in the development of the site with a use not subject to review under the Commercial Design Guidelines, the development would do little to moderate the impacts of commercial strip development.

6. City Commercial Land Use Goal 6:

PROVIDE FOR THE SAFE AND EFFICIENT USE OF BUS TRANSPORTATION, BICYCLING, AND WALKING AS ALTERNATIVES TO AUTOMOBILE TRAVEL ALONG THE PACIFIC/19TH AVENUE COMMERCIAL STRIP

Staff Analysis and Findings:

- The proposed site abuts or is within close proximity to bus, bicycling and walking facilities on Highway 8 (Pacific Avenue).
- The site does not have a sidewalk. When the site is developed, a sidewalk will be required to be installed. However, the adjoining parcel to the east lacks a sidewalk, as do several other properties along both Adair and Pacific avenues.

Conclusion: Should the residents of Rose Grove choose to walk to Wal-Mart (currently under construction a short distance from the site), or the market on Yew Street, or to the schools on Mountain View Lane and Heather Street, they do not currently have a safe route to do so. A sidewalk would be installed when this site is developed, but off-site pedestrian routes to nearby shopping opportunities and schools would remain incomplete.

7. State Housing Goal 10:

TO PROVIDE FOR THE HOUSING NEEDS OF THE CITIZENS OF THE STATE.

BUILDABLE LANDS FOR RESIDENTIAL USE SHALL BE INVENTORIED AND PLANS SHALL ENCOURAGE THE AVAILABILITY OF ADEQUATE NUMBERS OF HOUSING UNITS AT PRICE RANGES AND RENT LEVELS WHICH ARE COMMENSURATE WITH THE FINANCIAL CAPABILITIES OF OREGON HOUSEHOLDS AND ALLOW FOR FLEXIBILITY OF HOUSING LOCATION, TYPE AND DENSITY.

Staff Analysis and Findings:

- The city currently has sufficient land for an additional 4,700 residential units.
- The EOA found that the city has a current surplus of inexpensive ownership units, including mobile home units. It further found that there is a need for more units in the median and upper price range.
- The EOA identified a total need for ownership units, and a current surplus of rental units.
- The EOA found that ample residential lands are currently available to develop housing units at various income levels.
- Except under the High Growth scenario as forecast in the EOA, there is no demand forecast for additional MDR-designated land. Even under the High Growth scenario, the demand by 2028 would only be 3-to-4 acres.
- The EOA forecasts no demand for additional manufactured homes from present day to 2028 under any scenario. This holds true across all owner-occupied and rental ranges.

Conclusion: The proposed amendment does not comply with this goal because the city has ample residential land available for both current demand and forecasted demand, and because there is no current demand or forecasted demand for additional manufactured housing up to 2028.

8. City Housing Goal 1:

ENCOURAGE THE PROVISION OF AFFORDABLE, GOOD QUALITY HOUSING IN ADEQUATE NUMBERS TO ALL SEGMENTS OF FOREST GROVE'S POPULATION, INCLUDING BUT NOT LIMITED TO PEOPLE OF ALL RACES, AGE, SEX, RELIGION, NATIONAL ORIGIN, MENTAL AND PHYSICAL HANDICAPS, INCOME, MARITAL STATUS, OR FAMILY SIZE.

Staff Analysis and Findings:

- The EOA found that the city has a current surplus of inexpensive ownership units, including mobile home units. It further found that there is a need for more units in the median and upper price range.
- The EOA identified a total need for ownership units, and a current surplus of rental units.
- The EOA found that ample residential lands are currently available to develop housing units at various income levels.
- While manufactured homes are often considered an affordable housing option, the EOA indicates that there is no forecasted demand for additional manufactured

homes from present day to 2028 under any growth scenario. This holds true across all owner-occupied and rental ranges.

Conclusion: The proposed amendment does not comply with this goal because the existing housing stock already offers ample lower end units, including mobile home units, and there is no current or forecasted demand for additional residentially-zoned land.

9. City Housing Goal 2:

PROVIDE FOR AN ADEQUATE SUPPLY OF NEW HOUSING TO MEET DEMAND, THUS AVOIDING SHORTAGES AND ADVERSE IMPACTS ON PRICE, RENTS, AND CHOICE OF HOUSING.

Staff Analysis and Findings:

- The EOA found that the city has a current surplus of inexpensive ownership units, including mobile home units. It further found that there is a need for more units in the median and upper price range.
- The EOA identified a total need for ownership units, and a current surplus of rental units.
- The EOA found that ample residential lands are currently available to develop housing units at various income levels.
- While manufactured homes are often considered an affordable housing option, the EOA indicates that there is no forecasted demand for additional manufactured homes from present day to 2028 under any growth scenario. This holds true across all owner-occupied and rental ranges.
- The existing Community Commercial designation would allow the site to be developed with multi-family housing at a rate of 20.28 dwelling units per net acre (DUA). The proposed amendment would allow housing at only 12 DUA.

Conclusion: The proposed amendment does not comply with this goal because it would result in a reduction in allowable density, the existing housing stock already offers ample lower end units (including mobile home units), and there is no current or forecasted demand for additional residentially-zoned land.

10. City Housing Goal 3:

THE CITY SHALL TAKE ACTIONS AND MAKE RECOMMENDATIONS WHICH WILL ASSIST AND ENCOURAGE THE REDUCTION OF HOUSING COSTS.

Staff Analysis and Finding: While manufactured homes are often considered an affordable housing option, the EOA indicates that there is no forecasted demand for additional manufactured homes during the 2010-2028 planning period under any growth scenario. This holds true across all owner-occupied and rental ranges.

Conclusion: The proposed amendment does not comply with this goal because, from a supply standpoint, current zoning can meet both current and forecasted demands. However, this goal may be more targeted to the permits process and fees to reduce costs, and this proposal would not have any impact on either.

11. City Housing Goal 4:

ASSISTED HOUSING INTENDED TO MEET THE NEEDS OF LOW-INCOME PEOPLE SHALL BE DISPERSED THROUGHOUT THE CITY.

Staff Analysis and Finding: The proposed amendment is not intended to provide a site for additional assisted housing. It is not applicable to this request.

Conclusion: If this goal were applicable, the proposed amendment would not contribute to this goal. Rather, it would allow an existing area largely populated by low-income people to expand, thereby increasing their concentration.

12. Metro Functional Plan Requirements:

The proposal is in conformance with Metro Functional Plan Requirements as described in the following:

- A. Title 1: The City is in compliance with *Title 1, Requirements for Housing and Employment Accommodation*. Due to the small size of the parcel, the proposal would have a minor negative impact on the employment capacity of the community.
- B. Title 7: The City is in compliance with *Title 7, Housing Choice*. The city currently has sufficient residentially-designated land to accommodate an additional 4,700 units. In addition, the current commercial designation would allow the site to be developed with a variety of high-density residential unit types. The proposed amendment would provide less housing choice, and the EOA forecasts no demand for additional manufactured homes during the 2010-2028 planning period under any growth scenario. This holds true across all owner-occupied and rental ranges.

VI. DEVELOPMENT CODE ANALYSIS

The Development Code describes the intent of the RML zone as follows:

The City of Forest Grove has established five residential zones to implement the Residential designations of the Comprehensive Plan. The zones provide the flexibility for a range of lot sizes and housing types. The five zones are distinguished primarily by the number of dwelling units permitted per net acre. Target densities are established for each zone. . . The regulations of the residential zones are intended to protect the livability of existing and future residential neighborhoods by encouraging primarily residential development with compatible non-residential development at appropriate locations and at an appropriate scale. Another purpose of these regulations is to encourage a full range of owner-occupied and rental housing at affordable prices (DC Section 10.3.100 Purpose).

Residential RML

The RML zone is intended for development of housing at a target density of 12 dwelling units per net acre. Small-lot single family housing, duplexes, attached dwellings and small multi-dwelling residences will be permitted housing types, 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 permit approval. The RML zone functions as a transition zone between the lower density residential zones and the higher intensity residential and non-residential zones (DC Section 10.3.110 (E) List of Residential Zones).

The Development Code describes the intent of the Community Commercial zone as follows:

Purpose -- *The City of Forest Grove has established two commercial zones to implement the Commercial Designation of the comprehensive plan. . . The Community Commercial zone is established to accommodate commercial uses with a community market focus and promote a concentration of mixed uses along the regional transit corridor (DC Section 10.3.300 Purpose).*

Community Commercial (CC) -- *The CC zone is established to promote a concentration of mixed uses – including retail, service, office and residential uses – along the regional transit corridor. The link between land use and transit is intended to result in an efficient development pattern that supports the regional transit system and makes progress in reducing traffic congestion and air pollution. The location, mix and configuration of land uses are designed to encourage convenient alternatives to the auto, a safe and attractive streetscape, and a more livable community (DC Section 10.3.310 List of Commercial Zones).*

Staff Analysis and Findings:

- Because the site would remain surrounded by a commercial zone, it would not serve as a transition area between lower-density and higher-density residential and non-residential zones.
- Because the site would be developed exclusively for residential purposes, it would not promote a concentration of mixed uses along the regional transit corridor.

Conclusion: Based on the above purpose statements and zone descriptions, it would appear that the site should retain its designation for commercial purposes. Doing so would potentially allow the site to still be developed for residential (multi-family) use, commercial retail use, or a combination of both. While the Community Commercial zone would not allow the site to be developed with manufactured homes, the current zoning does in fact allow for a wider range of development options. Re-designating the site for strictly residential purposes would negate the ability to develop the site for other uses. In staff's opinion, given the site's location along the primary arterial street and transit street serving the community, it should remain designated for commercial purposes.

VII. APPROVAL CRITERIA AND FINDINGS

A. Comprehensive Plan Map Amendment Criteria (Comprehensive Plan, Ordinance 83-15, Section II, Amendments to the Comprehensive Plan):

1. Justification of the proposed amendment and an explanation of how it fulfills applicable comprehensive plan goals and policies and LCDC statewide planning goals.

Staff Analysis and Findings: As analyzed above in Section V, *Conformance to Land Use Policy* the proposed amendment is not justified because the proposed amendment:

- Would conflict with Urbanization Goal 1 by decreasing commercial opportunities for sites requiring five acres or less. It would also provide less vacant land to meet the projected 2010-2028 planning period demand of 15 to 29 acres as identified in the draft Economic Opportunities Analysis (EOA).

- Would conflict with Commercial Land Use Goal 1 by reducing the amount of land available for commercial uses in the face of increasing demand.
- Would conflict with both Urbanization Goal 1 and Commercial Land Use Goal 1 by replacing commercially-designated land with residentially-designated land when there is no current or forecasted demand for it.
- Is not consistent with Statewide Land Use Goal 9 *Economic Development*. Although the proposed amendment would not be a major change in the community's land use pattern due to the parcel's small size, the site currently provides an opportunity for additional economic development.

Conclusion: The proposed amendment would not comply with this criterion because it would not fulfill the applicable comprehensive plan goals and LCDC statewide planning goals noted above.

2. Identification of alternative locations within the City or Urban Planning Area which could be used without amending the plan, and a explanation as to why they are considered unsuitable.

Staff Analysis and Findings: The EOA indicates that the city has and will continue to have ample land inventory for manufactured home development for both owner-occupied and rental units from present-day up to 2028 without approving this proposal. Alternative sites for either manufactured home subdivisions or parks are available in one or more of the approved zones (R-5, R-7, and RML).

Conclusion: The proposed amendment would not comply with this criterion because the city already has ample land available in several residential land use categories for the current and forecasted demand.

3. Identification of the short and long-term environmental, social, economic and energy consequences of the proposed change on the city, region, and state, with particular attention to the impacts on public facilities and services such as streets, traffic control, mass transit, sewer, water, drainage, parks, schools, public safety, and public utilities.

Staff Analysis and Findings: The proposed amendment would not be anticipated to have any short or long-term adverse environmental, social, economic or energy consequences over and above what is envisioned under the current comprehensive plan designation.

Conclusion: The proposed amendment would largely comply with this criterion because the environmental, social, and energy impacts on public services would not be expected to be greater than that created by the existing designation. The exception would be the potential economic impacts that have been described above.

4. Demonstration that the proposed new land uses will be compatible with existing adjacent land uses and with future adjacent land uses as proposed in the comprehensive plan.

Staff Analysis and Findings: With the exception of the Rose Grove MHP, the corridor along Pacific and Adair avenues east of Quince Street has historically been developed with commercial uses. That trend is continuing. Since 2000,

Forest Grove Auto Brokers, Oregon First Community Credit Union, and Taco Bell have all been constructed in the vicinity of the subject parcel. Further, the new Wal-Mart is under construction just over the city line in Cornelius, a short distance from the subject site.

Conclusion: The proposed amendment would not comply with this criterion because future uses in this area would almost certainly continue to be primarily commercial in nature, which would further isolate the existing Rose Grove MHP and this site as a residential anomaly surrounded by commercial uses.

B. Zoning Map Amendment *Review Criteria* (Development Code Section 10.2.770):

1. The zone change is consistent with the Comprehensive Plan Map. When the Comprehensive Plan has more than one implementing zone as shown on the Correspondence Table in Article 3, it must be shown that the proposed zone is the most appropriate, taking into consideration the purposes of each zone and the zoning pattern of surrounding land.

Analysis and Finding: If the site is re-designated to Medium Density Residential, the RML Multi-Family Low Residential zone would be appropriate.

Conclusion: The RML Zone would be appropriate if the Comprehensive Plan designation is changed to MDR.

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

Analysis and Findings: As analyzed above in Section V, *Conformance to Land Use Policy* the proposed amendment is not justified because the proposed amendment:

- Would conflict with Urbanization Goal 1 by decreasing commercial opportunities for sites requiring five acres or less. It would also provide less vacant land to meet the projected 2010-2028 planning period demand of 15 to 29 acres as identified in the draft EOA.
- Would conflict with Commercial Land Use Goal 1 by reducing the amount of land available for commercial uses.
- Is not consistent with Statewide Land Use Goal 9 *Economic Development*. Although the proposed amendment would not be a major change in the community's land use pattern due to the parcel's small size, the site currently provides an opportunity for additional economic development.
- Would not aid the city in complying with Housing Goal 2, because the EOA forecasts no demand for additional manufactured homes from present day to 2028 under any scenario. This holds true across all owner-occupied and rental ranges.

Conclusion: The proposed amendment does not comply with this criterion because it would decrease the amount of commercial land in the face of increasing demand and would increase the amount of MDR-designated land when there is no current or forecasted need.

3. 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.

Analysis and Findings: Because the impacts of the proposed zone would affect the inventories of residential and particularly commercial lands city-wide, the proposed amendment should be considered compared to the city as a whole versus a smaller geographic area. As analyzed above in Section V, *Conformance to Land Use Policy* the proposed amendment is not justified because:

- The EOA indicates that the city has and will continue to have ample land for manufactured home development for both owner-occupied and rental units from the present day up to 2028 without approving this proposal. Alternative sites for either manufactured home subdivisions or parks are available in the approved zones (R-5, R-7, and RML).
- With no changes in the existing commercial zoning inventory, the city will have just enough acreage available during the 2010-2028 planning period for small-scale (less than 5-acre) commercial retail development, according to Baseline projections.
- The site would remain surrounded by a commercial zone and would not serve as a transition area between lower-density and higher-density residential and non-residential zones.
- The site would be developed exclusively for residential purposes and would not promote a concentration of mixed uses along the regional transit corridor.
- The existing Community Commercial designation would allow the site to be developed with multi-family housing at a rate of 20.28 dwelling units per net acre (DUA). The proposed amendment would allow housing at only 12 DUA.

Conclusion: The proposed amendment does not comply with this criterion because the city already has ample land designated for development with manufactured homes, and does not have enough land designated for the forecasted demand for small-scale commercial sites. Furthermore, the proposed amendment would not provide a transition between lower- and higher-intensity uses.

4. The zone change is consistent with the adopted 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.

Analysis and Finding: Development of the site with up to an additional 14 manufactured homes would result in a lower traffic generation than most uses permitted under the site's current commercial zoning.

Conclusion: The proposed amendment would comply with this criterion, because the zone change would not be expected to substantially impact the operation of Pacific Avenue.

5. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the 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.

Analysis and Finding: The proposed amendment would not be anticipated to create any greater demand for public facilities and services than that which would be demanded under the existing commercial designation.

Conclusion: The proposed amendment would comply with this criterion because the public facility demand for residential uses would likely be less than if the site developed with commercial retail uses.

6. The establishment of a zone district is not subject to the meeting of conditions.

Analysis and Finding: No conditions of approval are proposed.

Conclusion: The proposed amendment would comply with this criterion because no conditions of approval are proposed.

VIII. ALTERNATIVES

The Planning Commission may recommend approval as proposed, approval with modifications, deny, or continue deliberations to a date certain.

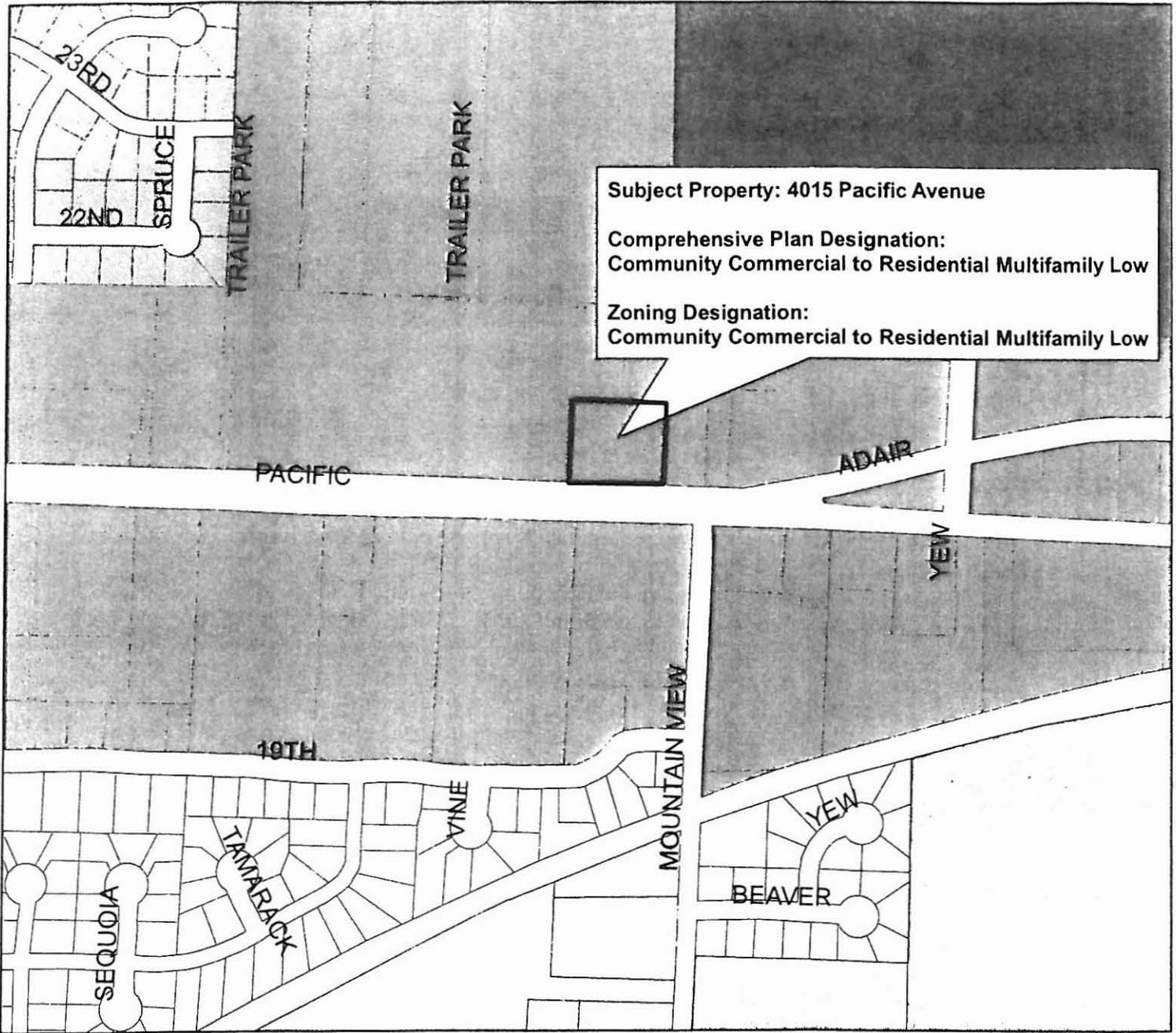
IX. RECOMMENDATION

Based on the analysis and findings above, staff recommends that the Commission recommend denial of the proposed comprehensive plan amendment from Community Commercial to MDR Medium Density Residential and the zoning map amendment from Community Commercial to RML Multi-Family Low Residential.

