



# FOREST GROVE CITY COUNCIL

## Monday, February 14, 2011

5:15 PM – Executive Session (Labor Negotiations)  
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.

PETER B. TRUAX, MAYOR

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

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.

## A G E N D A

**5:15 PM** **EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.** Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision. ***The City Council will convene in the Community Auditorium – Conference Room to hold the following executive session: In accordance with ORS 192.660(2)(d) to conduct deliberations with person designated by the governing body to carry on labor negotiations.***

Rob DuValle  
Human Resources Manager  
Paul Downey  
Administrative Services  
Director  
Michael Sykes  
City Manager

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

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

3. **CONSENT AGENDA:** See Page 3 and 4

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:** None.

Kerry Aleshire 7:10  
 Police Chief  
 Jon Holan, Community  
 Development Director  
 Anna Ruggles  
 City Recorder

6. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2010-08 ADOPTING PROVISIONS REGULATING NOISE, REPEALING FOREST GROVE CODE SECTION 5.070, TITLED UNNECESSARY NOISE, AND ADDING NEW CODE SECTION 5.250 THROUGH 5.259, TITLED NOISE REGULATIONS**

Rob Foster 7:30  
 Public Works Director  
 Derek Robbins  
 Civic Engineer  
 Jon Holan  
 Community Development  
 Director

7. **CONTINUE PUBLIC HEARING FROM SEPTEMBER 27, 2010, AND SECOND READING OF ORDINANCE NO. 2010-09 ADOPTING THE CITY OF FOREST GROVE 2010 TRANSPORTATION SYSTEM PLAN UPDATE AND REPEALING ORDINANCE NO. 1999-16**

Jon Holan 8:00  
 Community Development  
 Director  
 James Reitz  
 Senior Planner

8. **STAFF REPORT REQUESTING COUNCIL APPROVAL TO INITIATE A STREET VACATION VACATING A SEGMENT OF OSBURN STREET AND 27<sup>th</sup> PLACE**

Mayor Peter Truax 8:20  
 Michael Sykes  
 City Manager

9. **RESOLUTION NO. 2011-19 APPROVING TO CANCEL MARCH 14, 2011, REGULAR CITY COUNCIL MEETING**

Michael Sykes 8:30  
 City Manager

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

8:45 11. **COUNCIL COMMUNICATIONS:**

9:00 12. **ADJOURNMENT**

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of January 24, 2011).
  - B. Approve City Council Work Session (Watershed Management Plan) Meeting Minutes of January 24, 2011.
  - C. Approve City Council Regular Meeting Minutes of January 24, 2011.
  - D. Accept Historic Landmarks Board Meeting Minutes of December 31, 2010, and January 5, 2011.
  - E. Community Development Department Monthly Building Activity Informational Report for January 2011.
  - F. **RESOLUTION NO. 2011-17 MAKING APPOINTMENT TO BUDGET COMMITTEE (APPOINT THOMAS BECK, TERM EXPIRING DECEMBER 31, 2013).**
  - G. **RESOLUTION NO. 2011-18 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (APPOINT LEN HUA, TERM EXPIRING DECEMBER 31, 2014).**
  - H. **Endorse Liquor License Renewal Application Requests for Year 2011:**
    - 1. 76 Forest Grove, 2710 19<sup>th</sup> Avenue (Off-Premises Sales)
    - 2. Aramark Educational Services, LLC, 2043 College Way (Limited On-Premises Sales)
    - 3. Bi-Mart, 3225 Pacific Avenue (Off-Premises Sales)
    - 4. Circle Inn Tavern, 3007 Pacific Avenue (Limited On-Premises Sales and Full On-Premises Sales)
    - 5. Diamond Palace, 1921 Main Street (Full On-Premises Sales)
    - 6. Forest Grove Sushi, 1905 Birch Street (Limited On-Premises Sales)
    - 7. Grampy's Deli and Pub, 1918 Main Street (Limited On-Premises Sales and Off-Premises Sales)
    - 8. Half Moon Sports Bar / New Chinese Cuisine, 1927 Main Street (Full On-Premises Sales)
    - 9. Hello Market, 1917 19<sup>th</sup> Avenue (Off-Premises Sales)
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3. **CONSENT AGENDA (Continued):**

10. Izgara Bar and Grill, 2036 Main Street, Suite B (Full On-Premises Sales)
  11. Jade Green Palace, 3018 Pacific Avenue (Full On-Premises Sales)
  12. Little Monkey Deli, 1919 Pacific Avenue (Limited On-Premises Sales)
  13. Mandarin China Restaurant, 2338 Pacific Avenue (Limited On-Premises Sales)
  14. Mini Mart, 2705 Pacific Avenue (Off-Premises Sales)
  15. Pizza Schmizza, 2042 Main Street (Limited On-Premises Sales)
  16. Plaid Pantry #20, 2436 19<sup>th</sup> Avenue (Off-Premises Sales)
  17. Plaid Pantry #99, 2901 Thatcher Road (Off-Premises Sales)
  18. Prime Time Sports Bar and Restaurant, 4202 Pacific Avenue (Full On-Premises Sales)
  19. Rainbow Lanes, 2748 19<sup>th</sup> Place (Limited On-Premises Sales)
  20. Safeway Store #0406, 2836 Pacific Avenue (Off-Premises Sales)
  21. Winners Connection, 2748 19<sup>th</sup> Place, Suite L (Off-Premises Sales and Limited On-Premises Sales)
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**FOREST GROVE CITY COUNCIL WORK SESSION  
 (BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS)  
 JANUARY 24, 2011– 5:30 P.M.  
 COMMUNITY AUDITORIUM – CONFERENCE ROOM  
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*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, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager, and Anna Ruggles, City Recorder.

**2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW**

Council interviewed the following applicants for the following positions:

- Len Hua                      Committee for Citizen Involvement
- Thomas Beck              Budget Committee
- Richard Kidd              Budget Committee and Planning Commission

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above applicant interviews. After Council deliberation, Council collectively made recommendation to appoint Len Hua to the Committee for Citizen Involvement (CCI), term expiring December 31, 2014; made recommendation to appoint Thomas Beck to the Budget Committee, term expiring December 31, 2013; and made recommendation to keep Richard Kidd's application on file should a vacancy occur. Resolutions making formal appointments will be considered at the next regular Council meeting.

**3. ADJOURNMENT**

Mayor Truax adjourned the work session at 6:15 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL WORK SESSION  
(WATERSHED MANAGEMENT PLAN UPDATE)  
JANUARY 24, 2011 – 6:10 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
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*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 6:15 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Rob Foster, Public Works Director; Randy Smith, Water Treatment Plant Superintendent (present in the audience), and Anna Ruggles, City Recorder.

**2. WORK SESSION: WATERSHED MANAGEMENT PLAN UPDATE**

Foster, Downey, Cole, and Sykes facilitated the work session, noting the purpose of the work session was to seek Council direction on managing the City's watershed and marketing timber products for 2011 and to discuss preparing a Request for Proposal (RFP) to update the 2001 Watershed Stewardship Management Plan (Plan) and preparing an RFP to select a manager/forester to coordinate and conduct the forest timber inventory of the City's watershed. Staff reported the City's current Plan will be 10 years old and is based on forest timber inventory dated 1994, noting staff is proposing to issue a RFP to coordinate and manage the City's watershed and timber products, including updating the forest timber inventory and implementing a new Plan in time for the 2012 timber harvest. Staff recommended allocating the costs associated with updating the watershed forest timber inventory and implementing a new Plan in the Water Funds for Fiscal Year 2011-12 budget, noting the updated forest timber inventory and new Plan should demonstrate that annual harvest can be sustainably increased; and if so, the costs would be recovered through additional revenue from the sale of additional timber products. Staff referenced the following schedule outlining the timelines for completing the RFP tasks as follows:

<b>Timeline</b>	<b>Activity</b>	<b>Comments</b>
March or April 2011	Select logger for 2011 harvest	Trout Mountain remains forester/watershed manager under previous contract.
April or May 2011	Develop RFP for watershed manager/forester to coordinate inventory & plan update, and then to manage the watershed & harvest	