X. LIST OF EXHIBITS

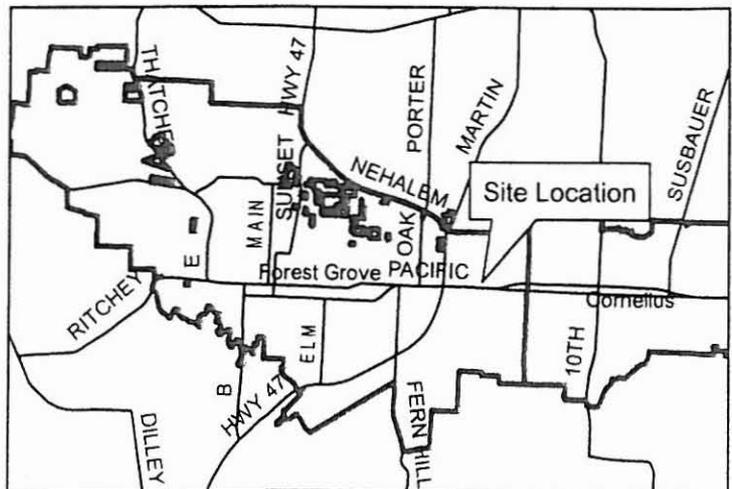
The following attachments are part of the staff report and entered into the record as evidence for this application at the time this staff report was written. Exhibits received after the date of this report will be marked beginning with the next consecutive letter and will be entered into the record at the time the public hearing is opened, prior to oral testimony.

Exhibit A	Map of the proposed Comprehensive Plan and Zoning Amendments
Exhibit B	Applicant's submittal
Exhibit C	Excerpts from the Draft Economic Opportunities Analysis



Zoning Designations

-  GI - General Industrial
-  LI - Light Industrial
-  INST - Institutional
-  RML - Residential Multifamily Low
-  R7 - Residential Single Family
-  CC - Community Commercial





STATEMENT OF PURPOSE

INTRODUCTION

The City of Forest Grove is presently undertaking two critical land use planning exercises with long-reaching consequences for the city's physical and economic path of growth and development.

1. *Periodic Review* – The City is presently undergoing requisite, periodic land use review to account for twenty-year land need within the context of Metro partnership and urban growth boundary coordination.
2. *Urban Reserves Planning* - Along with all other jurisdictions in Washington County, Forest Grove is currently undertaking the State-mandated process of analyzing and planning 50-Year Urban and Rural Reserve designations for lands proximate, but outside of the present Portland metropolitan area Urban Growth Boundary.

As part of these efforts, the City of Forest Grove retained JOHNSON REID to provide research and analysis of potential urban growth scenarios with which the City may consider urban reserves needs over the fifty-year planning period. Several economic and planning issues indicated need for independent land need analysis over the planning horizon. These include:

- The adequacy of existing, available lands suitable for target industry uses within the current Urban Growth Boundary;
- The magnitude and type of residential land needs to support growing Forest Grove industries and agglomerated clusters in the context of a well-documented shortage of residential land within the City;
- The nature of commercial land need driven by new industry and population growth affected by primary industry and workforce growth over the planning horizons;
- Characterization of growth potential in the context of the physical and infrastructure qualities of lands within Urban Reserve consideration for the City; *and*
- Determination of the ability of Forest Grove to accommodate economic growth potential and how sub-regional coordination with the Cities of Hillsboro, Cornelius, North Plains and Banks may affect or enhance long-term high-tech industry growth in Washington County and the State of Oregon in general.

URBAN LAND NEED ANALYSIS

To document the potential nature of urban lands required by the City of Forest Grove over a twenty-year period and a fifty-year period, JOHNSON REID formally utilized a methodology for long-range land need substantiation consistent with State of Oregon land use planning requirements. Specifically, employment land demand consistent with State Planning Goal 9 Economic Opportunities Analysis ("EOA") methodology and documentation requirements, as well as residential land demand consistent with State Planning Goal 10 methodology and documentation requirements was used in this analysis.

GOAL 9 – FOREST GROVE EMPLOYMENT LAND

The State Planning Goal 9 EOA methodology guidelines call for a six-step approach to economic development planning and resulting quantification of employment (industrial, retail, office, institutional, etc.) land need for urban growth boundary planning purposes. These six steps largely guide this resulting analysis of City of

Table 1 Worst-Case Trip Generation Scenario Comparison

ITE Land Use	ITE Code	Size	Daily Trips	Weekday AM Peak Hour			Weekday PM Peak Hour		
				Total	In	Out	Total	In	Out
Existing CC Plan Map									
Fast-food Restaurant with Drive-Through	934	3,500 sq ft	1,740	175	90	85	120	60	60
Pass-by Trips (50%)			(870)	(90)	(45)	(45)	(60)	(30)	(30)
Net New Trips			870	85	45	40	60	30	30
Proposed RML Plan Map									
Single Family Detached	210	14 Units	130	10	5	5	15	10	5
Proposed Zoning - Existing Zoning			-740	-75	-40	-35	-45	-20	-25

As shown in Table 1, the worst-case land use scenario associated with the proposed RML designation has a lower trip generation potential than the existing CC designation (resulting in a reduction of approximately 740 daily trips, 75 weekday a.m. peak hour trips, and 45 weekday p.m. peak hour trips). As a result, a significant effect on existing or planned transportation facilities is not anticipated and no additional analysis is required to satisfy the TPR for rezone purposes. Furthermore, because there is no significant effect, the City of Forest Grove will not be required to impose any mitigation measures in this case to preserve the function, capacity, and performance standards of any transportation facilities.

CONSISTENCY WITH FOREST GROVE TSP

Because the proposed zone change will result in an overall net reduction of trips to the transportation system, 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 TSP. The proposed zone change is therefore consistent with the City's adopted TSP, as required by FGDC 10.2.770.D. Under these circumstances, a traffic impact study is not required.

CONCLUSION

Based on this analysis and the size of the site, no outright or conditional use under the proposed RML designation has the potential to generate more trips than the existing CC designation.

We trust this letter adequately addresses the transportation issues associated with the proposed comprehensive plan change and rezone. If you have any questions or comments, please contact us at (503) 228-5230.

REFERENCES

1. Institute of Transportation Engineers. *Trip Generation, 8th Edition*. 2008.



Forest Grove's need for urbanized land. The required Goal 9 analytical steps that roughly comprise the outline of this document are:

1. *Economic Planning Area Definition:* A determination of the geography of interest for 20-year and 50-year economic development potential, included as an appendix in this study.
2. *Economic Trends Analysis:* Identification of global, national, state, regional and local economic trends that have shaped recent economic performance as well as likely 20-year economic activity that will determine employment land need over the duration of the study period.
3. *Public/Stakeholder Input Process:* Outreach for this effort was limited to key Economic Stakeholders identified as being able to provide targeted, existing and emerging industry perspective.
4. *Industry & Job Growth Forecasts:* Detailed forecasts of job growth by industry within Forest Grove over the planning period that will in turn drive demand, if any, for different employment land categories.
5. *Land Need Forecasts:* Job growth forecasts translated into land demand forecasts based on industry and space type usage and floor area ratio (FAR) patterns anticipated into the future.
6. *Land/Parcel Need Quality:* A detailed treatment of employment land need in terms of specific parcel types, sizes, quantities and other qualities appropriate to economic growth anticipated by the jurisdiction.

GOAL 10 – FOREST GROVE RESIDENTIAL LAND NEED

In addition to providing estimates of residential land and residential unit demand characteristics over the 20-year and 50-year planning horizons consistent with State Planning Goal 10 documentation requirements, JOHNSON REID modeled residential land need as a direct, interactive function of economic opportunities analysis and resulting employment forecasts.



PROJECTED NUMBER OF EMPLOYMENT SITES DEMANDED BY QUALITY

The final step in establishing the City's land demand projections is to arrive at the number of sites expected to be demanded according to the above described development pattern types during the planning horizon. Because there are subjective components to this analysis, it is important to understand basic assumptions utilized in the analysis. The principal assumptions relate to methodology for identifying and categorizing medium and large sites and these include the following:

- The vast proportion of the employment land base, from the standpoint of total acreage, is consumed by sites larger than half an acre. Some of these are held for speculation and will be divided further, but the vast majority of these parcels are developed and used by going concerns.
- It is much easier to divide employment land into small parcels to meet the needs of smaller users than it is to aggregate small parcels in fractured ownerships to meet the needs of a larger user.

In estimating employment site demand, no single, simple methodology was utilized for estimating Forest Grove's need for industrial land by parcel size and quality. Industry-specific and even firm-specific needs indicate an even more diverse range of requirements for known and likely future industries. Accordingly, JOHNSON REID utilized all of the following to identify likely site requirements for parcel size distribution in the context of physical site requirements by general use type summarized in the Development Type Pattern Matrices:

- *Economic Stakeholder Outreach*: Emphasis was put on the City's need for flexible, larger industrial sites to capture high-tech spillover from Hillsboro as well City goals to accommodate the agricultural product industry, tourism and commercial services.
- *OECD Industrial Site/Shovel Ready Guidelines*: Parcel quality and infrastructure need as documented by OECD for statewide industry recruitment with sector specifics also utilized for pertinent industries.
- *Industrial Development Standards*: NAIOP, among others, indicate design and size standards for industrial development utilized by multiple users instead of "anchor" single users, i.e. business, industrial, and flex park development.
- *U.S. Census of Business*: Washington County zip codes 97116 for distribution of firms by industry and employment were utilized to assist in distribution of need by industry type.
- *Professional Experience*: As a due diligence and feasibility service provider to industrial development throughout the Pacific Northwest, JOHNSON REID experience for private and public interests (Portland Development Commission, et al.) was also utilized.

This analysis then utilizes a two-step process:

1. Estimate acreage demand by site quality sizes based on the above industry and economic inputs;
2. Estimate demand for site sizes based on acreage demand by site size in Step 1.

Results are expressed below.

PROJECTED GROSS ACREAGE NEED BY SITE QUALITY

Figure 27 provides detailed assessment of Forest Grove employment land demand and reconciled need (gross acres) by site quality through 2028. Results found in the column labeled "Balance" reflect either new acreage supply needed denoted as a positive number, or existing surplus capacity denoted as a number in parenthesis.



FIGURE 27: RECONCILIATION OF FOREST GROVE EMPLOYMENT LAND ACREAGE DEMAND & SUPPLY (2028)

2028 Land Demand Reconciliation - Gross Acreage Needed									
Vacant Acres Reconciliation (Total)						Planning Horizon			
	Typical Acreage	Demand Projections			Vacant Supply	Balance			
		Baseline	High	Medium		Baseline	High	Medium	
Office	Business Park	Over 40	23	30	28	0	23	30	28
	Medium	10 to 40	16	20	18	0	16	20	18
	Small	10 or less	17	21	19	2	14	18	16
	Sub Total		56	71	65	2	54	68	62
Industrial	Cluster Anchor		0	0	0	0	0	0	0
	Anchor or Large Park	50 to 100	45	81	67	72	(27)	9	(5)
	Large User or Mid Park	20 to 50	51	92	75	70	(19)	22	5
	Medium User or Smaller Park	10 to 20	34	61	50	44	(10)	17	6
	Expanding User	5 to 10	9	17	14	60	(51)	(43)	(46)
	Small Businesses	5 or fewer	24	43	36	45	(21)	(2)	(9)
	Sub Total		164	294	242	291	(127)	3	(49)
Commercial Retail	Large	Over 20	21	31	27	0	21	31	27
	Medium	5 to 20	46	67	60	16	30	51	44
	Small	5 or fewer	30	44	39	15	15	29	25
	Sub Total		97	142	126	31	66	111	96
Other	Over Night Lodging	Not Estimated	15	16	15	Not Estimated	15	16	15
	Special Uses	Not Estimated	80	82	81	Not Estimated	80	82	81
Grand Totals			411	604	529		87	280	205

Note: Figures may not sum due to rounding.

SOURCE: City of Forest Grove and Johnson Reid, LLC

2028 OFFICE COMMERCIAL LAND ACREAGE DEMAND FINDINGS

- *Land Demanded:* Forest Grove growth potential is estimated to create demand for between 56 and 71 acres of office commercial land. Although demand is not sufficient for a single typical, 50-acre Business Park site, Business Park development is estimated as the largest category of demand among the three office space classes.
- *Land Supply:* The City of Forest Grove currently has a total of 2 vacant, buildable acres suitable for office commercial development, all in the “Small” category and all in Forest Grove’s CBD plan designation. It should be underscored that Forest Grove presently has no site availability suitable for larger, predominantly office business park development and outside of the City CBD.
- *Land Needed Reconciliation:* Given documented site demand and existing inventory, Forest Grove will require at least 54 acres and as many as 68 acres of office commercial land to meet economic need over the next twenty years.
- *Land Needed Concentration:* It should again be noted that all office availability is in the CBD of Forest Grove. Demand findings indicate that Business Park-class office uses will be the single largest category of demand, followed by Medium-sized office uses (25 acres typical), which are incompatible with the existing supply within the city CBD.



2028 INDUSTRIAL LAND ACREAGE DEMAND FINDINGS

- *Land Demanded:* Forest Grove economic growth is expected to generate demand for a minimum of 164 industrial acres to as many as 294 acres through 2028. Although the individual site demand has the greatest count in the “Small Businesses” category, total acreage demand is highest in the “Large User or Mid Park” class.
- *Land Supply:* The City of Forest Grove currently has 291 buildable industrial acres within the UGB. Available acreage is widely distributed by industrial class, though Anchor/Large Park and Large User/Mid Park each represent the largest individual shares of current acreage.
- *Land Needed Reconciliation:* Although Forest Grove has indicated existing acreage in every industrial site class but Cluster Anchor, existing acreage in four categories is insufficient depending upon growth scenario considered. Under the Baseline scenario, Forest Grove has sufficient industrial land, though this would be considered the “low” growth scenario. Assuming Forest Grove adopts a more proactive economic development approach, industrial land is lacking by up to 48 acres for the twenty-year period (High-Growth scenario unmet need for Anchor/Large Park, Large User/Mid-Park, and Medium User/Smaller Park).
- *Land Needed Concentration:* Forest Grove is generally lacking in necessary industrial sites on the larger end of the industrial user spectrum (Anchor/Large Park, Large User/Mid-Park, and Medium User/Smaller Park). While existing inventory does show sufficiency for medium and smaller-sized users, Forest Grove’s aspirations in agricultural processing and high-tech manufacturing as discussed earlier in this document would indicate an inability for the City to recruit/site larger users. To the extent that Forest Grove coordinates with other jurisdictions in Western Washington County in economic development initiatives, as a matter of policy Forest Grove may consider additional emphasis on larger parcels and acreage.

2028 RETAIL COMMERCIAL LAND ACREAGE DEMAND FINDINGS

- *Land Demanded:* Forest Grove demand for commercial acreage is estimated to range from 97 acres to 142 acres depending upon economic growth scenario. Medium sites, typically 10 acres in size, comprise the largest single share of acreage demand during the planning period.
- *Land Supply:* The City of Forest Grove currently has nearly 31 acres of buildable commercial retail acreage within the UGB. Forest Grove is completely lacking any Large commercial retail acreage to serve population growth retail and service needs. Existing supply is almost evenly spread between Medium and Small categories of retail development.
- *Land Needed Reconciliation:* Given documented site demand and existing inventory, Forest Grove will require anywhere from 66 to 111 additional acres to meet the needs of anticipated population growth through 2028. Unmet commercial retail land need is most concentrated in Medium-sized retail demand, followed by Large retail commercial types.

2028 EMPLOYMENT SITE BY QUALITY DEMAND FINDINGS

Figure 28 provides a detailed assessment of Forest Grove employment land demand through 2028 in terms number of sites demanded by site size, with a comparison to developable employment land supply by site quality within the existing Forest Grove urban growth boundary. Results are expressed for all three employment growth scenarios and directly correlate to employment site demand details provided in Figure 25.

It should be noted that when largest-site type demand for land in each general employment category (Office, Industrial, Retail) fails to reach the minimum size threshold for that type (e.g. Office Business Park, Anchor Industrial, and Large Retail), demand for acreage in that type expressed in Figure 27 is shifted to the next-smaller type.



FIGURE 28: RECONCILIATION OF FOREST GROVE EMPLOYMENT LAND SITE DEMAND & SUPPLY (2028)

2028 Land Demand Reconciliation - Site Need Count									
	Number of Sites by Development Pattern					Planning Horizon			
		Demand Projections				Vacant Supply	Balance		
		Typical Acreage	Baseline	High	Medium		Baseline	High	Medium
Office	Business Park	Over 40	0	0	0	0	0	0	0
	Medium	10 to 40	2	2	2	0	2	2	2
	Small	10 or less	2+	3+	2+	15	(13)	(12)	(13)
	Sub Total		4+	5+	4+	15	(11)	(10)	(11)
Industrial	Cluster Anchor	Over 100	0	0	0	0	0	0	0
	Anchor or Large Park	50 to 100	0	1	1	0	0	1	1
	Large User or Mid Park	20 to 50	2 - 4	2 - 4	2 - 3	5	(1)	(1)	(2)
	Medium User or Smaller Park	10 to 20	2 - 3	3 - 6	2 - 5	3	0	3	2
	Expanding User	5 to 10	1	2 - 3	2	8	(7)	(5)	(6)
	Small Businesses	5 or fewer	5+	9+	7+	15	(10)	(6)	(8)
	Sub Total		10+	17+	14+	31	(18)	(8)	(13)
Commercial Retail	Large	Over 20	1	1	1	0	1	0	1
	Medium	5 to 20	3 - 9	4 - 13	3 - 12	2	7	11	10
	Small	5 or fewer	6+	9+	8+	54	(48)	(45)	(46)
	Sub Total		10+	14+	12+	56	(40)	(34)	(35)

Note: Figures may not sum due to rounding.

SOURCE: City of Forest Grove and Johnson Reid, LLC

2028 OFFICE EMPLOYMENT SITE DEMAND FINDINGS

- *Sites Demanded:* Over a twenty-year period, Forest Grove growth potential is estimated to create demand for four sites at absolute minimum, the majority of which – depending upon parcelization - are classified as “Small” or sized five acres or less. Two sites will need to be Medium-sized, or between 10 and 40 acres.
- *Site Supply:* The City of Forest Grove currently has a total of 15 sites suitable for office commercial development, all in the “Small” category and all in Forest Grove’s CBD plan designation. It should be underscored that Forest Grove presently has no site availability suitable for larger, predominantly multi-tenant office business park development and outside of the City CBD.
- *Sites Needed Reconciliation:* Given documented site demand and existing inventory, Forest Grove will require at least one Medium-sized office commercial site and likely one Large-sized office commercial site to meet economic opportunities identified in this analysis.
- *Sites Needed Concentration:* It should be noted that all office availability is in the CBD of Forest Grove, therefore the City may consider need for Small sites outside of the CBD that are more compatible with and complimentary to office employment outside of downtown.

2028 INDUSTRIAL EMPLOYMENT SITE DEMAND FINDINGS

- *Sites Demanded:* Forest Grove economic growth is expected to generate demand for a minimum of 10 industrial sites to no less than 17 – depending upon parcelization - over the planning period. The great majority of sites demanded will be five acres or fewer in size (“Small Businesses”), however the second largest demand category is “Medium User/Smaller Park.”
- *Site Supply:* The City of Forest Grove currently has 31 sites suitable for industrial development within its UGB. Nearly half are in the “Small Business” category.



- *Sites Needed Reconciliation:* Given documented site demand and existing inventory, the City is currently lacking any suitable site in the Cluster Anchor category, Anchor/Large Park classification, the Medium User/Smaller Park category, and is marginally sufficient in the Large User/Mid Park category.
- *Sites Needed Concentration:* Forest Grove is generally lacking in necessary industrial sites on the larger end of the industrial user spectrum (Cluster Anchor and Anchor/Large Park). While existing inventory does show sufficiency for medium and smaller-sized users, Forest Grove’s aspirations in agricultural processing and high-tech manufacturing as discussed earlier in this document would indicate an inability for the City to recruit/site larger users. To the extent that Forest Grove coordinates with other jurisdictions in Western Washington County in economic development initiatives, as a matter of policy Forest Grove may consider additional emphasis

2028 RETAIL COMMERCIAL EMPLOYMENT SITE DEMAND FINDINGS

- *Sites Demanded:* Forest Grove population growth, resulting from economic growth opportunity, is expected to create demand for commercial sites ranging from at least 10 to at least 14 individual sites over the planning period, again depending upon parcelization. The great majority of sites demanded will be three acres or fewer in size (“Small”), followed by the “Medium” site category.
- *Site Supply:* The City of Forest Grove currently has 56 sites suitable for retail development within its UGB, 54 of which are parcels sized three acres or less. The City has no site availability for larger, community-serving retail development (25.0 acre average) for future growth during the planning period.
- *Sites Needed Reconciliation:* Given documented site demand and existing inventory, Forest Grove will require anywhere between seven and eleven new retail commercial sites concentrated in the Medium size category and at least one additional Large site of greater than 20 acres in size.



20-YEAR HOUSING NEED FORECAST

INTRODUCTION

This analysis outlines a forecast of housing need within the City of Forest Grove/Urban Growth Boundary. Housing need and resulting land need are forecast to 2028 consistent with 20-year need assessment requirements of periodic review. The housing need analysis and the following residential land need analysis were prepared in coordination with a larger sub-regional economic assessment of five cities in western Washington County, Oregon.

The primary data sources used in generating this forecast were the U.S. Census, Claritas Inc. and the Employment Forecasts included in this report. Other sources are identified as appropriate.

Claritas Inc. is a third-party company providing data on demographics and market segmentation. It is owned by the Nielson Company which conducts direct market research including surveying of households across the nation. Nielson combines proprietary data with data from the U.S. Census, Postal Service, and other federal sources, as well as local-level sources such as Equifax, Vallassis and the National Association of Realtors. Claritas promotes a "bottom-up" and "top-down" analysis using these sources to produce annual demographic and economic profiles for individual geographies. Projections of future growth are based on the continuation of long-term and emergent demographic trends identified through the above sources.

CURRENT HOUSING NEEDS

The profile of current housing conditions in the study area is based on certified 2008 estimates from the Population Research Center at Portland State University. Estimates of current population and households were cross referenced with estimates from Claritas, and the U.S. Census.

FIGURE 35: CURRENT HOUSING PROFILE (2008)

CURRENT HOUSING CONDITIONS (2008)		SOURCE
Total 2008 Population:	21,465	PSU Pop. Research Center
- Estimated group housing population:	1,583 (7.4% of Total)	City of Forest Grove
Estimated 2008 Population:	19,882 (Total - Group)	
Avg. HH Size:	2.68	Claritas, Census
Estimated 2008 Households:	7,419 (Pop/HH Size)	
Total Housing Units:	7,768 (Occupied + Vacant)	
Occupied Housing Units:	7,419 (= # of HH)	
Vacant Housing Units:	350	
Current Vacancy Rate:	4.5%	Census, Johnson Reid

Sources: Johnson Reid, LLC, City of Forest Grove, PSU Population Research Center, Claritas Inc. U.S. Census

We estimate a current population of 21,465, living in 7,416 households. Average household size is 2.68 persons (compared to 2.66 in Washington County, and 2.5 statewide). The estimated 2008 vacancy rate of



housing units was 4.5% (Claritas, Census). (Vacancy rates have risen across the Portland Metro area since 2008. Therefore an assumed higher rate of 6% is used below to project *future* housing needs, reflecting the long-term historical average in western Washington County.)

ESTIMATE OF CURRENT HOUSING NEED

Following the establishment of the current housing profile, the current housing need was determined based upon the age and income characteristics of current households. The analysis considered the propensity of households in specific age and income levels to either rent or own their home, in order to derive the current need for ownership and rental housing units and the appropriate housing cost level of each. This presents a snapshot of current housing need equal to the number of households in the study area.

FIGURE 36: ESTIMATE OF CURRENT HOUSING NEED (2008)

Ownership				
Price Range	# of Households	Income Range	% of Total	Cumulative
\$0 - 50k	211	Less than \$10k	4.7%	4.7%
\$50k - 70k	135	\$10k - \$14.9k	3.0%	7.7%
\$70k - 90k	137	\$15k - \$19.9k	3.1%	10.8%
\$90k - 120k	143	\$20k - \$24.9k	3.2%	14.0%
\$120k - 160k	432	\$25k to \$34.9k	9.7%	23.7%
\$160k - 230k	701	\$35k to \$49.9k	15.7%	39.3%
\$230k - 350k	1,085	\$50k to \$74.9k	24.3%	63.6%
\$350k - 460k	779	\$75k - \$99.9k	17.4%	81.0%
\$460k - 690k	656	\$100k to \$149.9k	14.7%	95.6%
\$690k +	195	\$150k or more	4.4%	100.0%
Totals:	4,474		% of All:	60.3%

Rental				
Rent Level	# of Households	Income Range	% of Total	Cumulative
\$0 - 250	469	Less than \$10k	15.9%	15.9%
\$250 - 375	289	\$10k - \$14.9k	9.8%	25.7%
\$375 - 500	240	\$15k - \$19.9k	8.2%	33.9%
\$500 - 625	271	\$20k - \$24.9k	9.2%	43.1%
\$625 - 875	396	\$25k to \$34.9k	13.5%	56.6%
\$875 - 1,250	497	\$35k to \$49.9k	16.9%	73.4%
\$1,250 - 1,875	601	\$50k to \$74.9k	20.4%	93.8%
\$1,875 - 2,500	133	\$75k - \$99.9k	4.5%	98.4%
\$2,500 - 3,750	48	\$100k to \$149.9k	1.6%	100.0%
\$3,750 +	0	\$150k or more	0.0%	100.0%
Totals:	2,945		% of All:	39.7%

All Households	7,419
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Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.

The price levels presented above assumes that an "affordable" housing payment equals 30% of a household's gross income (HUD standard). The affordable price level for ownership housing assumes 30-year amortization, at an interest rate of 6.5%, with 15% down payment.



[These assumptions are designed to represent prudent lending and borrowing levels for ownership households. The 30-year mortgage commonly serves as the standard. Down payment assumptions tend to range from 20% for older/established households, and 10% for first-time buyers. In recent years, down payment requirements have fallen significantly. The 15% used here represents both the average between newer and older households and recognition that despite currently tightening standards due to the 2009 credit crisis, over the long-run it is anticipated that down payment standards will remain sub-20% (i.e. a new "normal" has been established.) The interest rate of 6.5% reflects the average rate in 2008.]

CURRENT HOUSING INVENTORY

The profile of current housing needs (Figure 36) represents the preference and affordability levels of households. In reality, the current housing supply (Figure 37 below) differs from this profile, meaning that some households find themselves in housing units which are not optimal, either not meeting the household's own/rent preference, or being under- or over-affordable.

A profile of current housing supply in Forest Grove was determined using Census data from the 2006 American Community Survey, which provides a profile of current housing values, current rent levels, and current housing types (single family, attached, mobile home, etc.).

The following figure presents a profile of current housing supply of ownership and rental housing in the study area.

- An estimated 55.1% of housing units are ownership units, while an estimated 44.9% of housing units are rental units.
- This is a low ratio of ownership units compared to Washington County (63.8% ownership rate), adjacent cities, and the state. (The ratio of ownership units is projected to grow in future years, as explained in following sections.)
- Over 80% of ownership units are single family homes, while 50% of rental units are in structures of 5 units or more.



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FIGURE 37: PROFILE OF CURRENT HOUSING SUPPLY (2008)

OWNERSHIP HOUSING										
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %	
\$0 - 50k	337	3	0	1	74	2	416	9.7%	9.7%	
\$50k - 70k	126	1	0	0	28	1	156	3.6%	13.4%	
\$70k - 90k	126	1	0	0	28	1	156	3.6%	17.0%	
\$90k - 120k	127	1	0	0	28	1	157	3.7%	20.7%	
\$120k - 160k	315	2	0	1	69	2	390	9.1%	29.8%	
\$160k - 230k	1,182	9	0	3	260	8	1,462	34.2%	64.0%	
\$230k - 350k	830	7	0	2	182	6	1,027	24.0%	88.0%	
\$350k - 460k	255	2	0	1	56	2	315	7.4%	95.4%	
\$460k - 690k	118	1	0	0	26	1	147	3.4%	98.8%	
\$690k +	42	0	0	0	9	0	52	1.2%	100.0%	
Totals:	3,458	27	0	9	759	25	4,278	% of All Units: 55.1%		
Percentage:	80.8%	0.6%	0.0%	0.2%	17.7%	0.6%	100.0%			

RENTAL HOUSING										
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %	
\$0 - 250	10	4	6	20	0	0	40	1.1%	1.1%	
\$250 - 375	34	12	21	68	1	0	138	3.9%	5.1%	
\$375 - 500	41	15	25	81	1	0	163	4.7%	9.7%	
\$500 - 625	232	84	145	464	6	3	933	26.7%	36.5%	
\$625 - 875	289	105	181	578	7	3	1,163	33.3%	69.8%	
\$875 - 1,250	160	58	100	319	4	2	642	18.4%	88.2%	
\$1,250 - 1,875	82	30	51	164	2	1	330	9.4%	97.6%	
\$1,875 - 2,500	20	7	13	41	0	0	82	2.4%	100.0%	
\$2,500 - 3,750	0	0	0	0	0	0	0	0.0%	100.0%	
\$3,750 +	0	0	0	0	0	0	0	0.0%	100.0%	
Totals:	868	316	542	1,734	21	10	3,490	% of All Units: 44.9%		
Percentage:	24.9%	9.0%	15.5%	49.7%	0.6%	0.3%	100.0%			

TOTAL HOUSING UNITS								
	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units
Totals:	4,326	343	542	1,743	780	35	7,768	100%
Percentage:	55.7%	4.4%	7.0%	22.4%	10.0%	0.4%	100.0%	

Sources: 2006 American Community Survey, PSU Population Research Center, Johnson Reid
 Values are in 2008 dollars.

COMPARISON OF CURRENT HOUSING NEEDS WITH CURRENT SUPPLY

A comparison of estimated current housing needs with current supply identifies the existing discrepancies between needs and the housing which is currently available.

In general, this identifies a current surplus of inexpensive ownership units (including mobile home units) and a current need for more units in the median and upper price range. In other words, the current housing stock offers ample lower end units, and insufficient median and higher price units.

The analysis identifies a general need for rental units at the lower and upper price levels, and a surplus of rental housing in the middle price levels. This reflects that most housing stock will be found near the median



rent levels, with lower income households stretching to pay these prices, and higher income households who rent tend to live in homes costing somewhat less than they can afford based on our definition of "affordable."

FIGURE 38: COMPARISON OF CURRENT NEED TO CURRENT SUPPLY

Ownership				Rental			
Price Range	Estimated Current Need	Estimated Current Supply	Unmet (Need) or Surplus	Rent	Estimated Current Need	Estimated Current Supply	Unmet (Need) or Surplus
\$0 - 50k	211	416	205	\$0 - 250	469	40	(429)
\$50k - 70k	135	156	21	\$250 - 375	289	138	(151)
\$70k - 90k	137	156	18	\$375 - 500	240	163	(77)
\$90k - 120k	143	157	14	\$500 - 625	271	933	662
\$120k - 160k	432	390	(42)	\$625 - 875	396	1,163	767
\$160k - 230k	701	1,462	762	\$875 - 1,250	497	642	145
\$230k - 350k	1,085	1,027	(58)	\$1,250 - 1,875	601	330	(271)
\$350k - 460k	779	315	(464)	\$1,875 - 2,500	133	82	(51)
\$460k - 690k	656	147	(510)	\$2,500 - 3,750	48	0	(48)
\$690k +	195	52	(143)	\$3,750 +	0	0	0
Totals:	4,474	4,278	(196)	Totals:	2,945	3,490	546

Occupied Units:	7,419
All Housing Units:	7,768
Total Unit Surplus:	350

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
Values are in 2008 dollars.

Overall, the analysis identifies a total need for ownership units (196), and a current surplus of rental units (546). This is based on a model of general preferences of households in different age and income cohorts to either own or rent. The analysis indicates that currently there are some household which might be expected to own homes based on these demographic indicators, who nonetheless are currently renting. As mentioned above, Forest Grove currently has a high ratio of rental units to ownership units compared to the Washington County as a whole, and most nearby cities.

There are an estimated 350 units more than the current number of households (i.e. 350 vacant units.)



FUTURE HOUSING NEEDS (2028)

The projected future (20-year) housing profile (Figure 39) in the study area is based on the current housing profile, multiplied by an assumed projected future population growth rate. The projected population growth rate is based on the 20-year Employment Forecast presented in a previous chapter of this report. As with the employment numbers, three growth scenarios were modeled:

ANNUAL HOUSING GROWTH RATES: THREE SCENARIOS

Baseline Growth Scenario:	2.0%
Medium Growth Scenario:	2.3%
High Growth Scenario:	2.6%

This analysis uses economic and employment growth as the primary determinant of the number of households seeking to locate in the study area. A jobs-to-household ratio is applied to represent the number of available jobs in an area per household. Generally, a higher jobs-to-housing ratio represents a more robust local employment and economic environment, as it represents the amount of business activity taking place in the community. The jobs-to-household ratio is a commonly-used indicator of whether there is a sufficient amount of housing to support area employment, and vice versa.

The current estimated jobs/household ratio in Forest Grove is 1.25, which is considered a relatively low level of employment opportunities for each household. Based on the latest Census data, there are currently enough Forest Grove residents in the labor force to support a jobs-to-housing ratio of 1.40. In other words, Forest Grove does not currently offer enough local employment to meet the job demand of current residents.

This analysis assumes an increased future jobs/household ratio of 1.5, meaning somewhat more available jobs per household. This assumptions results from examining western Washington County in a sub-regional context, particularly the finding from the Economic Opportunities Analysis that some high-tech and related manufacturing employment is likely to spread beyond its historical base in the Hillsboro area to the surrounding communities, such as Forest Grove.

The use of 1.5 jobs to households represents the assumptions that more residents of Forest Grove will be employed locally, rather than commute for employment. Applying a *lower* jobs/household ratio results in the need for *more* housing, and implies that more of the residents of that housing are commuting to employment.

The following table presents growth forecasts under Baseline, Medium Growth and High Growth Scenarios. Each scenario is based upon a corresponding growth scenario in employment.



FIGURE 39: FUTURE HOUSING PROFILE (2028)

	Baseline Growth Scenario	Medium Growth Scenario	High Growth Scenario
2008 Population*:	19,882	19,882	19,882
Annual Growth Rate:	2.0%	2.3%	2.6%
Estimated 2028 Population*:	29,394	31,504	32,916
Estimated 2028 Households:	10,968	11,755	12,282
Total Housing Units:	11,668	12,506	13,066
Occupied Housing Units:	10,968	11,755	12,282
Vacant Housing Units:	700	750	784
New Population ('08-'28):	9,512	11,622	13,034
New Households ('08-'28):	3,549	4,337	4,863
New Housing Units ('08-'28) ¹	3,900	4,737	5,298

* Does not include Group Quarters population.

¹ New Housing Units = Total housing units, occupied and vacant.

Assumes average future household size of 2.68, and unit vacancy of 6% (historical average).

Sources: PSU Population Research Center, Claritas, Census, Johnson Reid LLC.

The growth scenarios project growth in the number of households over 20 years of between 3,549 and 4,863 households, with accompanying population growth of 9,512 to 13,034 new residents. (The number of households differs from the number of housing units, because the total number of housing units includes a percentage of vacancy. Projected housing unit needs are discussed below.)

PROJECTION OF FUTURE HOUSING UNIT NEEDS (2028)

The profile of future housing needs was derived using the same methodology used to produce the estimate of current housing need. It includes current and future households, and includes a vacancy rate assumption of 6% based on the historical average in Western Washington County. **Therefore, these projections represent the total number of housing units needed, occupied and vacant.**

The analysis considered the propensity of households at specific age and income levels to either rent or own their home, in order to derive the future need for ownership and rent housing units, and the affordable cost level of each. The projected need is for *all* 2028 households and therefore includes the needs of current households.

The percentage of units which are ownership rather than rental is expected to increase from 55% to 65% over the next 20 years, reflecting demographic shifts. This ratio of ownership to rental units would roughly match that found in Washington County as a whole.

The price levels presented below assume that an "affordable" housing payment equals 30% of a household's gross income. The affordable price level for ownership housing assumes 30-year amortization, at an interest rate of 6.5%, with 15% down payment. Because of the impossibility of predicting variables such as interest rates 20 years into the future, these assumptions were kept constant from the estimation of current housing need. Income levels and price levels are presented in 2008 dollars.

The following three tables present the projected total future housing needs (current and new households, plus vacancy) in 2028, based on the Baseline, Medium and High Growth Scenarios.