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May 2011	Develop RFP for forest inventory	While the City will issue an RFP and select a company to perform the inventory, the inventory will be coordinated by the selected forester.
May or June 2011	Consider RFP responses, select watershed manager/forester and company to do forest inventory.	Potentially new forester/watershed manager selected.
June – Oct. 2011	2011 harvest proceeds	Trout Mountain remains forester/watershed manager under previous contract.
June or July 2011	Proceed with selected forester; forester arranges for and coordinates forest inventory of watershed	Work would be completed under a new contract with selected forester/ watershed manager.
Aug. or Sept. 2011	Forest inventory complete	
August 2011	Staff draft parameters for update to Watershed Management Plan	
Sept '11– Jan 2012	Forester updates Watershed Management Plan	Work would be completed under a new contract with selected forester/ watershed manager.
Jan. 2012	Update to Watershed Management Plan complete	
Spring of 2012	Begin implementation of updated Watershed Management Plan, select logger for 2012 harvest	Work would be completed under a new contract with selected forester/ watershed manager.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued pertaining to updating 2001 Watershed Stewardship Management Plan; preparing an RFP to select a manager/forester to coordinate and conduct forest timber inventory of the City's watershed; and staff's proposed schedule. Staff responded to various inquiries, concerns, and scenarios the Council presented, noting over the last decade, the City has benefited from marketing its timber products by utilizing the conventional market and utilizing the green market by selling Forest Stewardship Council (FSC) certified timber products. Roundtable discussion ensued pertaining to FSC certification, to which staff explained the City would need to decide whether to pursue obtaining its own FSC certification, noting that it would broaden the City's options for watershed management and timber marketing if the City was certified. Roundtable discussion ensued pertaining to past timber harvest management costs, broker fees, timber cruising, and using

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the conventional market versus selling FSC certified product.

Johnston voiced concern of the watershed having not been cruised in over 10 years, stressing the importance of timber cruising and the importance of the City having an updated watershed forest timber inventory. Johnston also voiced concern of the overhead costs paid to the forester and/or broker, noting the City needs to reexamine the contract and look closely at overhead costs, stressing that the City needs to have the ability to control these costs. Johnston noted the percentage the City pays for forester management costs continues to increase yet the City is experiencing economic turndown. In addition, Johnston supported and suggested keeping the roles for the timber harvest plan and management plan separately from each other. Johnston also reminded staff that he has asked during past presentations about the City's ability to market its own poles/logs overseas versus domestic market, to which Foster noted he was uncertain if the City could ship overseas.

BeLusko supported separating the roles of the timber harvest plan and management plan and stressed that the most important aspects for him are the watershed forest timber inventory and financial accountability, noting currently there is no financial accountability. BeLusko explained the City's forester currently reports on his own accordance, as well as selects how many and which trees will be harvested; and as a result, the timber harvest status report is not objective. BeLusko noted that the end results could be detrimental to the City if there is overestimating or underestimating of the City's actual timber harvest needs.

Foster explained the forester's costs are contractual and have not increased. Cole explained the forester's contract is an annual contract, noting a new contract could be renegotiated for 2011 harvest. Cole also noted as staff becomes more familiar with marketing FSC certified product, the City will be able to sell its product direct; and as a result, the City would not need to contract through FSC brokers, which would save costs.

Thompson advised that state and federal agencies could not ship poles/logs overseas but he was uncertain if local agencies could. In addition, Thompson explained the FSC certification is a "group" and does not apply to the land where the timber is harvested, to which staff affirmed, noting the City has been able to sell its products as FSC certified due to the sustainable nature of the City's watershed management plan and because the City's current forester maintains a group FSC certification, which includes the City.

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In response to the above inquiries and concerns, Mayor Truax asked staff to address the question of marketing overseas with the City's forester and asked staff when the RFP is submitted to make sure the RFP includes the City's desire to obtain its own FSC certification for sustainability purposes, to which staff concurred.

Roundtable discussion ensued pertaining to the work of the City's current forester, to which staff commended the City's forester, noting overall the City's forester has done an excellent job managing the watershed according to the current Plan, while keeping costs reasonable, and also guided the City through a changing and challenging timber market. Sykes explained the reason staff is seeking an RFP is not due to the work of the City's forester but because best management practices dedicate consultant services and contracts should be reviewed and advertised periodically to ensure the City is receiving best services at best costs.

In response to inquiries and concerns pertaining to staff's proposed schedule, staff explained they are recommending using the City's current forester for the 2011 timber harvest and then prepare an RFP to select a new contract for a forester to manage the forest timber inventory as well as update the Plan. Staff advised they considered issuing an RFP for a new contract for a forester in time for the 2011 timber harvest; however, staff felt that potential foresters may be limited in their management of the watershed because the management plan is 10 years old and forest timber inventory is 17 years old. Staff also pointed out that selling to the green market may not be an option if the City changed its forester in 2011 unless the forester has FSC certification. Staff added that even if the City choose to do an RFP for the 2011 timber harvest, the City would most likely have to issue another RFP in the next couple of years to update the forest timber inventory and management plan, noting it would be more reasonable to combine these efforts in 2012 instead of conducting them separately.

Lowe pointed out that the amount that can be harvested annually in the watershed is dedicated by the current management plan. In addition, Lowe provided historical background on the extensive process that was taken during the fruition and adoption of the City's 2001 Plan, noting the City's current forester played a huge role in developing the Plan and saved the City huge costs. Lowe noted that an Ad-Hoc Committee, comprised of community members who were appointed by Council, oversaw the development of the current Plan. Lowe supported and suggested reactivating the Ad-Hoc

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Committee to conduct an end-of-summary report on the current Plan. Lowe also supported and suggested keeping the City's current forester through the evaluation summary of the current Plan, noting she would like the City's forester to update the watershed forest timber inventory and update the current Plan, noting after the forest timber inventory and Plan are updated, then the City can go out for an RFP for a new Plan. Lowe also worried about staff trying to get everything done by a certain date, noting she would rather staff extend deadline(s) than try to get everything done in a time crunch.

BeLusko supported reactivating the Ad-Hoc Committee, noting as long as the committee is objective in its role. BeLusko asked about appointing new committee members, to which Mayor Truax replied the Council could appoint other new members if needed.

Mayor Truax noted of the eight members on the Ad-Hoc Committee, one member, Rosemary Trudeau, has passed away.

In conclusion of the above-noted discussion, Mayor Truax asked staff to try to reactivate as many members as they could from the Ad-Hoc Committee, noting the Ad-Hoc Committee's role will be to report to Council what the City is doing well; where the City needs to improve; and to provide an overall evaluation summary of the City's current forester and watershed management plan over the last 10 years.

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

**3. ADJOURNMENT**

Mayor Truax adjourned the work session at 6:55 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder



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**1. ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 7:03 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Elsner, City Attorney; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Tom Gamble, Parks and Recreation Director; Jon Holan, Community Development Director; Rob Foster, Public Works Director; Bev Maughan, Executive Assistant to City Manager; David Nemeyer, Division Fire Chief; Richard Matzke, Interim Light and Power Director; Kerry Aleshire, Police Chief (in the audience); and Anna Ruggles, City Recorder.

**1. A. INTRODUCTIONS OF INTERNS:**

Holan introduced the new volunteer interns, who will be working in the Community Development Department on projects relating to the Comprehensive Plan Update, as follows: Nick Stockton and Allison Jones (land use); Zachary Gustafson and Nicole Smith (tree inventory); and Merle Roberts and Ryan Lynch (wetland inventory).

**1. B. AWARD PRESENTATIONS:**

Division Chief Nemeyer read the Citation of Merit honoring Jake Stone and Damian Peters, Volunteer Firefighters, for a recent incident involving a medical assist at Forest Grove High School during a football game when a player suffered a fractured vertebrae. Mayor Truax and Division Chief Nemeyer presented the Forest Grove Fire and Rescue *Unit Citation Award* to Stone and Peters and highly commended them for skillfully handling a difficult situation of conflicting opinions of the injury in a very public setting and respectfully working with team trainers and family members to ensure the best interests of the injured player.

**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**

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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 (B&C Interviews) Meeting Minutes of January 11, 2011.
- B. Approve City Council Work Session (Retirement Plan) Meeting Minutes of January 11, 2011.
- C. Approve City Council Regular Meeting Minutes of January 11, 2011.
- D. Accept Community Forestry Commission Meeting Minutes of November 17 and December 15, 2010.
- E. Accept Parks and Recreation Commission Meeting Minutes of December 15, 2010.
- F. Accept Public Safety Advisory Commission Meeting Minutes of December 1, 2009.
- G. Endorse New Liquor License Application (Distillery) for Dogwood Distilling, LLC., located at 1835 19<sup>th</sup> Avenue (Applicant: Matt Hottenroth).
- H. **RESOLUTION NO. 2011-11 MAKING APPOINTMENT TO COMMUNITY FORESTRY COMMISSION (APPOINT SEBASTIAN BANNISTER-LAWLER, TERM EXPIRING DECEMBER 31, 2011).**
- I. **RESOLUTION NO. 2011-12 MAKING APPOINTMENT TO PARKS AND RECREATION COMMISSION (APPOINT GLENN VANBLARCOM, REPRESENTING NNW, TERM EXPIRING DECEMBER 31, 2012).**
- J. **RESOLUTION NO. 2011-16 MAKING APPOINTMENTS TO PLANNING COMMISSION (REAPPOINTING LISA NAKAJIMA AND FRED SMITH, TERMS EXPIRING DECEMBER 31, 2014).** *(Added to Consent Agenda)*

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

**4. ADDITIONS/DELETIONS:**

Ruggles added Consent Agenda Item 3. J. (as noted above).