FIGURE 40: PROJECTED TOTAL FUTURE HOUSING NEEDS (2028)

BASELINE GROWTH SCENARIO (2.0% ANNUAL POPULATION GROWTH)

Ownership				Rental				All Units
Price Range	# Units	% of Units	Cumulative	Rent	# Units	% of Units	Cumulative	
\$0 - 50k	322	4.2%	4.2%	\$0 - 250	653	16.0%	16.0%	
\$50k - 70k	186	2.4%	6.7%	\$250 - 375	365	9.0%	25.0%	
\$70k - 90k	206	2.7%	9.4%	\$375 - 500	337	8.3%	33.3%	
\$90k - 120k	217	2.9%	12.3%	\$500 - 625	332	8.1%	41.4%	
\$120k - 160k	617	8.1%	20.4%	\$625 - 875	544	13.4%	54.8%	
\$160k - 230k	1,038	13.7%	34.1%	\$875 - 1,250	671	16.5%	71.2%	
\$230k - 350k	1,605	21.1%	55.2%	\$1,250 - 1,875	827	20.3%	91.5%	
\$350k - 460k	1,387	18.3%	73.5%	\$1,875 - 2,500	233	5.7%	97.2%	
\$460k - 690k	1,487	19.6%	93.1%	\$2,500 - 3,750	112	2.8%	100.0%	
\$690k +	527	6.9%	100.0%	\$3,750 +	0	0.0%	100.0%	
Totals:	7,592	% of All:	65.1%	Totals:	4,076	% of All:	34.9%	

MEDIUM GROWTH SCENARIO (2.3% ANNUAL POPULATION GROWTH)

Ownership				Rental				All Units
Price Range	# Units	% of Units	Cumulative	Rent	# Units	% of Units	Cumulative	
\$0 - 50k	345	4.2%	4.2%	\$0 - 250	700	16.0%	16.0%	
\$50k - 70k	199	2.4%	6.7%	\$250 - 375	391	9.0%	25.0%	
\$70k - 90k	221	2.7%	9.4%	\$375 - 500	362	8.3%	33.3%	
\$90k - 120k	233	2.9%	12.3%	\$500 - 625	355	8.1%	41.4%	
\$120k - 160k	662	8.1%	20.4%	\$625 - 875	583	13.4%	54.8%	
\$160k - 230k	1,112	13.7%	34.1%	\$875 - 1,250	719	16.5%	71.2%	
\$230k - 350k	1,720	21.1%	55.2%	\$1,250 - 1,875	887	20.3%	91.5%	
\$350k - 460k	1,487	18.3%	73.5%	\$1,875 - 2,500	250	5.7%	97.2%	
\$460k - 690k	1,594	19.6%	93.1%	\$2,500 - 3,750	120	2.8%	100.0%	
\$690k +	565	6.9%	100.0%	\$3,750 +	0	0.0%	100.0%	
Totals:	8,137	% of All:	65.1%	Totals:	4,368	% of All:	34.9%	

HIGH GROWTH SCENARIO (2.6% ANNUAL POPULATION GROWTH)

Ownership				Rental				All Units
Price Range	# Units	% of Units	Cumulative	Rent	# Units	% of Units	Cumulative	
\$0 - 50k	360	4.2%	4.2%	\$0 - 250	732	16.0%	16.0%	
\$50k - 70k	208	2.4%	6.7%	\$250 - 375	409	9.0%	25.0%	
\$70k - 90k	231	2.7%	9.4%	\$375 - 500	378	8.3%	33.3%	
\$90k - 120k	243	2.9%	12.3%	\$500 - 625	371	8.1%	41.4%	
\$120k - 160k	691	8.1%	20.4%	\$625 - 875	609	13.4%	54.8%	
\$160k - 230k	1,162	13.7%	34.1%	\$875 - 1,250	752	16.5%	71.2%	
\$230k - 350k	1,797	21.1%	55.2%	\$1,250 - 1,875	926	20.3%	91.5%	
\$350k - 460k	1,554	18.3%	73.5%	\$1,875 - 2,500	261	5.7%	97.2%	
\$460k - 690k	1,665	19.6%	93.1%	\$2,500 - 3,750	126	2.8%	100.0%	
\$690k +	590	6.9%	100.0%	\$3,750 +	0	0.0%	100.0%	
Totals:	8,502	% of All:	65.1%	Totals:	4,564	% of All:	34.9%	

Sources: Claritas, Census, Johnson Reid.
Values are in 2008 dollars.



COMPARISON OF FUTURE HOUSING NEEDS TO CURRENT HOUSING INVENTORY

The profile of total future housing need under the three growth scenarios was compared to the current housing inventory to determine the total future need for *new* housing units by type and price range (next page).

Baseline Growth Scenario

The results find a need for 3,900 new housing units by 2028, with a stronger emphasis on new ownership units. This is because analysis of the current supply finds a shortage of ownership units, and a surplus of rental units (Figure 41).

Therefore, to rebalance the supply with the projected future need profile, more *new* ownership units will be needed than rental units, while the current surplus of rental units needs to be absorbed. (In the medium and high growth scenarios, this ratio is improved somewhat as the rental surplus is occupied over time and new rental units are demanded.)

Of the new units needed, the largest share (85%) is projected to be single family types, due again to the stronger need for new ownership housing. The remainder will be some form of attached housing. The projected preferences for future unit types are based upon permitted units from the past 10 years, cross referenced with the profile of the current inventory of units, by owner vs. renter (HUD Building Permit Database, Census).

Duplex through four-plex units are projected to represent slightly more than 11% of the total need.

In balance, a low percentage of all needed units are projected to be multi-family in structures of 5+ attached units. This is because the identified surplus of rental units identified. Nevertheless, a growing part of the ownership demand (4%) is projected to be for attached units such as these (i.e. condominiums).

The following table summarizes the results for all three growth scenarios. Detailed tables for each scenario are presented on the following pages.

FIGURE 41: NEW UNITS NEEDED BY 2028: THREE GROWTH SCENARIOS

	Baseline Growth Scenario	Medium Growth Scenario	High Growth Scenario
New Ownership Units:	3,314	3,859	4,224
New Rental Units:	586	878	1,074
Total New Units (2028):	3,900	4,737	5,298

Sources: PSU Population Research Center, Claritas, Census, Johnson Reid.



FIGURE 42: PROJECTED FUTURE NEED FOR NEW HOUSING UNITS (2028 – BASELINE GROWTH SCENARIO)

OWNERSHIP HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 50k	-71	8	7	5	0	0	-51	-1.6%	-1.6%
\$50k - 70k	27	5	4	3	0	0	39	1.2%	-0.4%
\$70k - 90k	44	6	4	3	0	0	58	1.7%	1.4%
\$90k - 120k	52	6	5	3	0	0	66	2.0%	3.4%
\$120k - 160k	194	18	13	10	0	0	235	7.1%	10.5%
\$160k - 230k	-326	25	22	15	0	0	-264	-8.0%	2.5%
\$230k - 350k	494	47	34	25	0	0	600	18.1%	20.6%
\$350k - 460k	890	44	30	23	0	0	987	29.8%	50.4%
\$460k - 690k	1,108	49	32	25	0	0	1,214	36.6%	87.0%
\$690k +	393	17	11	9	0	0	430	13.0%	100.0%
Totals:	2,805	226	162	121	0	0	3,314	% All Units:	85.0%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%		

RENTAL HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 250	209	53	85	262	0	0	609	104.0%	104.0%
\$250 - 375	88	19	30	89	0	0	226	38.6%	142.6%
\$375 - 500	72	15	22	64	0	0	173	29.6%	172.3%
\$500 - 625	-121	-55	-98	-321	0	0	-596	-101.7%	70.5%
\$625 - 875	-107	-58	-104	-343	0	0	-612	-104.6%	-34.1%
\$875 - 1,250	65	1	-6	-30	0	0	30	5.1%	-29.0%
\$1,250 - 1,875	195	42	65	192	0	0	494	84.4%	55.4%
\$1,875 - 2,500	57	13	20	59	0	0	150	25.6%	81.0%
\$2,500 - 3,750	38	10	16	48	0	0	111	19.0%	100.0%
\$3,750 +	0	0	0	0	0	0	0	0.0%	100.0%
Totals:	496	40	29	21	0	0	586	% All Units:	15.0%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%		

TOTAL HOUSING UNITS								
	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units
Totals:	3,301	266	190	143	0	0	3,900	100%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%	

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.



FIGURE 43: PROJECTED FUTURE NEED FOR NEW HOUSING UNITS (2028 – MEDIUM GROWTH SCENARIO)

OWNERSHIP HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 50k	-52	10	8	6	0	0	-28	-0.7%	-0.7%
\$50k - 70k	39	6	5	3	0	0	53	1.4%	0.6%
\$70k - 90k	57	7	5	4	0	0	72	1.9%	2.5%
\$90k - 120k	65	7	5	4	0	0	82	2.1%	4.6%
\$120k - 160k	232	21	15	11	0	0	280	7.2%	11.9%
\$160k - 230k	-263	30	26	18	0	0	-190	-4.9%	7.0%
\$230k - 350k	591	55	40	30	0	0	715	18.5%	25.5%
\$350k - 460k	974	51	34	27	0	0	1,087	28.2%	53.7%
\$460k - 690k	1,199	56	37	29	0	0	1,321	34.2%	87.9%
\$690k +	425	20	13	10	0	0	468	12.1%	100.0%
Totals:	3,266	264	188	141	0	0	3,859	% All Units:	81.5%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%		

RENTAL HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 250	248	57	88	263	0	0	656	74.7%	74.7%
\$250 - 375	110	21	31	90	0	0	252	28.7%	103.4%
\$375 - 500	93	16	23	65	0	0	198	22.5%	125.9%
\$500 - 625	-101	-54	-97	-320	0	0	-572	-65.1%	60.8%
\$625 - 875	-74	-55	-103	-342	0	0	-573	-65.3%	-4.5%
\$875 - 1,250	106	4	-3	-28	0	0	78	8.9%	4.4%
\$1,250 - 1,875	245	46	68	195	0	0	554	63.0%	67.5%
\$1,875 - 2,500	72	14	21	60	0	0	166	18.9%	86.4%
\$2,500 - 3,750	44	10	16	49	0	0	119	13.6%	100.0%
\$3,750 +	0	0	0	0	0	0	0	0.0%	100.0%
Totals:	743	60	43	32	0	0	878	% All Units:	18.5%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%		

TOTAL HOUSING UNITS								
	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units
Totals:	4,010	324	231	173	0	0	4,737	100%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%	

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.



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FIGURE 44: PROJECTED FUTURE NEED FOR NEW HOUSING UNITS (2028 – HIGH GROWTH SCENARIO)

OWNERSHIP HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 50k	-38	11	9	6	0	0	-13	-0.3%	-0.3%
\$50k - 70k	46	7	5	4	0	0	62	1.5%	1.2%
\$70k - 90k	65	8	6	4	0	0	82	1.9%	3.1%
\$90k - 120k	74	8	6	4	0	0	93	2.2%	5.3%
\$120k - 160k	257	23	17	12	0	0	309	7.3%	12.6%
\$160k - 230k	-221	34	28	19	0	0	-140	-3.3%	9.3%
\$230k - 350k	656	60	44	32	0	0	792	18.8%	28.1%
\$350k - 460k	1,031	56	38	29	0	0	1,153	27.3%	55.4%
\$460k - 690k	1,259	61	40	32	0	0	1,392	33.0%	88.3%
\$690k +	446	22	14	11	0	0	493	11.7%	100.0%
Totals:	3,575	288	206	155	0	0	4,224	% All Units:	79.7%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%		

RENTAL HOUSING									
Price Range	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units	Cummulative %
\$0 - 250	275	59	89	265	0	0	687	64.0%	64.0%
\$250 - 375	125	22	32	91	0	0	270	25.1%	89.1%
\$375 - 500	107	17	24	66	0	0	214	19.9%	109.1%
\$500 - 625	-87	-53	-97	-319	0	0	-556	-51.8%	57.3%
\$625 - 875	-52	-53	-101	-341	0	0	-547	-51.0%	6.3%
\$875 - 1,250	133	6	-2	-27	0	0	110	10.3%	16.6%
\$1,250 - 1,875	279	49	69	196	0	0	593	55.2%	71.8%
\$1,875 - 2,500	81	15	21	60	0	0	178	16.5%	88.4%
\$2,500 - 3,750	49	11	16	49	0	0	125	11.6%	100.0%
\$3,750 +	0	0	0	0	0	0	0	0.0%	100.0%
Totals:	909	73	52	39	0	0	1,074	% All Units:	20.3%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%		

TOTAL HOUSING UNITS								
	Single Family	Duplex	3- or 4-plex	5+ Units MFR	Mobile home	Boat, RV, other	Total Units	% of Units
Totals:	4,484	362	258	194	0	0	5,298	100%
Percentage:	84.6%	6.8%	4.9%	3.7%	0.0%	0.0%	100.0%	

Sources: PSU Population Research Center, Claritas Inc., Census, Johnson Reid
 Values are in 2008 dollars.

APPLICANT'S SUBMITTAL

**BEFORE THE PLANNING COMMISSION AND CITY COUNCIL
FOR THE CITY OF FOREST GROVE, OREGON**

In the Matter of a Request for Map Amendments to Change the Forest Grove Comprehensive Plan Map Designation from Community Commercial to Medium Density Residential and the Zoning Map Designation from Community Commercial with a Commercial Auto Overlay (CC) to Multi-Unit (Low) Residential (RML) on Property Identified as 4015 Pacific Avenue

NARRATIVE IN SUPPORT OF THE CONSOLIDATED APPLICATIONS PROPOSED BY ROSE GROVE MOBILE HOME PARK, LTD.

I. Request.

Rose Grove Mobile Home Park, Ltd. ("Applicant") submits these consolidated applications (collectively, "Application") requesting approval of the following: (1) A post-acknowledgement plan amendment to change the Forest Grove Comprehensive Plan Map designation from Community Commercial to Medium Density Residential; and (2) An amendment to change the Forest Grove Zoning Map designation from Community Commercial with a Commercial Auto Overlay ("CC") to Multi-Unit (Low) Residential ("RML") on real property identified as 4015 Pacific Avenue ("Property"). This narrative explains how the Application satisfies the applicable substantive approval criteria and consistency requirements of the Statewide Planning Goals ("Goals"), Forest Grove Comprehensive Plan ("Plan"), and Forest Grove Development Code ("Code"). Accordingly, the City of Forest Grove (the "City") should approve the Application.

II. Description of Property.

Applicant is the owner of the Property, which is a ±1.15-acre parcel generally shaped like a rectangle and located on the north side of Pacific Avenue between Mountain View Lane and Quince Street. A map and aerial photo of the Property are set forth in Exhibit 1. The Property is identified as Tax Lot 1N3 32D-1400, and it is currently vacant. The City has assigned the Community Commercial Plan Map designation, and a like Zoning Map designation (with a Commercial Auto overlay) to the Property. Surrounding map designations and existing land uses are described as follows:

<u>Location</u>	<u>Plan Designation</u>	<u>Zoning Designation</u>	<u>Existing Use</u>
North	Community Commercial	CC	Rose Grove MHP
South	Community Commercial	CC	Church, Retail
East	Community Commercial	CC	Vacant
West	Community Commercial	CC	Motel

III. Land Use and Planning History.

On October 5, 2005, the City approved a Conditional Use Permit to allow a 21-space Recreational Vehicle Park on the Property, subject to conditions. The Applicant did not implement that approval, and it expired in 2006.

On September 29, 2008, the City Council again approved a Conditional Use Permit to allow a 21-space Recreational Vehicle Park on the Property, subject to conditions. Best Western Inn & Suites and Scott Mary filed a Notice of Intent to Appeal the decision to the State Land Use Board of Appeals ("LUBA"); however, LUBA dismissed the appeal on January 27, 2009. At that time, the City's decision became final. Currently, the Applicant has until January 27, 2010 to engage in substantial construction to vest this approval.

Since the time of the Applicant's 2008 application for a Recreational Vehicle Park, the market for this use has eroded substantially. As an alternative and in an effort to shift the Property into productive use and fulfill a community housing need, the Applicant submits this Application to change the map designations on the Property to allow an expansion of the existing adjacent Rose Grove Mobile Home Park.

IV. Applicable Approval Criteria.

A. Statewide Planning Goals

The State Land Conservation and Development Commission ("LCDC") has adopted 19 Statewide Planning Goals ("Goals") that embody the foundation of Oregon's land use system. For the reasons set forth below, the City can find that the Application is consistent with all applicable Goals.

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.

RESPONSE: Goal 1 requires local governments to adopt and administer programs to ensure citizen involvement in the land use planning process. LCDC acknowledged the City's citizen involvement program for map amendments. The City's approved process ensures citizen participation and will be used during the decision making process for the Application.

The Applicant requests a change in the Plan Map and the Zoning Map, which requires two noticed public hearings in accordance with City land use policies. Opportunities for citizen involvement are provided before and during the public hearings. The City can find that, upon compliance with the City's notice and hearing procedures, the Application is consistent with Goal 1.

Goal 2: Land Use Planning.

To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.

RESPONSE: Goal 2 requires that the City establish a factual basis for its decisions and assure that such decisions are coordinated with the appropriate governmental agencies. In terms of a factual base, this narrative and the related Application materials provide substantial evidence in support of a decision to approve the Applicant's request.

In terms of coordination, the City is required to provide notice to and coordinate with appropriate governmental agencies according to ORS 197.610(1) (which requires a 45-day notice to DLCD) and Code 10.1.515. Upon compliance with these requirements, the City can find that its processing of the Application is consistent with Goal 2.

Goal 3: Agricultural Lands.

To preserve and maintain agricultural lands.

RESPONSE: The purpose of Goal 3 is to protect agricultural lands. This Application requests map amendments from a commercial designation to a residential designation. The Property does not include any "agricultural lands," and no "agricultural lands" are impacted by the Applicant's request. As a result, the City can find that Goal 3 is not applicable to this request.

Goal 4: Forest Lands.

To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.

RESPONSE: The objective of Goal 4 is to protect forest lands. This Application requests map amendments from a commercial designation to a residential designation. The Property does not include any "forest lands," and no "forest lands" are impacted by the Applicant's request. As a result, the City can find that Goal 4 is not applicable to this request.

Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces.

To protect natural resources and conserve scenic and historic areas and open spaces.

RESPONSE: Pursuant to Goal 5, a local government must prepare an inventory of the quality, quantity, and location of specified resources and then develop programs to achieve the goal of protecting these identified resources. The Applicant's proposed amendments would not create or amend the City's Goal 5 resource list or a portion of the Plan adopted to protect a Goal 5

resource. Moreover, there are no officially inventoried resources, areas, or open spaces located on or near the Property.

Therefore, the proposed amendments would not allow new uses that would conflict with any identified Goal 5 resources. The City can thus find that Goal 5 is not applicable to the Application.

Goal 6: Air, Water and Land Resources Quality.

To maintain and improve the quality of the air, water and land resources of the state.

RESPONSE: Goal 6 addresses waste and process discharges from future development and requires local governments to determine that the future discharges, when combined with existing development, would not violate (or threaten to violate) applicable state or federal environmental quality statutes, rules and standards. The Application itself does not propose any specific development and therefore will not increase waste or process discharges. The City will assess discharges of any future development at the time such development is proposed.

Thus, the City can find that Goal 6 is not applicable to the Application.

Goal 7: Areas Subject to Natural Hazards.

To protect people and property from natural hazards.

RESPONSE: Goal 7 prohibits development in known areas of natural hazards without appropriate safeguards. The Property is not located in any known areas of natural hazards. Therefore, the City can find that Goal 7 is not applicable to the Application.

Goal 8: Recreational Needs.

To satisfy the recreational needs of the citizens of the state and visitors, and where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

RESPONSE: Goal 8 requires a local government to prepare an inventory of recreation needs and opportunities in the planning area based upon adequate research and analysis. There are no inventoried recreational facilities located on the Property or affected by the Application. The City can find that Goal 8 is not applicable to the Application.

Goal 9: Economic Development.

To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

RESPONSE: The intent of Goal 9 is to ensure that each community's local comprehensive plan and policies contribute to helping the state maintain a stable and healthy economy. The proposed map amendments will improve the diversity of the City's economy by appropriately

redesignating vacant land for development. The map amendments will reduce the supply of commercially-zoned property in the City by 1.15 acres. This is a de minimis reduction and will not undermine the City's supply of commercial lands. Accordingly, the City can find that approval of the Application is consistent with Goal 9.

Goal 10: Housing.

To provide for the housing needs of citizens of the state.

RESPONSE: Goal 10 and its implementing administrative rules require each local government to inventory the supply of buildable residential lands within its Urban Growth Boundary ("UGB") and to ensure that the supply of such buildable lands is adequate to meet the local government's anticipated housing needs. Approval of the Application would increase the supply of residentially-zoned property in the City, which will further the City's ability to provide for the housing needs of its citizens. Moreover, it will assist the City in achieving housing-related Plan goals and policies described below. Therefore, the City can find that approval of the Application is consistent with Goal 10.

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.

RESPONSE: Goal 11 creates local planning obligations for public facilities and services. The proposed amendments do not specifically propose any new development that would utilize public facilities and services. When development occurs in the future, all such development must necessarily comply with local laws regulating the timing of construction and operational standards for public facilities and services. Accordingly, the City can find that Goal 11 is not applicable to the Application.

Goal 12: Transportation.

To provide and encourage a safe, convenient and economic transportation system.

RESPONSE: Goal 12 requires that local governments provide and encourage a safe, convenient, and economic transportation system. Furthermore, the Oregon Transportation Planning Rule ("TPR") mandates that local governments impose mitigation measures when a map amendment would "significantly affect an existing or planned transportation facility." OAR 660-012-0060(1).

As further detailed in the traffic analysis set forth in Exhibit 2, the Applicant's professional traffic engineer, Kittelson & Associates, Inc., has determined that the proposed map amendment will not allow land uses that will produce more traffic than the existing map designation. A map amendment that does not generate additional traffic cannot cause a "significant affect" within the meaning of the TPR because it will not reduce the performance standards of the facility below the minimum acceptable level identified in the local transportation systems plan. OAR 660-012-0060(1); *Mason v. City of Corvallis*, 49 Or LUBA 199 (2005).

Therefore, the City can find that approval of the Application is consistent with Goal 12.

Goal 13: Energy Conservation.

To conserve energy.

RESPONSE: Goal 13 is directed at the development of local energy policies and implementing measures, and does not state requirements with respect to other land use provisions. As a result, the City can determine that Goal 13 is not applicable to the Application.

Goal 14: Urbanization.

To provide for an orderly and efficient transition from rural to urban land use.

RESPONSE: Goal 14 calls for maintaining urban uses within urban growth boundaries. The Property is located inside the City's UGB and is currently designated for urban uses. The Application does not involve a change in the location of the UGB or a conversion of rural land to urban land. The City can find that Goal 14 is not applicable to this Application.

Goal 15: Willamette River Greenway.

To protect, conserve, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.

RESPONSE: Goal 15 requires conservation and maintenance of the special features of lands located in the Willamette River Greenway. No portion of the Property is located in or near the Willamette River Greenway. Therefore, the City can find that Goal 15 is not applicable to the Application.

Goal 16: Estuarine Resources

To recognize and protect the unique environmental, economic, and social values of each estuary and associated wetlands; and

To protect, maintain, where appropriate develop, and where appropriate restore the long-term environmental, economic, and social values, diversity, and benefits of Oregon's estuaries.

RESPONSE: Goal 16 calls for protecting and restoring estuarine resources. No portion of the Property is located in or near designated estuarine resources. Accordingly, the City can find that Goal 16 is not applicable to the Application.

Goal 17: Coastal Shorelands.

To conserve, protect, where appropriate, develop and where appropriate restore the resources and benefits of all coastal shorelands, recognizing their value for protection and maintenance of water quality, fish and wildlife habitat, water-dependent uses, economic

resources and recreation and aesthetics. The management of these shoreland areas shall be compatible with the characteristics of the adjacent coastal waters; and

To reduce the hazard to human life and property, and the adverse effects upon water quality and fish and wildlife habitat, resulting from the use and enjoyment of Oregon's coastal shorelands.

RESPONSE: Goal 17 calls for the conservation and protection of coastal areas. No portion of the Property is located in or near a designated coastal area. As a result, the City can find that Goal 17 is not applicable to the Application.

Goal 18: Beaches and Dunes.

To conserve, protect, where appropriate develop, and where appropriate restore the resources and benefits of coastal beach and dune areas; and

To reduce the hazard to human life and property from natural or man-induced actions associated with these areas.

RESPONSE: Goal 18 requires that each local government conserve and potentially restore or develop coastal beach and dune areas in order to reduce threats to life and property. This goal requires inventories to "describe the stability, movement, groundwater resource, hazards and values of the beach and dune areas." The Property is not located in an inventoried beach or dune area. Moreover, the proposed amendments will not impact any designated beaches or dunes. Thus, the City can find that Goal 18 is not applicable to the Application.

Goal 19: Ocean Resources.

To conserve marine resources and ecological functions for the purpose of providing long-term ecological, economic, and social value and benefits to future generations.

RESPONSE: Goal 19 calls for the conservation of ocean resources. The Property does not include or abut any ocean resources, and the proposed amendments will not impact any ocean resources. Therefore, the City can find that Goal 19 is not applicable to the Application.

B. Forest Grove Comprehensive Plan

For the reasons set forth below, the City can find that the Application is consistent with applicable goals and policies of the Plan.

1. Chapter IX Land Use Element

Summary of Findings - Mobile Homes

1. Forest Grove's changing population indicates a need for low cost and single-family housing opportunities. Between 1970 and 1980 the proportion of elderly people has

risen from 12.7% to 13.7% and the proportion of young adults has risen from 23.5% to 30.4%.

2. In 1980, Forest Grove had a higher proportion of low and moderate income people than the County as a whole (41% compared to 20%). The City is expected to remain a middle-income community in the near future.
3. Construction costs for manufactured housing are considerably less than for comparable site-built homes (about \$25 per square foot compared to \$49 in 1982).

RESPONSE: Although the above summary of findings does not constitute a formal approval criterion, it reflects the City's need for, and interest in, low-cost housing options. Further, these findings demonstrate that manufactured homes are typically constructed at a significantly lower cost than comparable site-built homes. Approval of the zone change will allow development of manufactured homes on the Property, which will serve the City's need and interest in providing low-cost housing options.

Residential Findings:

8. Two large mobile home parks with a total of 327 homes are designated for future commercial use and occupy potentially attractive commercial land. Conversion of mobile home parks for commercial use is a growing problem in the County. If the City wishes to preserve these mobile home parks, they should be rezoned for residential use.

RESPONSE: Although not a formal approval criterion, this finding exhibits the City's concern with losing manufactured home parks to commercial uses and proposes the solution of redesignating such areas for residential use. Approval of the zone change will establish a residential zoning designation on the Property, which will ensure that the manufactured homes can develop on the Property consistent with the underlying zoning district and without threat of conversion to commercial uses.

Locational Requirements for Residential Land. When identifying vacant buildable land within Forest Grove, certain locational criteria were established to assess the suitability of that land for various types of urban land use. The criteria established for identification of suitable residential land are presented below:

Land Use	Description	Criteria for Allocation
MEDIUM DENSITY RESIDENTIAL DEVELOPMENT	Up to 12 units a net residential acre (duplexes, townhouses, condominiums)	<ul style="list-style-type: none"> ▪ Hazard free location suitable for homesites ▪ 10% or less slope ▪ Location bounded but not penetrated by major arterials or railroads ▪ Convenient driving distance to schools

		and neighborhood commercial
		▪ Availability of full urban services

RESPONSE: The Property is suitable for designation as "Medium Density Residential." The Property is in a location free from natural hazards and is generally flat in nature, with a slope of less than 10%. The southern boundary of the Property is bounded by Pacific Avenue, which the City has designated a major arterial in the City's adopted Transportation System Plan ("TSP"). No other major arterials or railroads penetrate the Property. Two schools (Fern Hill Elementary and Neil Armstrong Middle) are located within short walking distance of the Property, and there is Commercial-Neighborhood-zoned property within convenient driving distance along 19th Street.

Finally, the Property has ready access to the full array of urban services. Sewer, water, and storm facilities are all available to the Property within the Pacific Avenue right-of-way and are of adequate size to allow connections and service to the Property if it is developed consistent with RML densities. Electrical service is available and adequate to serve the Property. Development of the Property with 14 manufactured homes will have a de minimis impact on area schools and parks. Police, fire, and sanitation services are available and are adequate to serve the Property.

The City can find that the Property satisfies the criteria for designation as "Medium Density Residential."

Designation of Residential Land

Medium Density Residential

Medium density residential areas are intended to provide areas for duplex developments (12 units/net acre) with all areas having community services available prior to development. This designation was created to provide a buffer zone between high and low density residential development, and to be used in areas where single-family developments would not be desirable, either physically or economically. Single-family residential uses would also be permitted as an outright use. These medium density residential areas have been distributed in several parts of the city with all locations being readily accessible to major streets and public transportation, adjacent to public or quasi-public open space and near commercial services.

RESPONSE: As explained above, the Property has ready access to a full array of urban services. Moreover, due to its small size and proximity to Pacific Avenue, the Property is not appropriate for single-family residential uses. Further, the Property is readily accessible to major streets, public transportation, open space, and commercial services along Pacific Avenue.

The City can find that it is appropriate to designate the Property as "Medium Density Residential" and "RML."

2. Chapter XIII Housing

Goal 1. ENCOURAGE THE PROVISION OF AFFORDABLE, GOOD QUALITY HOUSING IN ADEQUATE NUMBERS TO ALL SEGMENTS OF FOREST GROVE'S POPULATION INCLUDING BUT NOT LIMITED TO PEOPLE OF ALL RACES, AGE, SEX, RELIGION, NATIONAL ORIGIN, MENTAL AND PHYSICAL HANDICAPS, INCOME, MARITAL STATUS, OR FAMILY SIZE.

RESPONSE: This goal requires the City to provide a range of housing options to ensure accessibility to all groups of people. Approving the Application will further this goal, as it will allow the Applicant to provide 14 affordable, high-quality home sites that will be available to all residents regardless of background. As noted elsewhere in the Plan, manufactured homes are typically more affordable than other housing types, which should broaden their marketability and accessibility.

Goal 2. PROVIDE FOR AN ADEQUATE SUPPLY OF NEW HOUSING TO MEET DEMAND, THUS AVOIDING SHORTAGES AND ADVERSE IMPACTS ON PRICE, RENTS, AND CHOICE OF HOUSING.

RESPONSE: This goal requires the City to provide an adequate housing supply. Approving the Application will further this goal, as it will allow the Applicant to provide 14 affordable, high-quality home sites that are available to the public. This will prevent adverse impacts on price, rents, and choice of housing.

Policy 2. Monitor housing vacancy rates on a regular basis, and take actions to encourage the provision of additional housing when vacancy rates remain below equilibrium levels for extended periods of time. In general, vacancy rates below 1.75% to 2% for single-family and 5% to 6.5% for multi-family indicate an overly tight housing market.

RESPONSE: The vacancy rates for the Rose Grove Mobile Home Park for the last two (2) years, as measured by the last Friday of each month, indicate that vacancy rates have remained constant at only 1-2% of the total units in the Rose Grove Mobile Home Park over this time period, which is at or below equilibrium rates. On the basis of these data, the City can find that these data indicate an overly tight manufactured housing market exists in the City. The City can find that approving the Application will encourage the provision of additional housing which furthers this Policy 2.

C. Forest Grove Development Code

For the reasons set forth below, the City can find that the Application satisfies the applicable approval criteria of the Code.

10.3.110. LIST OF RESIDENTIAL ZONES

E. Residential RML

The RML zone is intended for development of housing at a target density of 12 dwelling units per net acre. Small-lot single family housing, duplexes, attached dwellings and small multi-dwelling residences will be permitted housing types, 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 permit approval. The RML zone functions as a transition zone between the lower density residential zones and the higher intensity residential and non-residential zones.

RESPONSE: Although this subsection does not include any formal approval criteria, it sets forth a description of the RML zoning district. The Property is appropriate for the RML designation, as it will serve as a transition between nearby commercial uses and the existing Rose Grove Mobile Home Park.

ZONE CHANGE

10.2.760 PROCEDURE

A. Quasi-Judicial. Requests for a quasi-judicial zone change are reviewed under the Type III procedure. Quasi-judicial zone changes involve a single property or small number of properties.

Unlike other Type III procedures, the decision of the Planning Commission on a quasi-judicial zone change shall be in the form of a recommendation to the City Council. The City Council shall hold another public hearing and make the final decision.

B. Legislative. Requests for a legislative zone change are reviewed under the Type IV procedure. Legislative zone changes involve numerous properties or broad geographic areas of the City.

RESPONSE: This request is initiated by a single property owner and relates to a single property. Thus, it is properly characterized as quasi-judicial in nature and will be subject to the City's Type III procedure. The Applicant recognizes that the Planning Commission will make a recommendation on the zone change, and the City Council shall hold another public hearing and make the final decision.

10.2.770 REVIEW CRITERIA

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 Correspondence Table in Article 3, it must be shown that the proposed zone is the most appropriate, taking into consideration the purposes of each zone and the zoning pattern of surrounding land.

RESPONSE: The proposed zone change is consistent with the Plan Map. The Medium Density Residential land use designation on the Plan Map allows twelve (12) units per acre, and the RML zoning designation allows the same. There are no other implementing zones for the Medium Density Residential land use designation.

Accordingly, the City can find that the Application satisfies this criterion.

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

RESPONSE: As explained above in response to Section IV.B. of this narrative, the zone change is consistent with relevant goals and policies of the Plan.

Thus, the City can find that the Application satisfies this 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.

RESPONSE: As explained in Section IV.B. of this narrative, the Property is suitable for the proposed zone. Moreover, there is a lack of appropriately designated alternative sites within the vicinity. With the exception of properties at the southeastern corner of Quince Street and 23rd Avenue and between Poplar Street and Oak Street, there are no RML-designated lands within one half-mile of the Property.

The City can find that the Application satisfies this criterion.

D. The zone change is consistent with the adopted 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.

RESPONSE: As set forth in the traffic analysis prepared by Kittelson & Associates, Inc. and set forth in Exhibit 2, the proposed zone change will result in an overall net reduction in trips to the transportation system. As a result, 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 City's adopted TSP. Therefore, the zone change is consistent with the TSP, and no traffic impact study is required.

The City can find that the Application satisfies this criterion.

E. Public facilities and services for water supply, sanitary waste disposal, stormwater disposal, and police and fire protection are capable of supporting the 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.

RESPONSE: As explained above in response to Chapter IX of the Plan, the Property has ready access to the full array of urban services. Sewer, water, and storm facilities are all available to

the Property within the Pacific Avenue right-of-way and are of adequate size to allow connections and service to the Property if it is developed consistent with RML densities. Electrical service is available and adequate to serve the Property. Development of the Property with 14 manufactured homes will have a de minimis impact on area schools and parks. Police, fire, and sanitation services are available and are adequate to serve the Property.

The City can find that the Application satisfies this criterion.

F. The establishment of a zone district is not subject to the meeting of conditions.

RESPONSE: This section does not set forth any substantive approval criteria; however, it does set forth procedural parameters that govern the City's review and approval of the Application. The applicant recognizes that these parameters apply. The City cannot impose conditions of approval on the zone change.

D. Spot Zoning

City staff have advised that the City has historically considered whether a proposed zone change will constitute "spot zoning." Although the Applicant contends that this issue is not a mandatory approval criterion that can be used by the City to deny the Application, the Applicant nevertheless responds to this issue below.

"Spot zoning" is an "arbitrary land use decision made in derogation of established criteria or made without criteria." *Brown & Cole, Inc. v. City of Estacada*, 21 Or LUBA 392, 409 (1991). It is often characterized as a small-scale rezoning that confers a special benefit on a single property owner while burdening the neighbors with an incompatible development. *Id.* Oregon courts have repeatedly invalidated "spot zoning." *Smith v. Washington County*, 241 Or 380, 406 P2d 545 (1965); *Page et ux. v. City of Portland*, 178 Or 632, 640, 165 P2d 280 (1946).

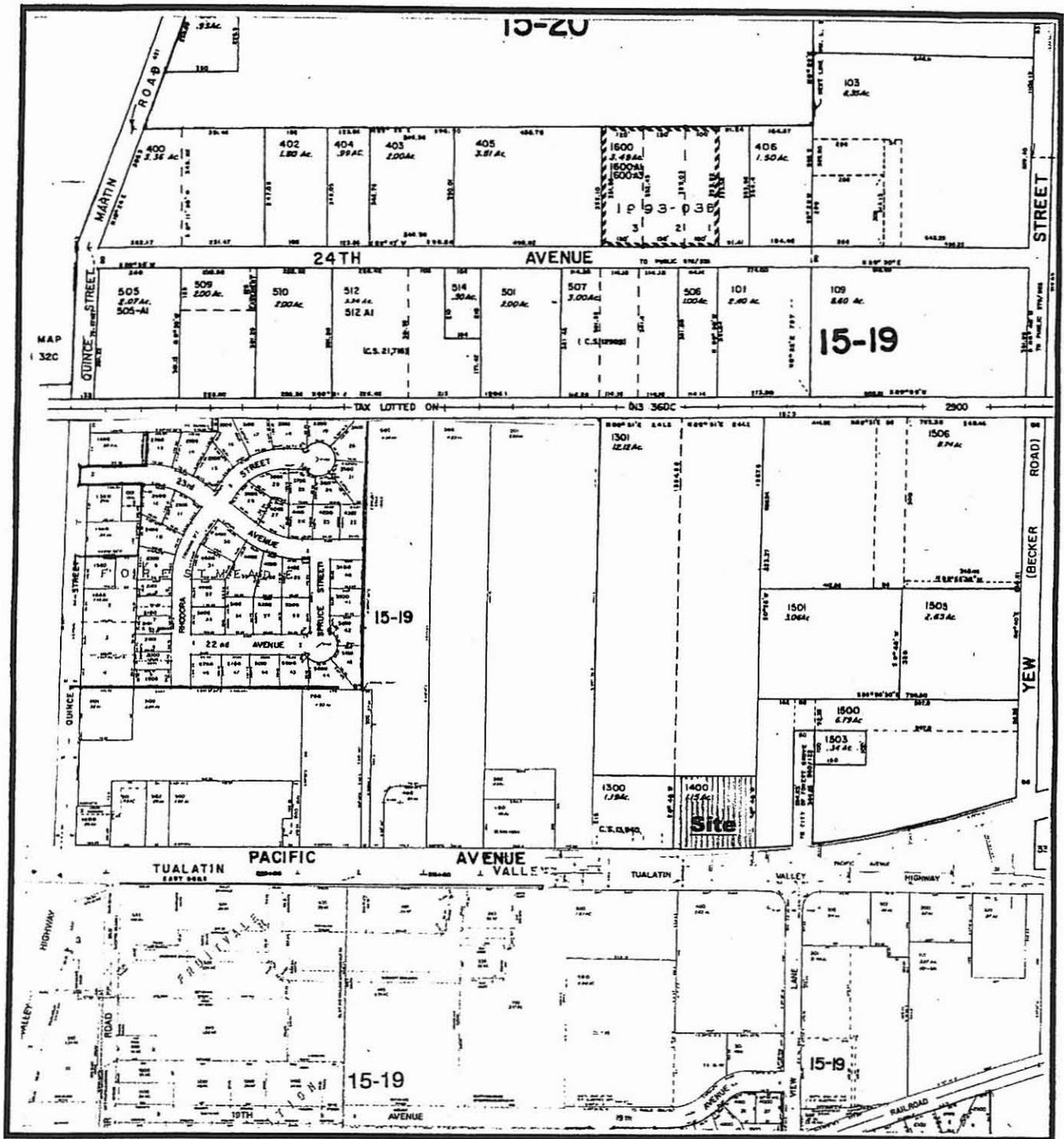
This request is not "spot zoning" for two reasons. First, the Court of Appeals of Oregon has distinguished "spot zoning" from zone changes that have been approved in accordance with established standards. *See, e.g., Rust v. City of Eugene*, 3 Or App 386, 474 P2d 374 (1970) (upholding, against a challenge of "spot zoning," a zone change approved by the City when the change was of the type contemplated by the approved land use plan). The Court reasoned that a change could not constitute "spot zoning" when it was consistent with, rather than in contravention of, the adopted plan. *Id.* at 389. Likewise, as explained above, the Applicant's request is consistent with the City's acknowledged comprehensive plan and is otherwise in compliance with all applicable approval standards. Therefore, the City's approval of the requested zone change cannot constitute "spot zoning."