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**5. PRESENTATIONS:**

**5. A. City Website and Social Media Communications Update:**

DuValle and Maughan provided a presentation on the City's newly-redesigned website and distributed copies of the City's draft Social Media Communications Plan, noting a staff committee was formed at the direction of the City Manager, pursuant to Council Goal Objectives, to increase public relations and marketing to better communicate City services and accomplishments. DuValle and Maughan showed a live presentation of the newly-redesigned website, highlighting each of the new tabs and pointing out significant changes made to the website, noting staff anticipates rolling out the new website soon. In addition, DuValle and Maughan showed a live presentation of the City's *Facebook* accounts, noting the City has three official *Facebook* pages (City, Fire and Police) and reported the Fire Department has a blog and uses *You Tube* for posting videos and *Twitter* for posting breaking news and urgent public messages. DuValle highlighted the status and statistics of each of the City's *Facebook* accounts, noting *Facebook* provides the City with an additional communications tool to help reach a growing audience. In conclusion, DuValle and Maughan addressed Council inquiries pertaining to the various social media sites, social-networking issues, and internal and external social media policies.

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

Gamble introduced Ken Schumann, Pacific University Athletic Director, who provided an update on Pacific University's first intercollegiate football season. Gamble reported the purpose of this update was to evaluate the first football season pursuant to the existing terms and conditions set forth in the Lincoln Park Shared-Use Lease Agreement between the City and Pacific University. Gamble reported this is the first presentation update, noting staff plans to present a second update in early 2012 prior to reaching the two-year trial period of the existing shared-use agreement. Gamble and Schumann recapped the first football season, noting that overall the seating plan, security plan, crowd control, drainage issues, as well as parking went fairly well. Schumann noted Pacific University was very pleased with the attendance at the games, noting the stadium holds 3,000, and they added additional seating for 2,400 per game. In addition, Schumann addressed Council concerns pertaining to tailgate parties, noting Pacific University had a designated area for tailgate parties and

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hired private security to try monitoring and limiting activity. Schumann addressed noise concerns pertaining to firing of the cannon, noting that he would prefer limiting the firing of the cannon to one time per game, upon the team entering the stadium, instead of two times, upon entering and half-time. In conclusion, Gamble addressed overflow-parking issues, noting most of the overflow parking occurred during other major events, such as volleyball games, and added that overall the parking plan during football games went well and the Aquatic Center patrons had adequate parking.

**6. CONTINUE PUBLIC HEARING FROM JANUARY 11, 2011, AND SECOND READING OF ORDINANCE NO. 2011-01 ADOPTING AMENDMENT TO PACIFIC UNIVERSITY MASTER PLAN TO INCORPORATE SIGNAGE AND LANDSCAPE PROVISIONS**

The first reading of Ordinance No. 2011-01 by title and motion to adopt occurred at the meeting of January 11, 2011.

**Staff Report:**

Holan addressed concerns heard at the Council meeting of January 11, 2011, pertaining to code requirements for temporary signs, noting the current sign code allows temporary signs twice a year per event for up to 30 days and Pacific University is proposing allowing 45 days and no limit on the number of temporary signs allowed. In addition, Holan addressed banner code requirements, noting the banner size Pacific University is proposing is substantially smaller than what is currently allowed by code.

**Public Hearing Continued:**

Mayor Truax continued the Public Hearing from the meeting of January 11, 2011.

**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.

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**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

Lowe reiterated her concern from the meeting of January 11, 2011, noting she is unsupportive of allowing a variance for temporary signs.

Johnston rescinded his parking concerns from the meeting of January 11, 2011, noting he realizes the purpose of this proposal is to incorporate signage and landscape provisions only, which he supports.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the motion made at the meeting of January 11, 2011.

Elsner read Ordinance No. 2011-01 by title for second reading.

**ROLL CALL VOTE: AYES: Councilors BeLusko, Jr., Johnston, Miller, Thompson, and Mayor Truax. NOES: Councilor Lowe. ABSENT: Councilor Uhing. MOTION CARRIED 5-1.**

7. **CONTINUE PUBLIC HEARING FROM JANUARY 11, 2011, AND SECOND READING OF ORDINANCE NO. 2011-02 CREATING A PROCESS FOR DEVELOPMENT OF REIMBURSEMENT DISTRICTS AS A FINANCIAL DEVICE FOR PUBLIC IMPROVEMENTS, AMENDING FOREST GROVE CITY CODE BY ADDING NEW CODE CHAPTER 3.10.005 THROUGH 3.10.075 "REIMBURSEMENT DISTRICTS"**

The first reading of Ordinance No. 2011-02 by title and motion to adopt occurred at the meeting of January 11, 2011.

**Staff Report:**

Foster and Cole had nothing further to report.

**Public Hearing Continued:**

Mayor Truax continued the Public Hearing from the meeting of January 11, 2011.

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**Written Testimony Received:**

No written testimony was received.

**Proponents:**

Richard Kidd, Forest Grove, former Mayor, urged Council to adopt the above-proposed ordinance for the purpose of encouraging business and economic-related opportunities in the community.

No one else 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 January 11, 2011.

Elsner read Ordinance No. 2011-02 by title for second reading.

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

8. **PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2011-03 SPECIFYING THE ASSESSMENTS TO BE MADE ON PROPERTIES SPECIALLY BENEFITED BY THE CONSTRUCTION OF CERTAIN SIDEWALK IMPROVEMENTS; SETTING SIXTY (60) MONTH AND ONE HUNDRED TWENTY (120) MONTH PERIODS FOR INSTALLMENT PAYMENTS; SETTING THE INSTALLMENT FINANCING RATE AT FOUR AND ONE-QUARTER PERCENT (4.25%) AND SIX AND ONE-HALF PERCENT (6.50%) RESPECTIVELY; AND DECLARING AN EMERGENCY**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
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**Staff Report:**

Foster and Cole presented the above-proposed ordinance for Council consideration, noting the proposed ordinance is assessing the final costs to property owners (listed in Exhibit A) who voluntarily consented to sidewalk repairs pursuant to the City-Wide Voluntary Sidewalk Local Improvements District Program. Foster and Cole reported the first phase of program began December, 2010, and is expected to continue until April, 2011, noting rather than waiting until all sidewalk repairs are completed in April, staff is submitting for Council consideration the completed projects on a monthly basis so reimbursement costs to the City can be assessed immediately thereafter. Cole outlined the repayment terms, noting property owners who submit installment agreements for payment option 1B, pursuant to Resolution No. 2010-67, the installment period will be 60 months at an interest rate of 4.25% with no pre-payment penalty. For property owners who submit installment agreements for payment option 1C, the installment period will be 120 months at an interest rate of 6.50% with no pre-payment penalty. Property owners whose payment becomes delinquent will be assessed a penalty of \$10 per every 30-day period payments are or remain delinquent. Cole advised the assessments would be listed in the City's lien docket and if unpaid (along with accrued and unpaid interest and penalties), the City could lien pursuant to ORS. In conclusion, Cole advised staff is recommending Council declare the proposed ordinance as an emergency in order for the City Recorder to file the assessment liens in a timely manner.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2011-03 for first and second reading, declaring an emergency pursuant to City Charter.

Elsner read Ordinance No. 2011-03 by title for first and second reading, declaring an emergency pursuant to City Charter.

**MOTION: Councilor Lowe, moved, seconded by Councilor Miller, to approve First and Second Reading and adopt Ordinance No. 2011-03 Specifying the Assessments to be made on properties specially benefited by the construction of certain sidewalk improvements; Setting Sixty (60) Month and One Hundred Twenty (120) Month Periods for Installment Payments; Setting the Installment Financing Rate at Four and One-Quarter Percent (4.25%) and Six and One-Half Percent (6.50%), respectively; and Declaring an Emergency.**

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**Public Hearing Opened:**

Mayor Truax opened the Public Hearing.

**Written Objections Received:**

No written objections to the assessments were received prior to the published deadline of January 24, 2011, 7:00 p.m.

**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.

**Council Discussion:**

In response to Lowe's inquiry pertaining to bid proposal for Phase One, Cole explained staff would need to resubmit for new bid proposals for Phase Two, noting staff plans to report back to Council after all projects in Phase One have been completed successfully and then seek Council approval before pursuing Phase Two of the program.

Mayor Truax gave credit to the City of Pendleton for sharing its sidewalk improvement program with Forest Grove, noting Phase One of the City's program thus far seems to be very successful, to which Foster and Cole concurred, adding that the City received positive responses from property owners.

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

9. **PUBLIC HEARING AND RESOLUTION 2011-13 ADOPTING SUPPLEMENTAL BUDGET AND TRANSFERRING CONTINGENCY TO**

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**INCREASE CAPITAL OUTLAY APPROPRIATIONS WITHIN THE FIRE  
EQUIPMENT REPLACEMENT FUND**

**Staff Report:**

Downey presented the above-proposed resolution for Council consideration, requesting authorization for the expenditure of Fire Equipment Replacement funds to purchase two used off-road fire trucks designed to fight brush and field fires. Downey reported the total cost of both used trucks is \$95,000, with the City and Forest Grove Rural Fire Protection District each paying half of the costs as required by its joint agreement. Downey noted the purchase of the two used off-road fire trucks would delay purchases of new vehicles for several years. In conclusion, Downey advised an appropriation of \$50,000 from Contingency Fund is needed before the City can expend funds, noting a supplemental budget hearing is required pursuant to budget law.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2011-13.

Elsner read Resolution No. 2011-13 by title.

**MOTION: Councilor Lowe, moved, seconded by Councilor Thompson, to approve Resolution No. 2011-13 Adopting Supplemental Budget and Transferring Contingency to Increase Capital Outlay Appropriations within the Fire Equipment Replacement Fund.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing.

**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.

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**Council Discussion:**

In response to BeLusko's inquiry pertaining to Forest Grove Rural Fire Protection District's obligation, Downey affirmed the District has been consulted and has formally agreed to fund 50% of its share for the purchase of the two used off-road fire trucks.

Johnston affirmed the Forest Grove Rural Fire Protection District's purchasing commitment, noting the two used off-road fire trucks will enable Fire and Rescue to access inaccessible terrain areas.

Lowe commented that opportunities such as this, that have huge cost-savings to the City, are the exact reasons why she supports reserving contingency funds.

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

**10. RESOLUTION NO. 2011-14 AUTHORIZING THE EXPENDITURE OF HOMELAND SECURITY GRANT FUNDS FOR THE PURCHASE OF COMMUNICATIONS EQUIPMENT FOR THE POLICE AND FIRE DEPARTMENTS IN THE GENERAL FUND AND THE FIRE EQUIPMENT REPLACEMENT FUND**

**Staff Report:**

Downey presented the above-proposed resolution for Council consideration, requesting authorization for the expenditure of Homeland Security Grant funds to purchase mobile data terminals (MDTs) for Police and Fire and portable VHF radios for Fire. Downey noted the City was awarded two grants (one for \$34,065 and one for \$43,900) to purchase the above-noted equipment. In conclusion, Downey advised an appropriation of funds is needed before the City can expend the grant funds, noting a supplemental budget hearing is not required pursuant to budget law.

Before proceeding with Council discussion, Mayor Truax asked for a

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motion to adopt Resolution No. 2011-14.

Elsner read Resolution No. 2011-14 by title.

**MOTION: Councilor Lowe moved, seconded by Councilor Miller, to approve Resolution No. 2011-14 Authorizing the Expenditure of Homeland Security Grant Funds for the Purchase of Communications Equipment for the Police and Fire Departments in the General Fund and the Fire Equipment Replacement Fund.**

**Council Discussion:**

In response to Lowe's inquiry pertaining to life expectancy of MDTs, Downey advised the MDTs have approximately a four-year lifecycle, noting the City will set aside funds each year for replacement as the MDTs become obsolete.

Johnston advised that Washington County Consolidated Communications Agency is able to provide technology upgrades and noted the MDTs will allow officers to write reports out in the field.

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

**11. RESOLUTION NO. 2011-15 AUTHORIZING THE EXPENDITURES OF FUNDING FROM THE BONNEVILLE POWER ADMINISTRATION FOR INDUSTRIAL CONSERVATION INCENTIVE REIMBURSEMENTS IN THE LIGHT AND POWER FUND**

**Staff Report:**

Downey and Matzke presented the above-proposed resolution for Council consideration, requesting authorization for the expenditure of additional grant funds received from Bonneville Power Administration (BPA) for industrial conservation incentive reimbursements in the Light and Power Fund. Downey noted the City received notice from BPA of additional funding available, noting the City has been working with local companies

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on various projects as part of its Industrial Conservation Incentive Program. In conclusion, Downey advised an appropriation of funds is needed before the City can expend the grant funds, noting a supplemental budget hearing is not required pursuant to budget law.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2011-15.

Elsner read Resolution No. 2011-15 by title.

**MOTION: Councilor Johnston moved, seconded by Councilor BeLusko, Jr., to approve Resolution No. 2011-15 Authorizing the Expenditures of Funding from the Bonneville Power Administration for Industrial Conservation Incentive Reimbursements in the Light and Power Fund.**

**Council Discussion:**

In response to Lowe's inquiry pertaining to solar power energy incentives for residential customers, Matzke indicated the City has funded some residential conservation projects; however, residential conservation incentives are funded by the City and not funded by BPA.

In response to Mayor Truax's inquiry pertaining to awarding funds, Matzke indicated the largest incentives have been awarded to commercial and industrial customers for lighting retrofits, noting the energy savings incentives through the City's program have been very successful. Mayor Truax commented that the energy saving incentives could have an impact on the City's High Water Mark calculation, to which Matzke concurred. In addition, Mayor Truax asked staff if they could provide a comparison chart for economic incentives, i.e., a chart comparing the City's existing utility costs and total energy savings costs versus other public utility providers' costs, to which Matzke indicated he would follow-up and report back to Council.

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

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**12. 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 commended staff for the work they have done revamping the City's website and developing a Public Communications Strategy Plan, noting he was very pleased staff could showcase the new website and *Facebook* accounts with Council this evening. Sykes commended staff for the work they have done implementing the City-Wide Voluntary Sidewalk Local Improvements District Program, noting the program thus far has been very successful. Sykes reported the Light and Power Department plans to install two electric vehicle charging stations; one at College Way and one at the Community Auditorium parking lot. Sykes announced the resignation of Police Captain Jeff Williams and commended Williams for his outstanding reputation with the community, and thanked Williams for his tenure with the City. In addition, Sykes distributed various handouts pertaining to upcoming seminars and events and other information of interest. In conclusion, Sykes reported on various meetings he attended and provided updates on various City department-related activities and projects.

Urban and Rural Reserves Designation Update:

Sykes recapped a meeting held with Washington County Farm Bureau regarding the City's designated Urban and Rural Reserves, noting the Farm Bureau is requesting more farmland north of Forest Grove. Holan referenced a map (City's revised map) showing the area of concern, noting 28 acres of land east of Council Creek were revised from Urban Reserves designation to Undesignated and 96 acres north of Forest Grove will remain designated as Urban Reserves. Holan noted the City's revised map is pending acceptance by LCDC. Holan and Sykes addressed various Council inquiries pertaining to the area of concern and revised designated areas. At the conclusion of the above-noted discussion, Council collectively voiced support of keeping the City's revised map as submitted.

**13. COUNCIL COMMUNICATIONS:**

BeLusko reported on the Public Arts Commission's Retreat, highlighting on various discussion topics, noting the Board is working on transitioning and rotating various art pieces gifted to the City amongst city departments. In addition, BeLusko reported on various meetings and events he

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attended and other information of interest and reported on various upcoming meetings he was planning to attend.

Johnston reported he was hoping to attend the Community FEAST Workshop on February 12, 2011, at the Forest Grove Senior and Community Center; however, the date conflicts with the Council Goal Setting Retreat. In addition, Johnston commented that he is still pursuing having a Council meeting or work session at Forest Grove High School. In conclusion, Johnston commended and thanked Police Captain Jeff Williams for his dedicated service to the citizens and City.

Lowe inquired about the possibility of scheduling the Council Goal Setting Retreat to another date because she was also hoping to attend and participate in the Community FEAST Workshop, to which Mayor Truax replied he would consider moving the Council retreat to another date. In addition, Lowe reported on Joint Water Commission-related year-end reports and current projects. In conclusion, Lowe reported on various meetings she attended and other information of interest and reported on various upcoming meetings and events she was planning to attend.