Secondly, and more saliently, spot zoning is an antiquated common law doctrine that has been superseded in Oregon. Beginning in 1973, the State has established a series of detailed statewide land use laws governing the procedural and substantive aspects of local planning decisions. LUBA has stated "it is doubtful that the spot zoning standard described in *Smith* [*v. Washington County*] continues to have independent application" in light of these statutory provisions, since, by definition, a decision that satisfies all applicable standards cannot constitute

'spot zoning.'" *NWDA v. City of Portland*, 47 Or LUBA 533, ___ (2004). Therefore, the City should deem this doctrine inapplicable to these requests.

IV. Conclusion.

For the reasons set forth in this narrative and on the basis of evidence included in the Application, the City should enter an order approving the Application and authorizing amendment of the City's official maps as requested.



Site Location Map

Aerial Photo (2008)



City of Portland, Corporate GIS

11/25/2009

THE GIS APPLICATIONS ACCESSED THROUGH THIS WEB SITE PROVIDE A VISUAL DISPLAY OF DATA FOR YOUR CONVENIENCE. EVERY REASONABLE EFFORT HAS BEEN MADE TO ASSURE THE ACCURACY OF THE MAPS AND ASSOCIATED DATA. THE CITY OF PORTLAND MAKES NO WARRANTY, REPRESENTATION OR GUARANTEE AS TO THE CONTENT, SEQUENCE, ACCURACY, TIMELINESS OR COMPLETENESS OF ANY OF THE DATA PROVIDED HEREIN. THE USER OF THESE APPLICATIONS SHOULD NOT RELY ON THE DATA PROVIDED HEREIN FOR ANY REASON. THE CITY OF PORTLAND EXPLICITLY DISCLAIMS ANY REPRESENTATIONS AND WARRANTIES, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE CITY OF PORTLAND SHALL ASSUME NO LIABILITY FOR ANY ERRORS, OMISSIONS, OR INACCURACIES IN THE INFORMATION PROVIDED REGARDLESS OF HOW CAUSED. THE CITY OF PORTLAND SHALL ASSUME NO LIABILITY FOR ANY DECISIONS MADE OR ACTIONS TAKEN OR NOT TAKEN BY THE USER OF THE APPLICATIONS IN RELIANCE UPON ANY INFORMATION OR DATA FURNISHED HEREUNDER. FOR UPDATED INFORMATION ABOUT THE MAP DATA ON PORTLANDMAPS PLEASE REFER TO [CITY S.M.I. DATA](#) FOR QUESTIONS ABOUT ASSESSMENT INFORMATION PLEASE CONTACT THE COUNTY ASSESSORS OFFICE IN YOUR COUNTY.

[Address](#) | [Mapping](#) | [Advanced](#) | [Google Earth](#) | [Help](#) | [About](#)

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KITTELSON & ASSOCIATES, INC.

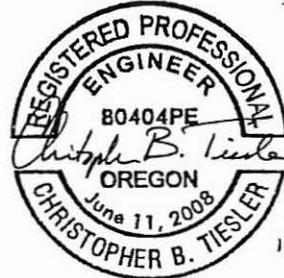
TRANSPORTATION ENGINEERING / PLANNING

610 SW Alder Street, Suite 700, Portland, OR 97205 503.228.5230 503.273.8169

MEMORANDUM

Date: October 15, 2009
To: Dorothy Royce
Rose Grove Mobile Home Park LTD
PO Box 1750
Pacific Palisades, CA 90272

Project #: 10426.0



From: Chris Tiesler, P.E. and Matthew Bell

Project: Rose Grove Development Rezone

Subject: TPR and TSP Analysis for the Proposed Rezone – Forest Grove, Oregon

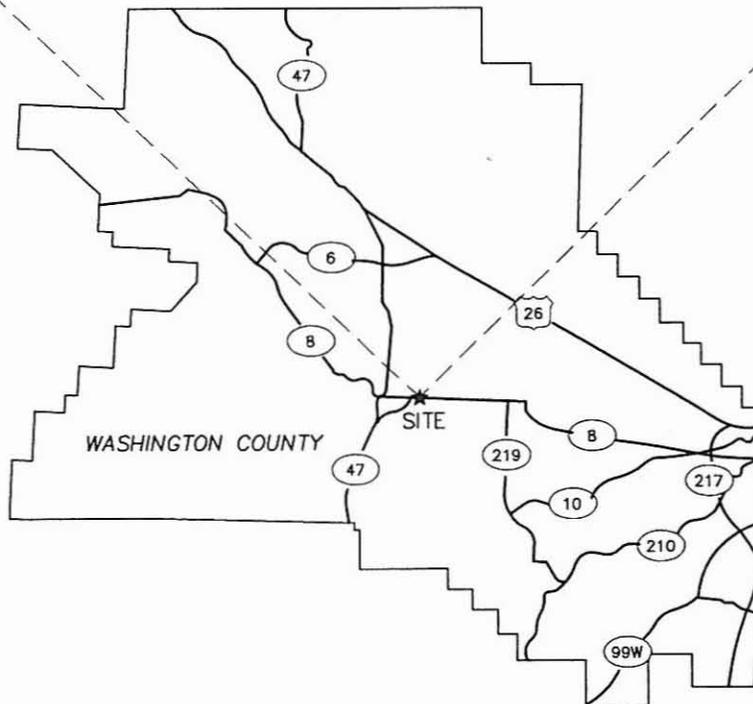
EXPIRES: 6/30/2010

Rose Grove Mobile Home Park LTD is proposing a comprehensive plan and zoning map amendment for an approximately 1.15 acre site in Forest Grove, Oregon. The subject property is located west of the Pacific Avenue/Mountain View Lane intersection as is illustrated in Figure 1. Under the proposed plan map amendment, the site would change the comprehensive plan map designation from *Community Commercial* to *Medium Density Residential* and zoning map designation from *Community Commercial (CC) with a Commercial Auto Overlay* to *Multi-Unit (Low) Residential (RML)*.

SUMMARY OF FINDINGS

This memorandum analyzes the proposed plan map amendment for compliance with the Transportation Planning Rule (TPR), OAR 660-012-0060 and Forest Grove Development Code ("FGDC") 10.2.770.D. A two-step review process is required by the TPR. The first step of the analysis is to determine if there will be a significant effect on surrounding transportation facilities associated with the proposed amendment. The analysis of impacts is conducted for a horizon year corresponding to the end of the planning period identified in the local jurisdiction's adopted Transportation System Plan (TSP), which is typically a 20-year time frame. If a potential significant impact is identified, then appropriate mitigation measures must be defined per OAR 660-012-0060(2).

FGDC 10.2.770.D. requires that, in order to be approved, a zone change must be consistent with the City's adopted Transportation System Plan ("TSP"). Specifically, the applicant must demonstrate that 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 TSP. If a proposed zone change may impact transportation facilities, the City may require a traffic impact study.



SITE VICINITY MAP
FOREST GROVE, OREGON

FIGURE
1

H:\profile\10426 - Rose Grove Development\dwgs\figs\10426_Fig01.dwg Oct 15, 2009 - 9:23am - clesler Layout Tab: 01

Based on the analysis presented in this memorandum, rezoning the property to RML and developing to a reasonable "worst-case" density would result in a lower trip generation potential than allowed under the existing zoning designation. Therefore, the proposed plan map amendment will not have a significant effect per the TPR. Moreover, it is consistent with the City's adopted TSP.

BACKGROUND

The site is currently vacant and zoned CC, which allows for retail, service, office, and residential uses including, but not limited to, the outright permitted use of eating and drinking establishments. The City of Forest Grove approved a Conditional Use Permit in 2008 (File No. CU-08-01) to allow development of a 21-space Recreational Vehicle Park on the subject property.

TRANSPORTATION PLANNING RULE

The TPR institutes criteria under which the transportation impacts of a post-acknowledgement plan amendment and zoning map amendment must be evaluated (OAR 660-012-0060(1)). If a proposed amendment is expected to result in an increase in potential trips generated by the site under a reasonable "worst-case" development of the site under the new designation as compared to a reasonable "worst-case" development of the site under the existing designation, an operational analysis is required to assess the long-term transportation needs. If a significant effect results, the TPR requires the local government to put in place mitigation measures as provided in OAR 660-012-0060(2) to assure that allowed land uses are consistent with the function, capacity, and performance standards of the affected facility. However, if the trip generation is not expected to increase, no additional analysis is necessary to satisfy the TPR.

TRIP GENERATION POTENTIAL COMPARISON

Using the standard reference manual, *Trip Generation, 8th Edition*, published by the Institute of Transportation Engineers (ITE) (Reference 1), the potential site trip generation was estimated for two scenarios:

- an assumed reasonable "worst-case" under the current CC designation
- an assumed reasonable "worst-case" under the proposed RML designation

As noted previously, the existing zoning district allows for eating and drinking establishments as a permitted use, which is considered the reasonable "worst-case" scenario allowed under the CC designation in terms of trip generation. Based on landscaping, parking minimums and setback requirements required by the zoning code, the reasonable "worst-case" build out scenario for an eating and drinking establishment is calculated to be approximately 3,500 square-feet. For the proposed RML zoning, which allows up to 12 dwelling units per acre, 14 single family residential units would represent the worst-case for trip generation purposes.

Table 1 shows the estimated trip generation comparison between the existing CC designation and proposed RML designation.

Table 1 Worst-Case Trip Generation Scenario Comparison

ITE Land Use	ITE Code	Size	Daily Trips	Weekday AM Peak Hour			Weekday PM Peak Hour		
				Total	In	Out	Total	In	Out
Existing CC Plan Map									
Fast-food Restaurant with Drive-Through	934	3,500 sq ft	1,740	175	90	85	120	60	60
<i>Pass-by Trips (50%)</i>			(870)	(90)	(45)	(45)	(60)	(30)	(30)
Net New Trips			870	85	45	40	60	30	30
Proposed RML Plan Map									
Single Family Detached	210	14 Units	130	10	5	5	15	10	5
Proposed Zoning – Existing Zoning			-740	-75	-40	-35	-45	-20	-25

As shown in Table 1, the worst-case land use scenario associated with the proposed RML designation has a lower trip generation potential than the existing CC designation (resulting in a reduction of approximately 740 daily trips, 75 weekday a.m. peak hour trips, and 45 weekday p.m. peak hour trips). As a result, a significant effect on existing or planned transportation facilities is not anticipated and no additional analysis is required to satisfy the TPR for rezone purposes. Furthermore, because there is no significant effect, the City of Forest Grove will not be required to impose any mitigation measures in this case to preserve the function, capacity, and performance standards of any transportation facilities.

CONSISTENCY WITH FOREST GROVE TSP

Because the proposed zone change will result in an overall net reduction of trips to the transportation system, 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 TSP. The proposed zone change is therefore consistent with the City's adopted TSP, as required by FGDC 10.2.770.D. Under these circumstances, a traffic impact study is not required.

CONCLUSION

Based on this analysis and the size of the site, no outright or conditional use under the proposed RML designation has the potential to generate more trips than the existing CC designation.

We trust this letter adequately addresses the transportation issues associated with the proposed comprehensive plan change and rezone. If you have any questions or comments, please contact us at (503) 228-5230.

REFERENCES

1. Institute of Transportation Engineers. *Trip Generation, 8th Edition*. 2008.

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

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

DATE: April 12, 2010

SUBJECT: Execute Operation Agreement for Forest Grove Senior and Community Center for Renewal of Occupancy of City-Owned Property

ISSUE STATEMENT: The City of Forest Grove (City) and Forest Grove Senior and Community Center have an existing Operation Agreement for occupancy of city-owned property, located at 2037 Douglas Street, Washington County Tax Lot No. 1S-3-06AB-02600, dated May 1, 1992. Renewal of the existing Operation Agreement is long overdue since the original agreement was signed 18 years ago.

BACKGROUND: Representatives of the City and Forest Grove Senior and Community Center Board of Directors have met in recent months and have reached consensus on certain modifications to the Operation Agreement. The new Operation Agreement provides for certain conditions that both parties agreed were important.

FISCAL IMPACT: Section 6 of the Operation Agreement outlines the City's obligations. Staff does not anticipate any significant costs increase caused by renewal of this Agreement.

RECOMMENDATION: Staff recommends the City Council approve the attached resolution authorizing the City Manager to endorse the Operation Agreement between the City and Forest Grove Senior and Community Center, for the term stated in the Agreement and subject to the conditions of the Agreement (attached as Exhibit A), for renewal of occupancy of city-owned property.



RESOLUTION NO. 2010-32

**RESOLUTION AUTHORIZING CITY MANAGER TO ENDORSE
OPERATION AGREEMENT BETWEEN THE CITY OF FOREST GROVE
AND FOREST GROVE SENIOR CENTER AND COMMUNITY CENTER
FOR RENEWAL OF OCCUPANCY OF CITY-OWNED PROPERTY**

WHEREAS, the City of Forest Grove (City) and Forest Grove Senior and Community Center have an existing Operation Agreement for occupancy of city-owned property, located at 2037 Douglas Street, Washington County Tax Lot No. 1S-3-06AB-02600, dated May 1, 1992; and

WHEREAS, renewal of the existing operation agreement is long overdue since the original agreement was signed 18 years ago; and

WHEREAS, representatives of the City and Forest Grove Senior and Community Center Board of Directors have met in recent months and have reached consensus on certain modifications to the Operation Agreement; and

WHEREAS, the Operation Agreement provides for certain conditions that both parties agreed were important.

**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 Operation Agreement between the City of Forest Grove and Forest Grove Senior and Community Center for the term stated in the Agreement and subject to the conditions of this Agreement (attached as Exhibit A).

Section 2: The City Manager is hereby authorized to endorse the 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 12th day of April, 2010.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of April, 2010.

Peter B. Truax, Mayor

EXHIBIT A

AGREEMENT FOR OPERATION OF FOREST GROVE SENIOR AND COMMUNITY CENTER

DATE: March 29, 2010

PARTIES: CITY OF FOREST GROVE, Oregon, a municipal corporation, ("Owner")

and

FOREST GROVE SENIOR AND COMMUNITY CENTER, INC., an
Oregon nonprofit corporation, ("Operator")

THE PARTIES AGREE:

Section 1. Exclusive License. Owner grants to Operator an exclusive license to operate the Forest Grove Senior and Community Center, located at 2037 Douglas Street, Washington County Tax Lot No. 1S-3-06AB-02600, for the term stated in this Agreement and subject to the conditions of this Agreement.

Section 2. Term of Occupancy. The term of this Agreement shall commence on the above date and shall continue for twelve (12) months.

Section 3. Renewal of Occupancy. Agreement shall be automatically renewed for successive twelve-month (12-) terms unless written notice is given by either party to the other at least sixty (60) days prior to the annual anniversary date. This Agreement may also be reopened for good cause as determined by an affirmative vote of at least five (5) members of the Forest Grove City Council.

Section 4. Reports. Operator shall make written reports, including copies of board minutes, to City Manager regarding the operation of the Forest Grove Senior and Community Center on a monthly basis.

Section 5. Obligations of Operator. Operator shall be obligated to pay or provide the following during the terms of this Agreement:

- A. All taxes upon Operator's personal property on the premises, including fixtures;
- B. All charges for heat, power, water, sewage and other services or utilities used by Operator in the premises;
- C. All exterior grounds and landscaping maintenance and care, building interior cleaning and maintenance, and all supplies necessary for those operations;
- D. All amounts which Operator is required to reimburse Owner for expenses incurred by Owner in discharging Operator's obligations, if any;

- E. All other amounts which Operator is required to pay by any other provisions of this Agreement;
- F. Any interior redecorating;
- G. Any repairs necessitated by the negligence of Operator, Operator's agents, employees and invitees, except where the loss or damage could have been covered by a standard fire insurance policy with an extended coverage endorsement;
- H. Ordinary maintenance of the heating and air conditioning system;
- I. Any repairs or alterations required under Operator's obligation to comply with laws and regulations as set forth in subsection A of the section of this Agreement entitled USE OF PREMISES;
- J. All other repairs to the premises which Owner is not specifically obligated to make. Owner shall have the right to inspect the premises at any reasonable time to determine the necessity of repair.
- K. Compliance with all Federal, State, and local laws regarding operations of a non-profit organization;
- L. Updated bylaws for review and acceptance by Owner.

Section 6. Obligation of Owner. The following shall be the obligation of Owner:

- A. Structural repairs and maintenance and repairs necessitated by structural disrepair or defect;
- B. Repair and maintenance, including painting, of the exterior walls and roof and exterior water, sewage, gas and electrical services up to the point of entry to the premises. This shall not include maintenance of the operating condition of doors and windows or replacement of glass unless maintenance or replacement of these items is necessitated by vandalism;
- C. Repair of interior walls, ceilings, doors, windows floors and floor coverings when such repairs are made necessary because of faulty construction or failure of Owner to keep the structure in proper repair;
- D. Repair of the heating and air conditioning system other than ordinary maintenance;
- E. All repairs or restoration made necessary by fire or other peril which could be covered by a standard fire insurance policy with an extended coverage endorsement or by reason of war, or by earthquake or other natural casualty, vandalism, malicious mischief and all other risks covered by Owner's property insurance in force at the time of loss.
- F. Appointment of a City Council Liaison to work with Operator in carrying out the terms of this Agreement.

Section 7. Use of Premises. The parties understand that the primary purpose for the construction of the Forest Grove Senior and Community Center was to provide a physical facility for the providing of services to older citizens of the community. In addition, all citizens of Forest Grove may use or lease facility with approval of Operator's Board of Directors. In connection with the use of the premises, Operator shall:

- A. Conform to all applicable laws and regulations of any public authority affecting the use of premises and correct, at Operator's expense, any failure of compliance created through Operator's fault or by reason of Operator's use. Operator shall not otherwise be required to make expenditures to comply with any laws or regulations, and in no event shall Operator be required to make any structural changes to effect such compliance;
- B. Refrain from any activity which would make it impossible to insure the premises against casualty, would increase the insurance rate or would prevent Owner from taking advantage of any ruling of the Oregon Insurance Rating Bureau or its successor allowing Owner to obtain reduced premium rates for long-life fire insurance policies, unless the Operator pays the additional cost of insurance;
- C. Refrain from any use which would be reasonably offensive to Owner, other tenants or owners or users of adjoining premises or which would tend to create a nuisance or damage the reputation of the premises.

Section 8. Alterations. Operator shall make no improvements or alterations on the premises of any kind without the prior consent in writing of Owner, which consent shall not be unreasonable withheld.

All improvements and alterations performed on the premises by either Owner or Operator shall be the property of Owner when installed unless the applicable Owner's consent or worksheets specifically provide otherwise.

Section 9. Damage and Destruction. If the premises are partially damaged or destroyed, the property shall be repaired as follows:

- A. If the damage is caused by a risk which would be covered by a standard fire insurance policy with an endorsement for extended coverage, repair shall be at the expense of Owner whether or not the damage occurred as the result of fault on the part of Operator;
- B. If the damage occurred from a risk which would not be covered by insurance of the kind described in A above repairs shall be at the expense of Owner unless the damage was the result of the fault of Operator, in which case Operator shall have the obligation to repair;
- C. In any event, repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays from labor disputes and matters beyond the control of the party responsible.