Miller inquired about the status of filling student vacancies on various Boards, Committees, and Commissions, to which Ruggles replied she was currently working with the Forest Grove School District and Pacific University to seek student applications. In addition, Miller invited everyone to attend the Annual Town Meeting, Saturday, January 29, 2011, 9:00 a.m. to Noon, Community Auditorium, noting this year's theme is "Small Town, Your Town". In conclusion, Miller reported on various meetings she attended and other information of interest and reported on various upcoming meetings and events she was planning to attend.

Thompson reported on the Forest Grove Senior and Community Center meeting, noting the Center is considering conducting an energy savings audit to determine if it can reduce its energy costs. Thompson reported on the Community Forestry Commission meeting, noting the Board set its 2011 goals. In addition, Thompson reported on Ride Connection-related issues and projects. In conclusion, Thompson commended and thanked Police Captain Jeff Williams for his dedicated service to the citizens and City.

Uhing was absent.

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Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings and community-related events he was planning to attend. In addition, Mayor Truax invited Council to attend the Chamber of Commerce luncheon, Monday, February 28, 2011, noting he plans to give his *State of the City Address*. In conclusion, Mayor Truax read remembrances honoring William E. "Bill" Preston, prominent citizen of Forest Grove, and James W. "Bill" Young, Forest Grove's first Municipal Judge, who both recently passed away.

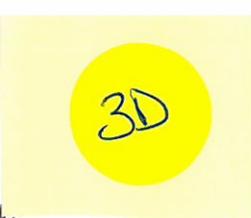
**14. ADJOURNMENT:**

Mayor Truax adjourned the meeting at 9:40 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder



**Members Present:** George Cushing, Neil Poulsen, Holly Tsur, Larry Wade  
**Members Excused:** Kevin Kamberg, Claude Romig (one vacancy)  
**Staff Present:** James Reitz  
**Council Liaison:** Elena Uhing  
**Citizens Present:** 02

1. **Call to Order:** Poulsen called the meeting to order at 6:07 p.m. **The September 28, 2010 meeting minutes were approved as written.** (Note: the October 26 meeting was canceled because not all members could be present to complete the SWOT exercise. The November 23 meeting was canceled due to inclement weather).
  
2. **Citizen Communication:** None.
  
3. **Action Items/Discussion:**
  - (a) **Winter (February) Newsletter:** Tsur will do an article about a man with a professional grade metal detector who investigates historic sites; she thinks it may fill the entire issue.
  - (b) **Donation Policy:** A \$25 donation was received by the Board from a citizen. A few suggestions about how it best could be used were to apply it toward the Stewart History Room, small signs for historic homes, or possibly by reusing the current Friends signs and relabeling them. It was decided to just leave the money in a separate account for now and Poulsen will get a thank you card out to the donors. Further discussion about developing a policy for donated funds was postponed to the January 25 meeting.
  - (c) **Boards and Commission Reception Presentation:** Poulsen did a run-through of the PowerPoint presentation he is preparing. The Board offered various suggestions for content and editing, such as using more pictures, listing fewer facts, and to shorten the overall presentation. But again we were all impressed by the effort Poulsen has put into the presentation to make it one of the best.
  
4. **Old Business/New Business:**
  - Walker – Naylor District Update: Libby Provost and Sara Paulson noted that they were working on the edits as recommended by the State Historian. The historian liked the research but suggested that some information be moved into footnotes to make the nomination read more clearly and smoothly. Provost and Paulson will submit the revised nomination to SHPO in early January 2011.
  - January 5 Special Meeting: Reitz reminded everyone of the date, noting that it will be devoted to the post-SWOT analysis and goal-setting.
  
5. **Adjournment:** The December 21, 2010 meeting adjourned at 7:00 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED

**Members Present:** George Cushing, Neil Poulsen, Claude Romig, Holly Tsur, Larry Wade  
**Members Absent:** Kevin Kamberg (one vacancy)  
**Staff Present:** James Reitz, Michael Sykes  
**Council Liaison:** Elena Uhing  
**Citizens Present:** -0-

1. **Call to Order:** Poulsen called the meeting to order at 6:20 p.m.

2. **Citizen Communication:** None.

3. **Action Items/Discussion: SWOT Follow-Up**

The purpose of this special meeting was to discuss the results of the SWOT exercise and potential new goals for the Board. During the course of the discussion, the Board concluded that their primary goal should be to:

*Develop a comprehensive program to promote historic preservation in Forest Grove*

This goal would be accomplished through the following strategies:

- *Developing an educational program for the community*
- *Supporting the City's branding efforts with an emphasis on historic preservation*
- *Developing a sustainable funding program*

Specific tasks to be undertaken to implement each of the strategies will continue to be discussed via e-mail before the next regular meeting on January 25. At that meeting the Board will select those tasks to be undertaken this year. Potential tasks include brochures for the two new districts, street signs, historic home signs, information kiosks, developing a downtown district, doing a much-needed update to the website, as well as continuing the quarterly newsletter.

Reitz indicated he could provide estimates of costs of viable alternatives. He reminded the Board that we would have to make a decision at the next meeting to be able to turn the SHPO grant application in on time by the end of February.

4. **Boards and Commissions Reception:** We were reminded of the boards and commissions dinner on January 13, 2011. Members did a final review of Poulsen's PowerPoint presentation.

5. **Adjournment:** The January 5, 2011 special meeting adjourned at 8:15 p.m.

These minutes respectfully submitted by George Cushing, Secretary



# Monthly Building Activity Report

January-11

2010-2011

Category	Period: January-10		Period: January-11	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	9	\$2,257,638	5	\$1,682,392
SFR Addition & Alt/Repair	4	\$106,309	7	\$211,747
Mult. Fam. New/At	1	\$5,275		
Group Care Facility				
Commercial New				
Commerical Addition				
Commercial Alt/Repair	2	\$148,500	2	\$21,350
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs				
Grading				
Demolitions	1			
<b>Total</b>	<b>17</b>	<b>\$2,517,722</b>	<b>14</b>	<b>\$1,915,489</b>

### Year-to-Date

2008-09		2009-10	
Permits	Value	Permits	Value
103	\$14,571,660	134	\$15,497,483



**RESOLUTION NO. 2011-17**

**RESOLUTION MAKING APPOINTMENTS  
TO THE CITY OF FOREST GROVE  
BUDGET COMMITTEE**

**WHEREAS**, the City of Forest Grove has provided for a City Budget Committee; and

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

**WHEREAS**, there currently exist vacancies on the Budget Committee; and

**WHEREAS**, the City Council has received applications from citizens desiring to serve on the Budget Committee, and subsequently interviewed citizens making application for service on this Committee; and

**WHEREAS**, the City Council has received application from incumbents who desire to be reappointed to the Budget Committee.

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

**Section 1.** That the following person is hereby appointed to the City of Forest Grove Budget Committee for the following term (new appointment noted in **CAPS** and **BOLD** and reappointment noted in **BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
<b>BECK</b>	<b>THOMAS</b>	<b>DECEMBER 31, 2013</b>
Bliss	Meredith	December 31, 2011
Fuiten	Rod	December 31, 2012
Hill	Jeffrey	December 31, 2011
Kipp	Jonathan	December 31, 2012
Maisel	David	December 31, 2012
Sandusky	Chére	December 31, 2013

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

**PRESENTED AND PASSED** this 14<sup>th</sup> day of February, 2011.

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

**APPROVED** by the Mayor this 14<sup>th</sup> day of February, 2011.

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



**RESOLUTION NO. 2011-18**

**RESOLUTION MAKING APPOINTMENTS  
TO THE CITY OF FOREST GROVE  
COMMITTEE FOR CITIZEN INVOLVEMENT**

**WHEREAS**, the City of Forest Grove has provided for a Committee for Citizen Involvement;  
and

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

**WHEREAS**, there currently exist vacancies on the Committee for Citizen Involvement; and

**WHEREAS**, the City Council has received applications from citizens desiring to serve on the Committee for Citizen Involvement, and subsequently interviewed citizens making application for service on this Committee.

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

**Section 1.** That the following person is hereby appointed to the City of Forest Grove Committee for Citizen Involvement for the following term (new appointment noted in **CAPS** and **BOLD** and reappointment noted in **BOLD**):

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Bartlett	Josiah	December 31, 2011
Greenfield	Deborah	December 31, 2011
<b>HUA</b>	<b>LEN</b>	<b>DECEMBER 31, 2014</b>
Kottkey	Kristy	December 31, 2013
Nkiwane	N. Mo	December 31, 2011
Perrault	Michael	December 31, 2011
VACANCY		December 31, 2014

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

**PRESENTED AND PASSED** this 14<sup>th</sup> day of February, 2011.

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

**APPROVED** by the Mayor this 14<sup>th</sup> day of February, 2011.

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



**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The City of Forest Grove  
 Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No.100-21-10-450050 Receipt#: \_\_\_\_\_

H1

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** 76 Forest Grove

**APPLICANT/BUSINESS ADDRESS:** 2710 19<sup>th</sup> Avenue – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<p><b>ACTION:</b></p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> <b>Renewal</b></p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>          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 type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b>          This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>          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 checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b>          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"/> Business</p> <p><input type="checkbox"/> Change in 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 – SEW or SEG 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"/> Warehouse</p> <p><input type="checkbox"/> Winery/Grower</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

2-7-11  
**Date**



**FOR CITY USE ONLY**  
(Please return to City Recorder) 42

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** ARAMARK Educational Services, LLC

**APPLICANT/BUSINESS ADDRESS:** 2043 College Way – Forest Grove

**EVENT DATE/LOCATION:** Pacific University Campus

**CITY BUSINESS LICENSE:** Pending Issuance

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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.
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**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

2.7.11  
**Date**



FOR CITY USE ONLY  
(Please return to City Recorder)

H3

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
\$ 75.00 Change App Fee:  
\$ 35.00 Renewal or Temp App Fee  
\$ 20.25 Special Event  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT/BUSINESS: BI-Mart

APPLICANT/BUSINESS ADDRESS: 2036 Pacific Avenue – Forest Grove

EVENT DATE/LOCATION: \_\_\_\_\_

CITY BUSINESS LICENSE: Issued

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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.  <input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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.
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**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

2-7-11  
Date



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

H4

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Circle Inn Tavern

**APPLICANT/BUSINESS ADDRESS:** 3007 Pacific Avenue – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<p><b>ACTION:</b></p> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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.
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**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

2.7.11  
**Date**



FOR CITY USE ONLY  
(Please return to City Recorder)

45

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
\$ 75.00 Change App Fee:  
\$ 35.00 Renewal or Temp App Fee  
\$ 20.25 Special Event  
Acct No.100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Diamond Palace

APPLICANT/BUSINESS ADDRESS: 1921 Main Street – Forest Grove

EVENT DATE/LOCATION: \_\_\_\_\_

CITY BUSINESS LICENSE: Issued

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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.
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**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

2.7.11  
Date



**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The City of Forest Grove  
 Recommends that license be

Granted                       Denied

\$100.00 Original App Fee:                      Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event  
 Acct No. 100-21-10-450050    Receipt#: \_\_\_\_\_

AL6

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Forest Grove Sushi

**APPLICANT/BUSINESS ADDRESS:** 1905 Birch Street – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<p><b>ACTION:</b></p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> <b>Renewal</b></p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>          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 type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b>          This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>          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 checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b>          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"/> Business</p> <p><input type="checkbox"/> Change in 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 – SEW or SEG 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"/> Warehouse</p> <p><input type="checkbox"/> Winery/Grower</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 Aleshire, Chief of Police**  
 - or Designee

2-7-11  
 \_\_\_\_\_  
**Date**



**FOR CITY USE ONLY**  
(Please return to City Recorder) #7

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Grampy's Deli and Pub

**APPLICANT/BUSINESS ADDRESS:** 1918 Main Street – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<p><b>ACTION:</b></p> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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.  <input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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.
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**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

2-7-11  
**Date**



**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The City of Forest Grove  
 Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

48

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Half Moon Sports Bar / New Chinese Cuisine

**APPLICANT/BUSINESS ADDRESS:** 1927 Main Street – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<p><b>ACTION:</b></p> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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.
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Alishire  
**Kerry Alishire, Chief of Police**  
 - or Designee

2.7.11  
**Date**



FOR CITY USE ONLY  
(Please return to City Recorder)

49

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_

\$ 75.00 Change App Fee:

\$ 35.00 Renewal or Temp App Fee

\$ 20.25 Special Event

Acct No.100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Hello Market

APPLICANT/BUSINESS ADDRESS: 1917 19<sup>th</sup> Avenue – Forest Grove

EVENT DATE/LOCATION: \_\_\_\_\_

CITY BUSINESS LICENSE: Issued

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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.  <input checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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.
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**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

2.7.11  
Date



**FOR CITY USE ONLY**  
 (Please return to City Recorder.)

The City of Forest Grove  
 Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No.100-21-10-450050 Receipt#: \_\_\_\_\_

A10

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Izgara Bar and Grill

**APPLICANT/BUSINESS ADDRESS:** 2036 Main Street, Suite B – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<p><b>ACTION:</b></p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> <b>Renewal</b></p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>          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 type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b>          This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>          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"/> <b>OFF-PREMISES SALES:</b>          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"/> Business</p> <p><input type="checkbox"/> Change in 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 – SEW or SEG 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"/> Warehouse</p> <p><input type="checkbox"/> Winery/Grower</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

2-7-11  
**Date**



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

All

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Jade Green Palace

**APPLICANT/BUSINESS ADDRESS:** 3018 Pacific Avenue – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** ISSUED

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<p><b>ACTION:</b></p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> <b>Renewal</b></p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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 type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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"/> <b>OFF-PREMISES SALES:</b> 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"/> Business</p> <p><input type="checkbox"/> Change in 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 – SEW or SEG 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"/> Warehouse</p> <p><input type="checkbox"/> Winery/Grower</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

2-7-11  
Date



**FOR CITY USE ONLY**  
*(Please return to City Recorder)*

The City of Forest Grove  
 Recommends that license be

Granted                       Denied

\$100.00 Original App Fee:                      Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No. 100-21-10-450050    Receipt#: \_\_\_\_\_

#12

## FOREST GROVE POLICE DEPARTMENT

### LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Little Monkey Deli

**APPLICANT/BUSINESS ADDRESS:** 1919 Pacific Avenue – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<p><b>ACTION:</b></p> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>        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 type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b>        This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>        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"/> <b>OFF-PREMISES SALES:</b>        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>
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE                                       SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL                       REJECT APPLICATION (Memorandum Required)

\_\_\_\_\_  
**Kerry Aleshire, Chief of Police**  
 - or Designee

\_\_\_\_\_  
 Date 2-7-11



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

H13

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Mandarin China Restaurant

**APPLICANT/BUSINESS ADDRESS:** 2338 Pacific Avenue – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<p><b>ACTION:</b></p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> <b>Renewal</b></p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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 type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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"/> <b>OFF-PREMISES SALES:</b> 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"/> Business</p> <p><input type="checkbox"/> Change in 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 – SEW or SEG 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"/> Warehouse</p> <p><input type="checkbox"/> Winery/Grower</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

2.7.11  
**Date**



**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The City of Forest Grove  
 Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

H14

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Mini Mart

**APPLICANT/BUSINESS ADDRESS:** 2705 Pacific Avenue – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<p><b>ACTION:</b></p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> <b>Renewal</b></p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>          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 type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b>          This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>          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 checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b>          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"/> Business</p> <p><input type="checkbox"/> Change in 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 – SEW or SEG 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"/> Warehouse</p> <p><input type="checkbox"/> Winery/Grower</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

2-7-11  
**Date**



FOR CITY USE ONLY  
(Please return to City Recorder)

A15

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_

\$ 75.00 Change App Fee:

\$ 35.00 Renewal or Temp App Fee

\$ 20.25 Special Event

Acct No.100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Pizza Schmizza (Ronald Bedner)

APPLICANT/BUSINESS ADDRESS: 2042 Main Street – Forest Grove

EVENT DATE/LOCATION: \_\_\_\_\_

CITY BUSINESS LICENSE: Issued

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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.
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input checked="" type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**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

2-7-11  
Date



**FOR CITY USE ONLY**  
 (Please return to City Recorder)  
 The City of Forest Grove  
 Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No.100-21-10-450050 Receipt#: \_\_\_\_\_



**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT/BUSINESS:** Plaid Pantry #20

**APPLICANT/BUSINESS ADDRESS:** 2436 19<sup>th</sup> Avenue Avenue – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<p><b>ACTION:</b></p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> <b>Renewal</b></p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>          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 type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b>          This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>          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 checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b>          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"/> Business</p> <p><input type="checkbox"/> Change in 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 – SEW or SEG 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"/> Warehouse</p> <p><input type="checkbox"/> Winery/Grower</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