Section 10. Liability to Third Persons. Except with respect to activities for which Owner is responsible, Operator shall pay as due all claims for work done on and for services rendered or materials furnished to the premises and shall keep the premises free from any liens.

Operator shall indemnify and defend Owner from any claim loss or liability arising out of or related to any activity of operator on the premises. Operator's duty to

indemnify shall not apply to or prevent any claim by Operator against Owner for injury or damage to Operator or Operator's property for which Owner may be liable.

During the term of this Agreement, Operator shall procure and thereafter during the term of this Agreement shall continue to carry the following insurance at Operator's cost with Owner named as an additional insured:

Public liability and property damage insurance in a responsible company with a combined single limit of not less than \$500,000.00. Certificates evidencing such insurance and bearing endorsements require ten (10) days' written notice to Owner prior to any change or cancellation shall be maintained.

Section 11. Insurance. Owner shall keep the premises insured at its full insurable value at Owner's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage. Such insurance shall not insure Operator's separate property on the premises against such risks.

The parties shall obtain, from their respective insurance carriers, waivers of subrogation against the other party, its agents, employees and, as to Operator, its invitees. Neither party shall be liable to the other for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement if such insurance was obtainable at the time of such loss or damage. The party benefiting from a waiver of subrogation clause in an insurance policy shall pay any additional premium required to obtain such a clause within ten (10) days after being notified by the other party of such additional cost unless the benefiting party can obtain such insurance without - the additional cost from another insurance carrier satisfactory to the first party.

Section 12. Assignment and Sublease. No part of the premises may be assigned or subleased, nor may a right of use of any portion of the property be conferred on any third person by any other means by Operator without the prior written consent of Owner.

Operator shall have the right to make the premises available to third persons or organizations and shall have the right to retain *all* fees and charges resulting from the use of the premises by third persons or organizations.

Section 13. Termination. This Agreement shall terminate at the end of the initial term or such additional terms as may be agreed upon between the parties or upon termination by one of the parties under the Section 3 of this Agreement entitled Renewal of Occupancy.

This Agreement shall terminate earlier if at any time Operator 'breaches any of the terms of this Agreement. Such breach shall be specified by Owner to Operator in writing and Operator shall have sixty (60) days within which to cure such breach or such period of time as may be agreed upon by Owner in writing. If the breach has not been remedied within the time specified in this Section, notice of termination may be given by Owner to Operator in writing at any time after the date upon which such breach should have been

remedied. The notice of termination shall specify a date by which Operator shall surrender the premises which date shall not be sooner than ten (10) days from the date of notice of termination.

Operator shall have the same right to terminate this Agreement upon a breach of this Agreement by Owner in the same manner and subject to the same conditions as are set forth in the immediately preceding paragraph.

Section 14. Surrender at Expiration.

14.1 Condition of Premises. Upon expiration of the term or earlier termination on account of default, Operator shall deliver all keys to Owner and surrender the leased premises in first-class condition and broom clean. Alterations constructed with permission from Owner shall not be removed or restored to the original condition unless the terms of permission for the alteration so require. Depreciation and wear from ordinary use for the purpose for which the premises were let need not be restored but all repairs for which Operator is responsible shall be completed to the latest practical date prior to such surrender. Operator's obligations under this Section shall be subordinate to Section 9 of this Agreement entitled Damage and Destruction.

14.2 Fixtures.

14.2.1 All fixtures placed upon the premises during the term of this Agreement, other than Operator's trade fixtures shall, at Owner's option, become the property of Owner. Movable furniture, decorations, floor coverings other than hard surface bonded or adhesively fixed flooring, curtains, blinds, furnishings and trade fixtures shall remain the property of Operator if placed on the premises by Operator.

14.2.2 If Owner so elects, operator shall remove any or all fixtures which would otherwise remain the property of Owner, and shall repair any physical damage resulting from the removal. If Operator fails to remove such fixtures, Owner may do so and charge the cost to Operator with interest at nine percent (9%) per annum from the date of expenditure. Operator shall remove all furnishings, furniture and trade fixtures which remain the property of Operator. If Operator fails to do so, this shall be an abandonment of the property, and Owner may retain the property and all rights of Operator with respect to it shall cease or, by notice *in* writing given to Operator within twenty (20) days after removal was required, Owner may elect to hold Operator to its obligation of removal. If Owner elects to require Operator to remove, Owner may effect a removal and place the property in public storage for Operator's account. Operator shall be liable to Owner for the cost of removal, transportation to storage, and storage, with interest at nine percent (9%) per annum on all such expenses from the date of expenditure by Owner.

14.2.3 The time for removal of any property or fixtures which operator is required to remove from the premises upon termination shall be as follows:

- A. On or before the date the Agreement terminates because of expiration of the original or a renewal term or because of default;

B. Within thirty (30) days after notice from Owner requiring such removal where the property to be removed is a fixture which Operator is not required to remove except after such notice by Owner, and such date would fall after the date on which Operator would be required to remove other property.

Section 15. Miscellaneous.

15.1 Nonwaiver. Waiver by either party of strict performance of any provision of this Agreement shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

15.2 Attorney Fees. If suit or action is instituted in connection with any controversy arising out of this Agreement, the prevailing party shall be entitled to recover in addition to costs such sum as the court may adjudge reasonable as attorney fees both on trial and appeal, if any.

15.3 Succession. Subject to the above-stated limitations on transfer of Operator's interest, this Agreement shall be binding upon and inure to the benefit of the parties, their respective successor and assigns.

IN WITNESS WHEREOF, the parties have executed this instrument in duplicate on the day and year first above written.

OWNER:

CITY OF FOREST GROVE, Oregon,
a municipal corporation

By: _____
Michael J. Sykes, City Manager

OPERATOR:

FOREST GROVE SENIOR AND
COMMUNITY CENTER, INC.
an Oregon nonprofit corporation

By:  _____ 3-29-10
Jeff Duyck, President



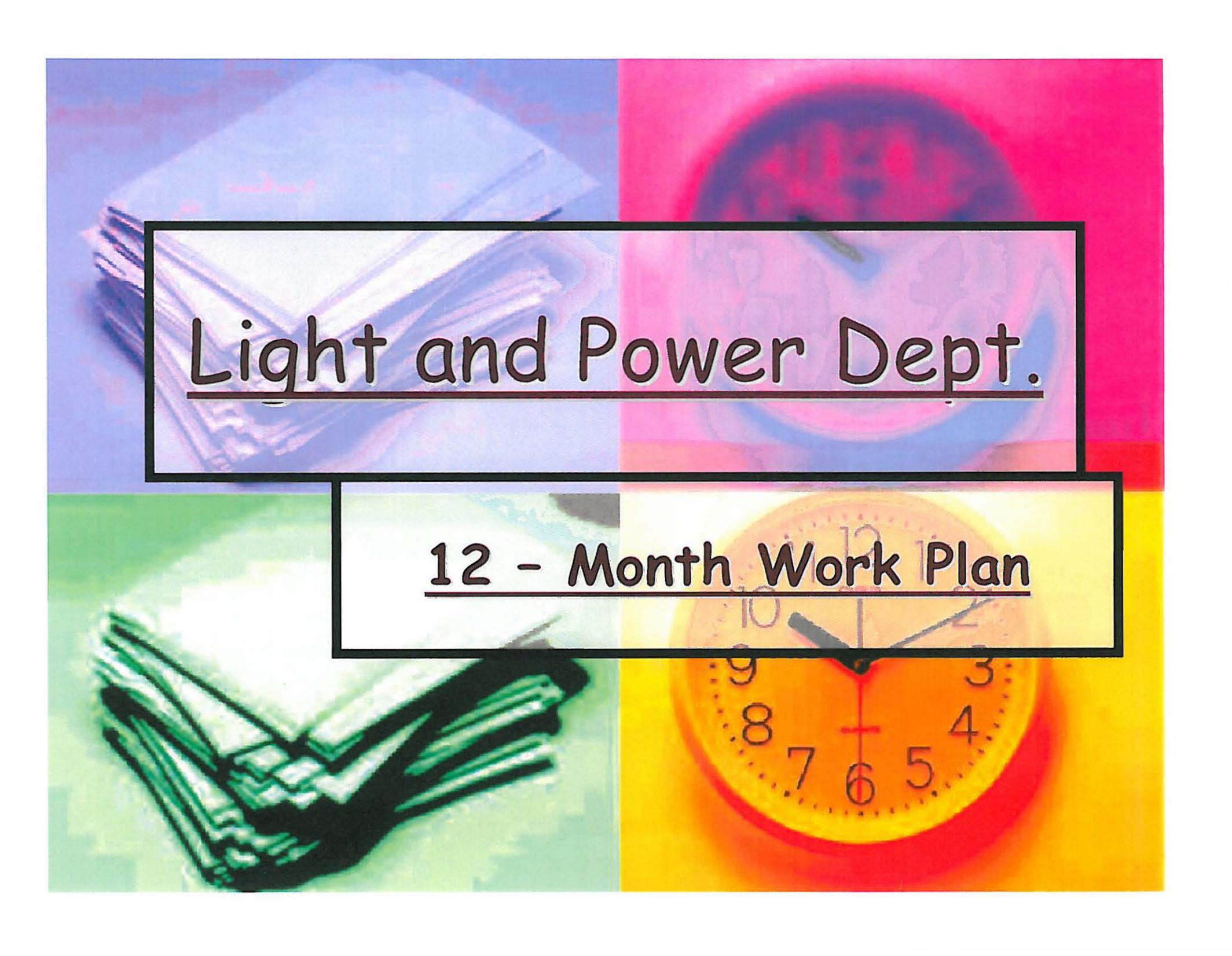
DEPARTMENT PRESENTATIONS April 12, 2010

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:

- Light and Power Department
- Community Development Department
- Engineering/Public Works Department
- Administrative Services Department

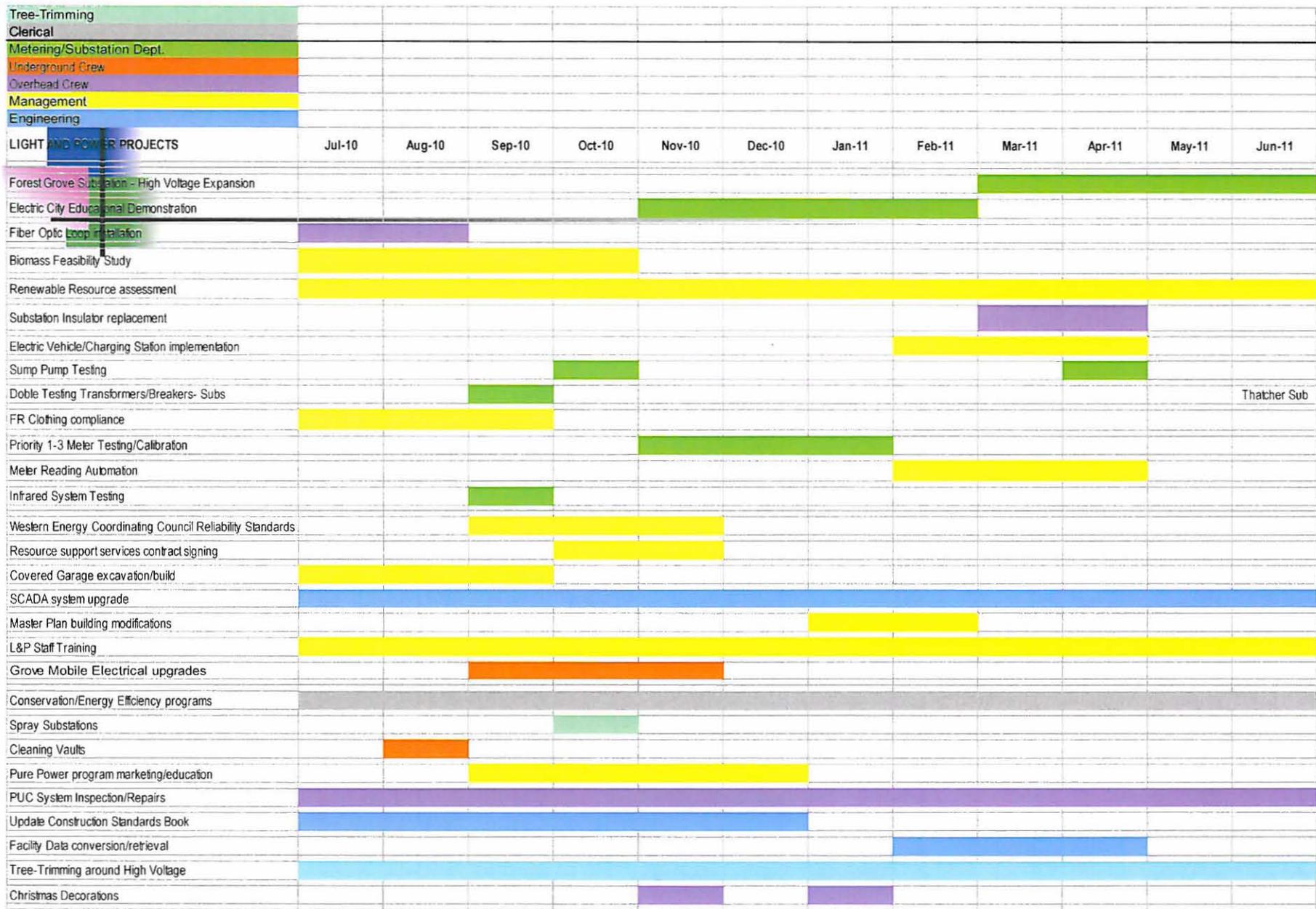
DEPARTMENT WORK PLAN

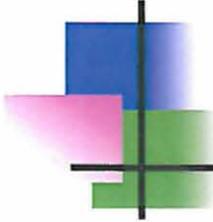
LIGHT AND POWER DEPARTMENT

The background is a collage of four quadrants. The top-left quadrant shows a stack of papers on a blue background. The top-right quadrant shows a clock face on a pink background. The bottom-left quadrant shows a stack of papers on a green background. The bottom-right quadrant shows a clock face on a yellow background.

Light and Power Dept.

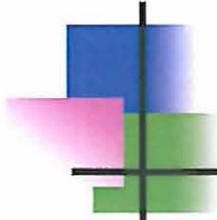
12 - Month Work Plan



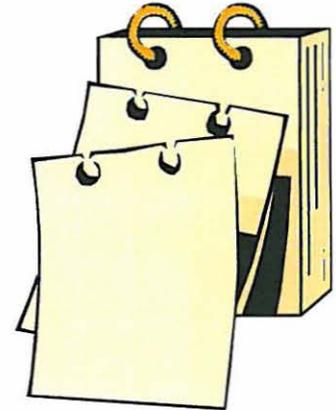


Focus Areas Based On Council Goals

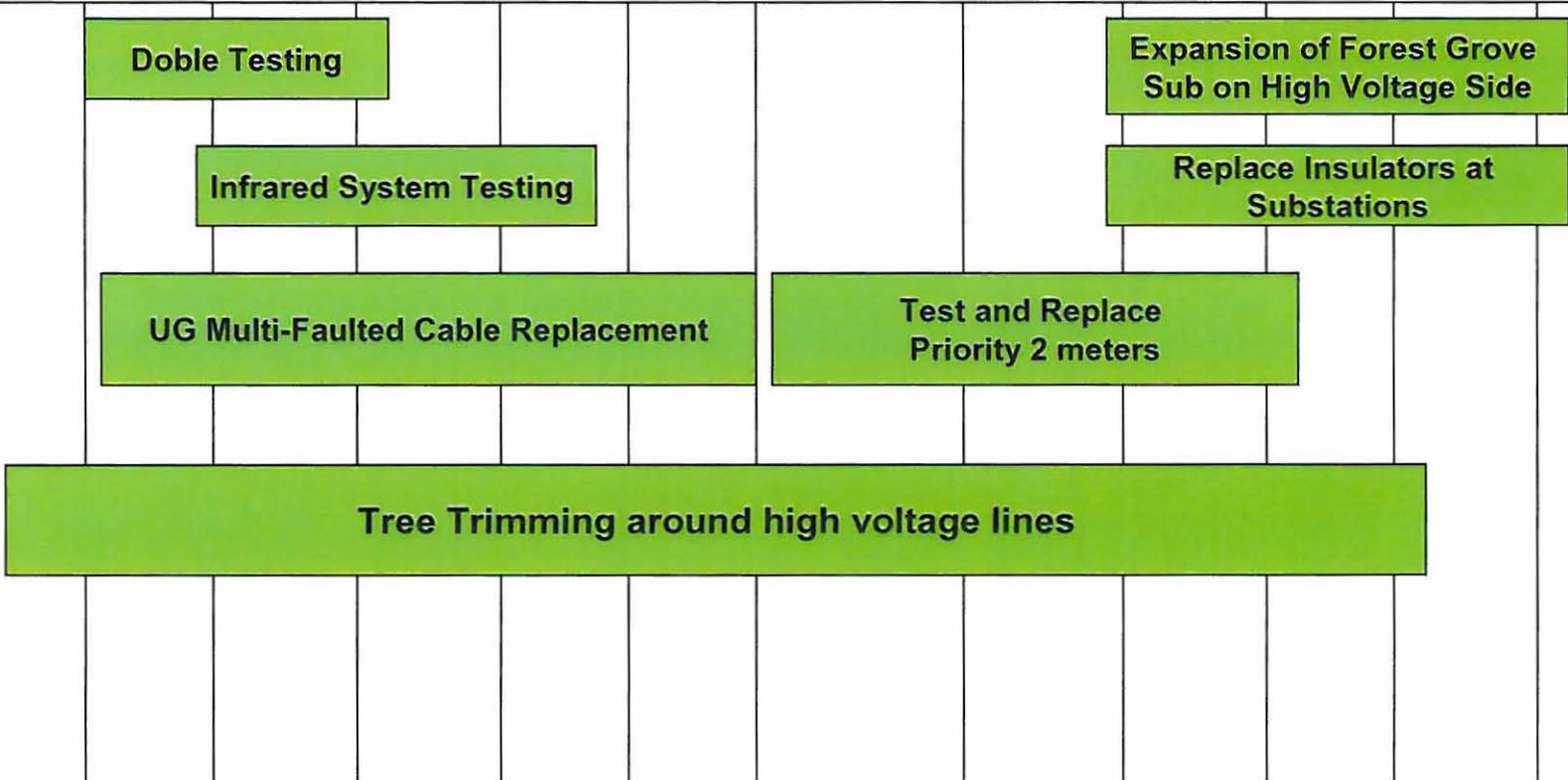
- Promote Safe, Livable, and Sustainable Neighborhoods and a Prosperous Dynamic, Green City
- Promote a Prudent Financial Plan to Maintain Service Levels of a Full-Service City
- Promote the Interests and Needs of Forest Grove in Regional Affairs