2.7.11  
**Date**



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

417

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Plaid Pantry #99

**APPLICANT/BUSINESS ADDRESS:** 2901 Thatcher Road – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<p><b>ACTION:</b></p> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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 type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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 checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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>
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**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

2-7-11  
**Date**



FOR CITY USE ONLY  
(Please return to City Recorder)

H18

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
\$ 75.00 Change App Fee:  
\$ 35.00 Renewal or Temp App Fee  
\$ 20.25 Special Event  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Prime Time Sports Bar and Restaurant

**APPLICANT/BUSINESS ADDRESS:** 4202 Pacific Avenue – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** ISSUED

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".	<input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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.  <input type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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.
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**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

2-7-11  
Date



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The City of Forest Grove  
Recommends that license be

Granted  Denied

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

H19

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Rainbow Lanes

**APPLICANT/BUSINESS ADDRESS:** 2748 19<sup>th</sup> Place – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<p><b>ACTION:</b></p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> <b>Renewal</b></p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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 type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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"/> <b>OFF-PREMISES SALES:</b> 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"/> Business</p> <p><input type="checkbox"/> Change in 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 – SEW or SEG 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"/> Warehouse</p> <p><input type="checkbox"/> Winery/Grower</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

2-7-11  
Date



**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The City of Forest Grove  
 Recommends that license be

Granted                       Denied

\$100.00 Original App Fee:                      Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No. 100-21-10-450050    Receipt#: \_\_\_\_\_

H20

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Safeway Store #0406

**APPLICANT/BUSINESS ADDRESS:** 2836 Pacific Avenue – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<p><b>ACTION:</b></p> <p><input type="checkbox"/> Change in Application</p> <p><input checked="" type="checkbox"/> <b>Renewal</b></p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Special Event</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b>          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 type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b>          This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b>          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 checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b>          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"/> Business</p> <p><input type="checkbox"/> Change in 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 – SEW or SEG 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"/> Warehouse</p> <p><input type="checkbox"/> Winery/Grower</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 Aleshire, Chief of Police**  
 - or Designee

\_\_\_\_\_  
 Date 2-7-11



**FOR CITY USE ONLY**  
(Please return to City Recorder) H21

The City of Forest Grove  
Recommends that license be

**Granted**  **Denied**

\$100.00 Original App Fee: Paid: \_\_\_\_\_  
 \$ 75.00 Change App Fee:  
 \$ 35.00 Renewal or Temp App Fee  
 \$ 20.25 Special Event

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT/BUSINESS:** Winners Connection

**APPLICANT/BUSINESS ADDRESS:** 2748 19<sup>th</sup> Place, Suite L – Forest Grove

**EVENT DATE/LOCATION:** \_\_\_\_\_

**CITY BUSINESS LICENSE:** Issued

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

<p><b>ACTION:</b></p> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>Renewal</b> <input type="checkbox"/> Renewal <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____	<p><input type="checkbox"/> <b>FULL ON-PREMISES SALES:</b> 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 type="checkbox"/> <b>BREWERY – PUBLIC HOUSE</b> This license allows the holder to manufacture malt beverages and sell to patrons and wholesalers and allows the holder to sell malt beverages, wine and cider for consumption at the business and "to go".</p>	<p><input checked="" type="checkbox"/> <b>LIMITED ON-PREMISES SALES:</b> 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 checked="" type="checkbox"/> <b>OFF-PREMISES SALES:</b> 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>
<input type="checkbox"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F – CAT Caterer <input type="checkbox"/> F – COM Commercial Establishment <input type="checkbox"/> F – PC Passenger Carrier <input type="checkbox"/> F – CLU Private Club <input type="checkbox"/> F – SEW or SEG Special Event <input type="checkbox"/> F – PL Other Public Location	<input type="checkbox"/> Brewery Public House <input type="checkbox"/> Fuel Pumps <input type="checkbox"/> Grower <input type="checkbox"/> Warehouse <input type="checkbox"/> Winery/Grower <input type="checkbox"/> Other: _____

**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

2.7.11  
**Date**

February 14, 2011

**STAFF REPORT AND PROPOSED ORDINANCE ADOPTING PROVISIONS  
REGULATING NOISE, REPEALING FOREST GROVE CODE SECTION  
5.070, UNNECESSARY NOISE, AND ADDING NEW CODE SECTION  
5.250 THROUGH 5.259, NOISE REGULATIONS**

**PROJECT TEAM:** Kerry Aleshire, Police Chief  
Aaron Ashbaugh, Police Captain  
Jon Holan, Community Development Director  
Tom Gamble, Parks and Recreation Director  
James Reitz, Senior Planner  
Jeff King, Economic Development Coordinator  
Anna Ruggles, City Recorder  
Michael Sykes, City Manager

**ISSUE STATEMENT:**

In 1991, the Department of Environmental Quality (DEQ) terminated its Noise Control Program due to reduced revenue. The DEQ noise regulations (ORS) remain on the books; however, DEQ no longer investigates noise complaints and is relying on agencies to enact local noise ordinances in order to regulate, investigate, and enforce noise complaints within their jurisdiction.

The purpose of proposed Ordinance No. 2010-08 is to amend existing City Code Section 5.070, Unnecessary Noise, in order to provide better regulatory tools to more effectively enforce and obtain compliance on various types of chronic noise complaints/cases while allowing reasonable opportunities for industrial, commercial, home-maintenance improvements, construction-related activities, and other activities to occur in the City.

**BACKGROUND:**

Staff presented proposed Ordinance No. 2010-08 for First Reading at the Council meeting of September 13, 2010. At the conclusion of the staff report presentation and Council comments, City Manager Sykes asked to remove the item from the agenda and asked to reschedule the agenda item as a work session to allow staff additional time to address Council concerns. Council also directed staff to seek input from Economic Development Commission (EDC) and Public Safety Advisory Commission (PSAC).

Based on Council concerns heard at the meeting of September 13, 2010, staff amended the proposed ordinance adjusting the maximum dBA sound level for industrial and commercial to 80 dBA during day hours and 70 dBA during night hours; added a new Code Section 5.254.D. to address non-conforming uses; removed noise violations regulated by the State Department of Motor Vehicles; and lifted the two-hour limitation on chainsaws.

Staff met with EDC at its meeting of September 9, 2010, and reviewed a draft copy of proposed ordinance, and on October 7<sup>th</sup>, staff distributed to EDC a revised copy of the proposed ordinance. EDC supported the overall concept of the ordinance and made a recommendation to set the maximum dBA sound level of 80 to 85 for commercial and industrial businesses.

Staff met with PSAC at its meeting on September 22, 2010, and reviewed a draft copy of the revised ordinance. PSAC supported the overall concept of the ordinance and found the ordinance provides better regulatory tools to more effectively enforce and obtain compliance on the various types of chronic noise cases. In addition, PSAC discussed at length, but could not reach a consensus, on whether to allow or prohibit construction-related activities to occur on Sunday.

After meeting with EDC and PSAC, staff met with Council in Work Session on October 11, 2010, to discuss the revised ordinance and recap the discussions held with EDC and PSAC.

At the Work Session of October 11<sup>th</sup>, Council accepted testimony from Van Doren Red-E-Mix who asked Council to consider increasing the maximum dBA sound level for commercial and industrial businesses, citing he found the loudest measureable decibel reading was 83 when the plant was operating under normal conditions. Next, Council accepted testimony from Forest Grove Chamber of Commerce who supported setting the maximum dBA sound level for commercial, and specifically industrial, 80 to 85. Lastly, Council accepted testimony from a citizen, who is also a member of the Public Safety Advisory Commission, who asked Council to consider prohibiting construction-related activities from occurring after 7:00 pm on Sunday instead of until 10:00 pm as proposed by staff.

At the conclusion of the October 11<sup>th</sup> Work Session, Council directed staff to conduct further research on construction-related activities and hours permitted on Sunday.

**STAFF UPDATE:**

As proposed, Ordinance No. 2010-08 sets the maximum dBA sound level to 80 dBA during day hours and 70 dBA during night hours for commercial and industrial. There is also flexibility in the proposed ordinance (Section 5.254.C.) to allow exceeding five or 10 dBA for short periods of time. In addition, a noise variance

permit can also be requested under the proposed ordinance for undue hardship and short-term ease of noise restrictions.

The existing City Code allows construction activities to occur from 7:00 am to 10:00 pm, Monday through Saturday. Staff is proposing to allow construction-related activities to occur on Sunday as long as the activity is limited to the hours of 8:00 am through 7:00 pm, so the City does not discriminate between private citizens and builders/contractors and also to encourage economic prosperity.