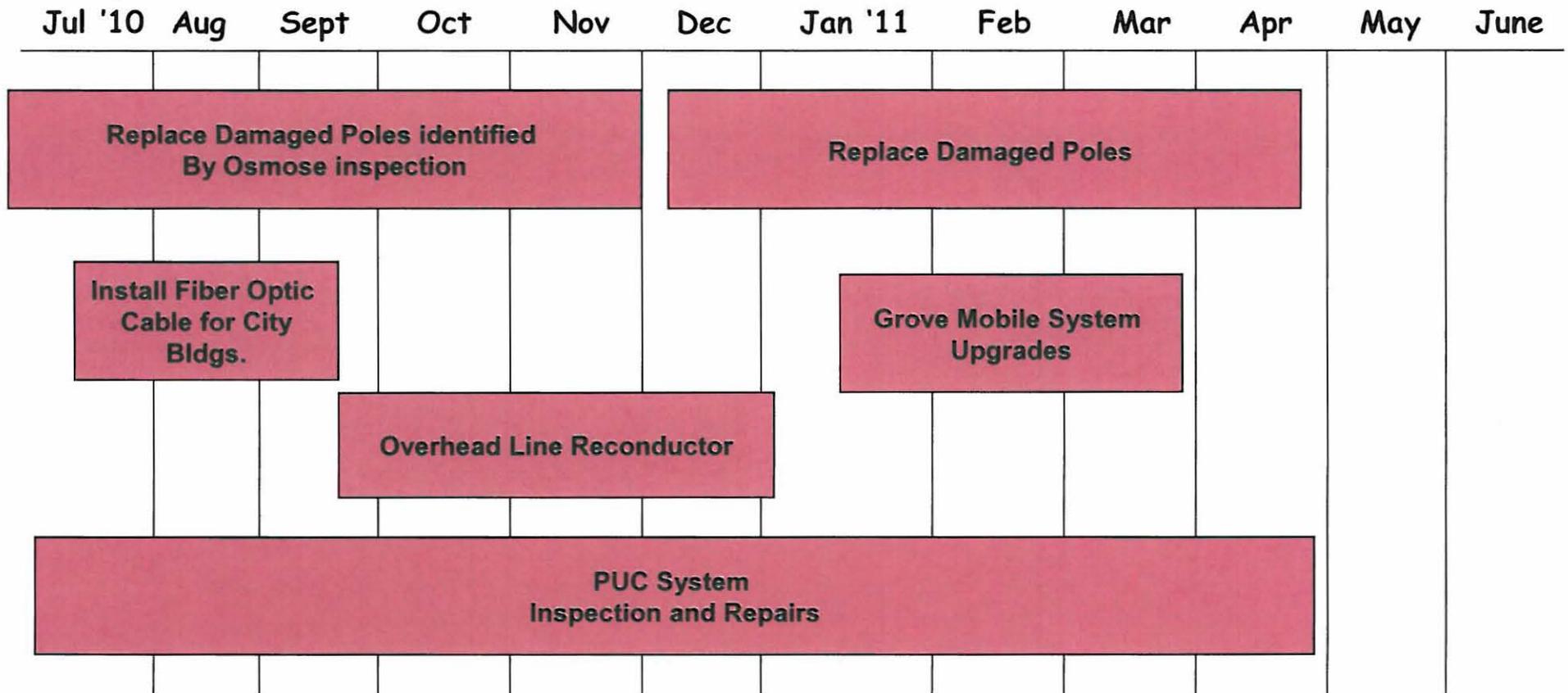
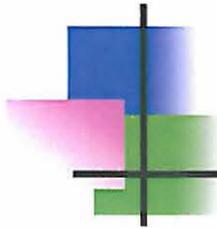
System Reliability

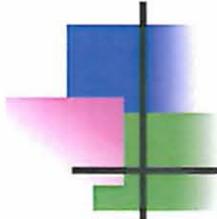


Jul '10 Aug Sept Oct Nov Dec Jan '11 Feb Mar Apr May June

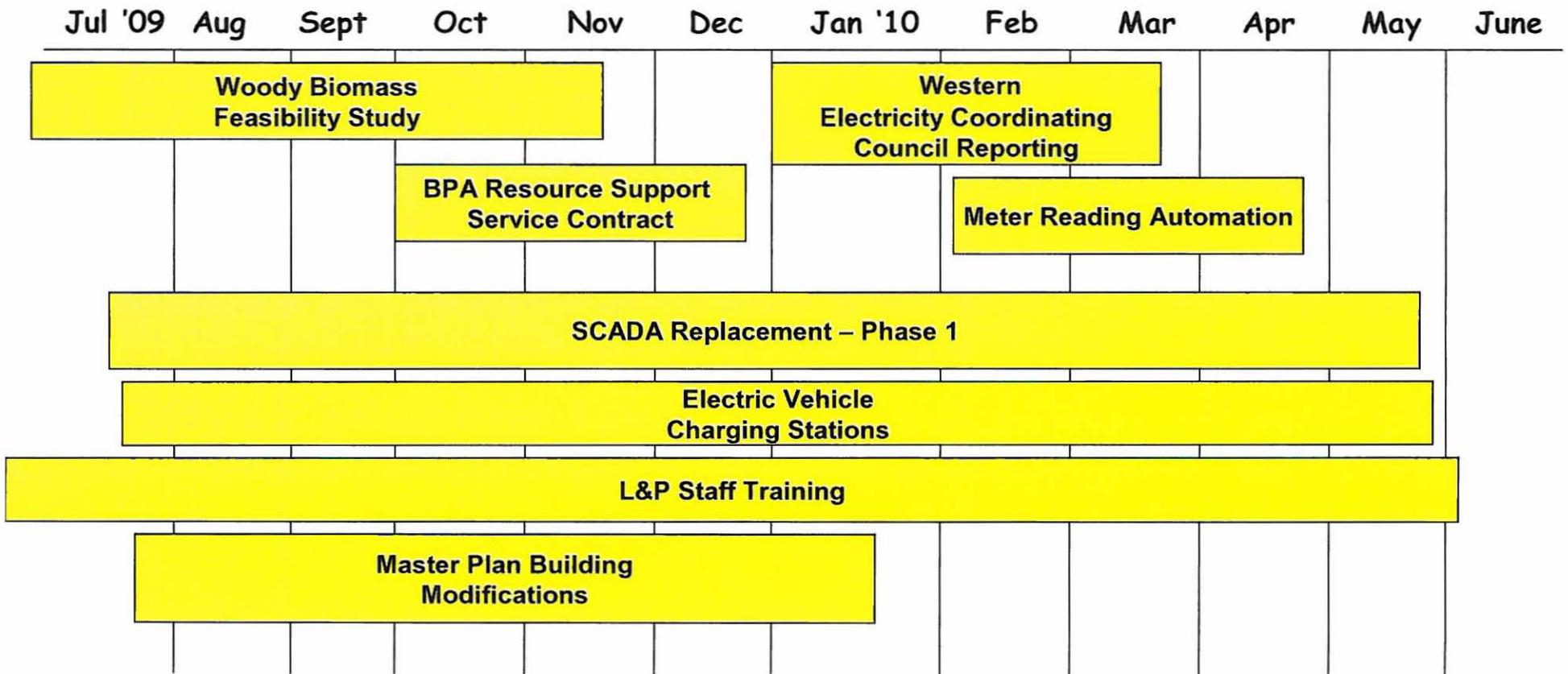


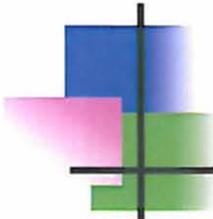
Overhead and Underground System Expansions and Maintenance Work





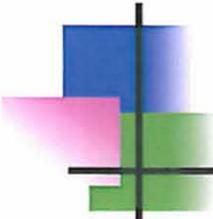
Management/Engineering





Conservation/Energy Efficiency

- CFL and Low Flow Showerhead Giveaway
- Refrigerator Recycling
- Ductless Heat Pump
- Energy Smart Grocer
- Renewable Energy Rebates
- Appliance Rebates
- Residential Weatherization
- Pure Power Voluntary Renewable Purchase
- Commercial/Industrial Lighting Retrofits
- Commercial/Industrial Custom Conservation



Outside Normal Business

Safety Fairs

Christmas Decorations

Economic Development Commission

Banners

Storm aid to other utilities

Meter tampering investigations

Utility locating

Electrical assistance to other Departments

Cleaning underground vaults

Keeping Power Costs Low

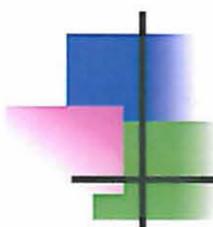
- Loss of 30% of Grant Co. Wanapum Hydro output in Oct. 2009
- Continue efforts to secure future power at stable, reasonable cost, with renewable attributes.



Priest Rapids Hydroelectric Development



Wanapum Hydroelectric Development



Promote Forest Grove In Regional Affairs

Continue to Represent Forest Grove and Promote Public Power through Regional Forums such as:

- American Public Power Association
- Northwest Public Power Association
- Oregon Municipal Utilities
- Bonneville Regional Forums
- State Officials and Local Representatives

PublicPowerisGoodforBusiness



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

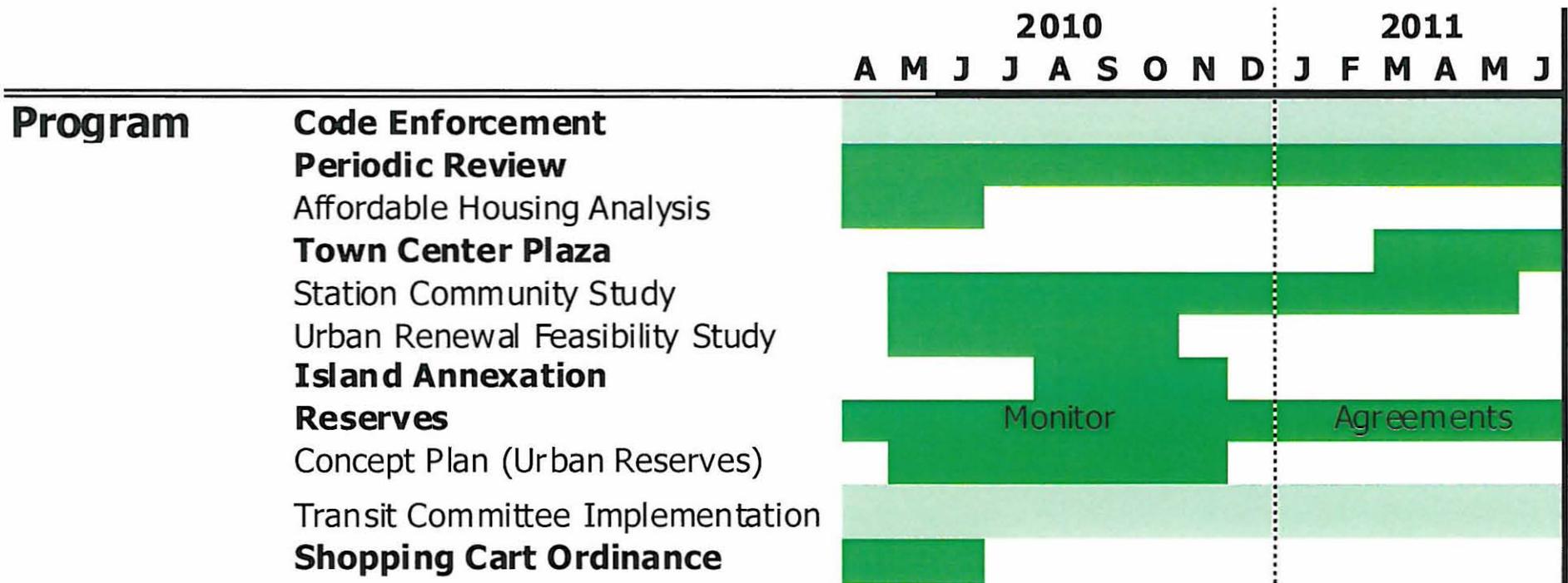
- Projects with outside legal mandates have highest priority (potential sanctions and legal implications)
 - Periodic Review
 - Comprehensive Plan and implementation ordinances as related to state and regional requirements
 - Land Use Permits
 - Building Permits
- Code Enforcement lower priority

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

		Personnel		Other	Total		
		Hours	Cost	Costs	Costs		
Program	Code Enforcement	1,658	\$59,647	\$10,500	\$70,147		
	Periodic Review	1,950	\$80,703	\$4,500	\$85,203		
	Affordable Housing Analysis			see Periodic Review			
	Town Center Plaza			see Periodic Review			
	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	
	Island Annexation	240	\$8,644	\$2,500	\$11,144		
	Reserves	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		
	Shopping Cart Ordinance	40	\$1,625	\$400	\$2,025		
Ongoing Tasks	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		
Support for other departments	General Transportation	400	\$18,076	\$0	\$18,076		
	David Hill Connection	20	\$1,105	\$0	\$1,105		
	Light Rail	90	\$4,368	\$0	\$4,368		
	TSP	50	\$2,360	\$0	\$2,360		
	Trail Connection to Thatcher Park	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		
	Other	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		
Metro	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		
Admin	General Management/Admin	1,025	\$54,771	\$0	\$54,771		
Total		16,118	\$624,866	\$284,917	\$909,783		

Time Line

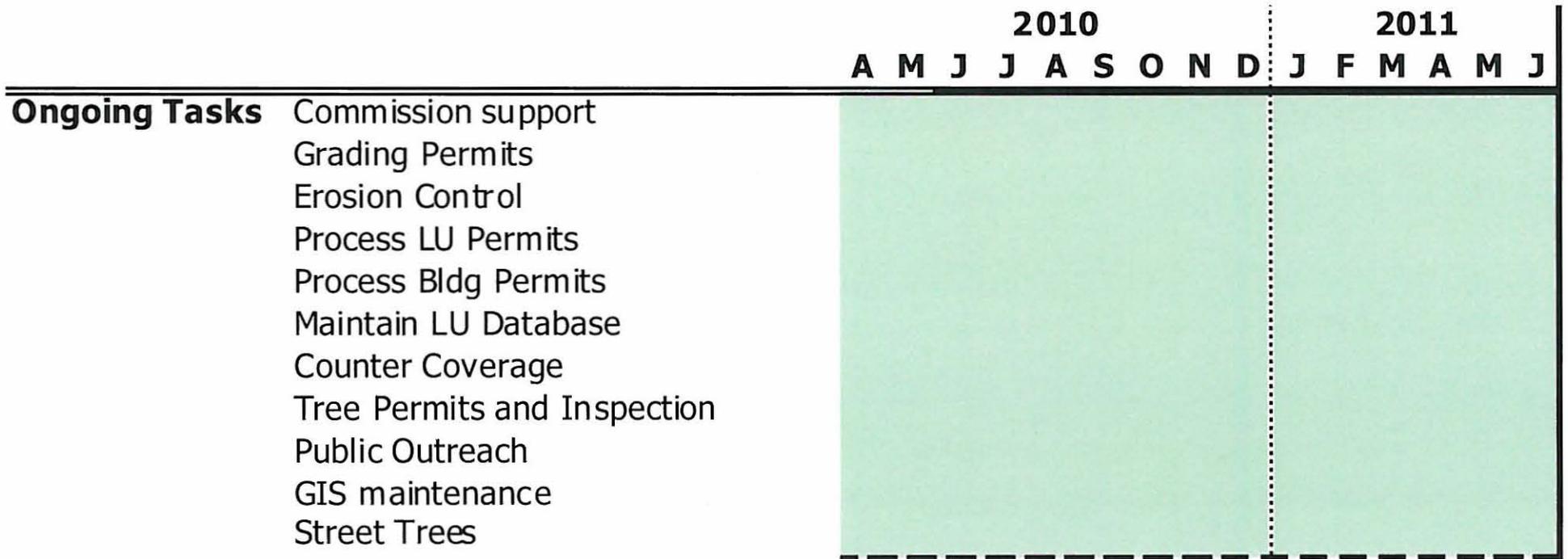


Timeline for Project Tasks



Timeline for Ongoing Tasks

Time Line



Timeline for Project Tasks



Timeline for Ongoing Tasks

Time Line



Timeline for Project Tasks



Timeline for Ongoing Tasks

80

DEPARTMENT WORK PLAN
ENGINEERING/PUBLIC WORKS
DEPARTMENT

MEMORANDUM

TO: CITY MANAGER, CITY COUNCIL
FROM: ROB FOSTER
SUBJECT: 2010-11 DEPARTMENT WORK PLAN
DATE: 4/6/2010
CC: ANNA RUGGLES

The Public Works Work Plan for FY 2010-11 is presented on the following spreadsheet. The highlights for this period are a decrease in total Capital Improvement Projects, a general increase in maintenance-related activities, and the addition of several new work programs.

The proposed budget includes pipe line rehabilitation in the Sewer Fund and a carry over drainage improvement project in the Storm Water Management (SWM) Fund. The sewer rehabilitation project is located in the alleys behind 17th and 18th Avenues as well as on 19th Avenue at Hawthorne Street. The SWM project is on "B" Street at Bonnie Lane and consists of installing curb inlets at the four corners of the intersection. In the Water fund, there are capital expenditures associated with the Joint Water Commission capital projects in which Forest Grove is participating. There are no major capital projects in the Street fund. Two new programs are added to this period's work load. The Public Works Department will manage the Sidewalk Improvement Program. The Department will also be implementing the new street Right-of-Way Use Permit.

In addition, the Department will be initiating a Fat, Oils, and Grease (FOG) Program this summer and fall. We will be contacting each organization in town that prepares food to insure that their kitchen has the proper grease and oil separator required by the City ordinance. Another new activity planned for this period is the inspection of private water quality facilities and structures. These can be either the typical water quality pond that many developments have or the smaller projects have water quality structures like manholes and catch basins. The Federal Clean Water Act requires that these facilities be checked for proper operation and maintenance. There are an estimated 60 individual facilities in Forest Grove.

CITY OF FOREST GROVE PUBLIC WORKS 2010-2011 WORK PLAN

4/6/2010

Valve Locate and Testing	maintenance																							
Backflow Prevention Program	maintenance																							
Meter Testing and Replacement	maintenance												maintenance											
Fire Hydrant Maintenance	maintenance												maintenance											
WATERSHED	2010												2011											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Annual Harvest	[Maintenance]												[Maintenance]											
Forester Contract	[Maintenance]												RFP											
Watershed Management Plan	[Maintenance]																							
Watershed Trails design	[Maintenance]																							
STROM DRAINAGE	2010												2011											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Detention Basin Maintenance	maintenance												maintenance											
Catch Basin Cleaning	[Maintenance]												maint.											
Street Sweeping	[Maintenance]																							
Leaf Pickup Program	maint.												maint.											
Strom Pipe Inspection	maint.												maint.											
ENGINEERING	2010												2011											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Development Review	[Maintenance]																							
Sidewalk & Driveway Inspection	[Maintenance]																							
As-built Location Information	[Maintenance]																							
GIS Map Development	[Maintenance]																							

DEPARTMENT WORK PLAN
ADMINISTRATIVE SERVICES
DEPARTMENT



Administrative Services Department

Fiscal Year 2010- 1011
Work Plan



Major Focuses FY 2010-11

- Financial Plans for General Fund and the Water Fund
- Developing Written Financial Policies
- Negotiations with AFSCME, Police Association, and Fire Association
- Finalize Installation of Fiber Optic Cable and New Telephone System
- Finalize Social Networking Policy and Review City Website

Administrative Services Department
 15 Month Work Plan
 April 1, 2010 through June 30, 2011

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Management Tasks															
PERS Equal-to-or-Better Than (ETOB) Review of City Plan	█	█	█												
Review Retirement Plan Options	█	█	█	█	█	█									
CEP Grant Process	█	█	█										█	█	█
Review Retirement Plan Investment Policy				█	█										
Work with Regional Partners on Water & Sewer Issues	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Revamp Parking/Abandoned Car Ord. with PD	█	█	█	█	█	█									
Metro Business Recycling Requirements	█	█	█	█	█										
Coordinate Development of City-Wide Communication Policy	█	█	█	█	█	█	█	█							