As directed by Council, staff researched other cities and found the City of Cornelius allows construction-related activities to occur 7:00 am to 10:00 pm, Monday through Sunday; City of Hillsboro allows construction-related activities to occur 6:00 am to 9:00 pm, Monday through Sunday; and Washington County allows construction-related activity to occur 7:00 am to 7:00 pm, Monday through Sunday.

It should also be noted, as shown in the attachment, that some cities are reporting the maximum dBA sound level they originally adopted are set too low for commercial and industrial businesses, and as a result, some cities are looking at increasing dBA sound level to fit more appropriately with their community needs.

If the proposed ordinance is adopted by Council, staff will track and monitor noise complaints and activities to ensure the noise regulations are working and are appropriate for our community needs. Staff will report back to Council with a status report after the summer season has ended, which is during a time of year when noise complaints seem to be the greatest. Staff will use this time to educate the public and provide information on the new noise regulations.

**FISCAL IMPACT:**

The Police Department and Community Development currently enforce the existing noise regulations. The Police Department purchased an approved decibel meter and will train enforcement staff in proper operation and documentation of noise measurements. Staff does not anticipate any budgetary impact by revising the noise ordinance. Staff anticipates the amended noise ordinance will provide better regulatory tools and will be more effective overall; thus, reducing staff time when responding to chronic noise complaints/cases.

**STAFF RECOMMENDATION:**

Staff recommends the City Council approved as amended proposed Ordinance No. 2010-08, Adopting Provisions Regulating Noise, attached as Exhibit A.

## City Codes of:

### **City of Cornelius**

(A) When measured at or within the boundary of a property on which a noise sensitive unit, not the source of the sound, is located, exceeds:

- (1) **Fifty-five dB** at any time between **10:00 p.m. and 7:00 a.m.** the following day; or
- (2) **Sixty dB** at any time between **7:00 a.m. and 10:00 p.m.** the same day.

(B) When measured at or within the boundary of or within a property on which no noise-sensitive unit is located, and the noise originates from outside the property, if the noise level exceeds:

- (1) **Sixty dB** at any time between **10:00 p.m. and 7:00 a.m.** of the following day; or
- (2) **Seventy-five dB** at any time between **10:00 p.m. and 7:00 a.m.** on a **public right-of-way** at a distance of at least **100 feet from the source** of the sound.

Hours prohibited:

- Sounds caused by industrial, agricultural or **construction activities** during the hours of **7:00 a.m. to 10:00 p.m.** of the same day.

Hours allowed:

- Sounds caused by air-, electrical- or gas-driven **domestic tools** during the hours of **7:00 a.m. to 10:00 p.m., Monday through Friday** and **8:00 a.m. to 6:00 p.m. Saturday and Sunday.**
- Sounds caused by **chainsaws**, when used for pruning, trimming or cutting of live trees. When used for private woodcutting, between the **hours of 7:00 a.m. to 10:00 p.m.** of the same day.

## City of Hillsboro

A. When measured at or within the boundary of property on which a noise sensitive unit, not the source of the sound, is located, exceeds:

1. **Fifty dbA** at any time between **9:00 p.m. and 6:00 a.m.** the following day, or
2. **Sixty dbA** at any time between **6:00 a.m. and 9:00 p.m.** the same day; or

B. Is **plainly audible** at any time between **9:00 p.m. and 6:00 a.m.** the following day:

1. Within a **noise-sensitive unit** which is not the source of sound, or
2. On a **public right-of-way** at a distance of at least **one hundred feet from the source of the sound.**

Hours prohibited:

- Sounds caused by industrial, agricultural or **construction activities** during the hours of **6:00 a.m. to 9:00 p.m.** of the same day.

Hours allowed:

- Sounds caused by air-, electrical- or gas-driven **domestic tools**, during the hours of **6:00 a.m. to 9:00 p.m., Monday through Friday** and **8:00 a.m. to 6:00 p.m. Saturday and Sunday.**
- Sounds caused by **chainsaws**, when used for pruning, trimming or cutting of live trees. When used for private wood cutting, between the hours of **8:00 a.m. and 6:00 p.m.** and **not exceeding two hours in any twenty-four hour period.**

## Washington County

Hours prohibited:

- **Construction or Repairing of Structures.** The erection (including excavating), demolition, alteration or repair of any structure from **7:00 p.m. to 7:00 a.m.** the following morning, and from **7:00 p.m. Saturday to 7:00 a.m. the following Monday**, and on legal holidays except by variance or for reasons of emergency.

Hours allowed:

- **Lawn, garden or household equipment** associated with the normal repair, upkeep or maintenance of property between the hours of **7:00 am and 10:00 p.m.**



February 3, 2011

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, February 9, 2011

## NOTICE OF PUBLIC HEARING

### PROPOSED ORDINANCE AMENDING FOREST GROVE CITY CODE PERTAINING TO NOISE REGULATIONS

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing on **Monday, February 14, 2011, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting an ordinance that would repeal and reenact existing Code Section 5.070, Unnecessary Noise, to adopt provisions regulating noise affecting public peace within the City limits. The proposed ordinance, if enacted by the City Council, would take effect 30 days immediately after enactment.

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

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

**Posted February 9, 2011**

ORDINANCE NO. 2010-08ORDINANCE ADOPTING PROVISIONS REGULATING NOISE, REPEALING  
FOREST GROVE CODE SECTION 5.070, UNNECESSARY NOISE,  
AND ADDING NEW CODE SECTION 5.250 THROUGH 5.259,  
NOISE REGULATIONS

**WHEREAS**, The existing Noise Ordinance, City Code Section, 5.070, Unnecessary Noise, is cumbersome and increasingly challenging to administer; and

**WHEREAS**, The City's experience in attempting to enforce the existing Noise Ordinance has demonstrated that a more flexible system of ensuring that the inhabitants and visitors are not subjected to loud, unnecessary, unnatural or unusual noise is needed; and

**WHEREAS**, the City Council finds that loud, unnecessary, unnatural, or unusual noise is harmful to the health, welfare, and safety of its inhabitants and visitors and interferes with the comfortable enjoyment of life and property; and

**WHEREAS**, the City Council finds that effective control of loud, unnecessary, unnatural, or unusual noise are essential in order to promote a livable community for its inhabitants and visitors; and

**WHEREAS**, the City Council finds that allowing a noise variance permit for undue hardship and short-term easing of noise restrictions is essential to allow the construction and maintenance of structures, infrastructure, and other elements necessary for the physical and commercial vitality of the City; and

**WHEREAS**, the City of Forest Grove published notice in the *News Times* on August 23 and September 13, 2010, and published notice in the *NewsTimes* on February 9, 2011; and

**WHEREAS**, the Public Hearing for August 23, 2010, was cancelled and at the Public Hearing of September 13, 2010, the Council remanded the ordinance back to staff for additional review; and

**WHEREAS**, the City Council held a Work Session on October 11, 2010, on the proposed ordinance; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on this ordinance on February 14, 2011.

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

**Section 1.** The Forest Grove City Council hereby approves implementing the noise regulations as defined in the attached Exhibit A, Noise Regulations.

**Section 2.** Code Section 5.070 and Code Section 6.110 of the City of Forest Grove Code, titled Unnecessary Noise, are hereby repealed and new Code Section 5.250 through 5.259 "Noise Regulations" as defined in the attached Exhibit A are hereby adopted.

**Section 3.** Code Section 5.250 is hereby renumbered as new Code Section 5.260; Code Section 5.255 is hereby renumbered as new Code Section 5.261, and Code Section 5.260 is hereby renumbered as new Code Section 5.262.

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

**PRESENTED AND PASSED** the first reading the 14<sup>th</sup> day of February, 2011.

**PASSED** the second reading the 28<sup>th</sup> day of February, 2011

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 28<sup>th</sup> day of February, 2011.

---

Peter B. Truax, Mayor

**ORDINANCE NO. 2010-08**  
**“EXHIBIT A”**

**PROPOSED TEXT REPLACEMENT**  
**TO**  
**CITY OF FOREST GROVE CODE**  
**CODE SECTION 5.070 – UNNECESSARY NOISE (Repealing and reenacting)**

**NEW CODE SECTION 5.250 – 5.259**  
**NUISANCES AFFECTING PUBLIC PEACE, NOISE REGULATIONS**

**5.250**        **Purpose and Intent.**

The purpose of Code Section 5.250 – 5.259, Noise Regulations, is to regulate loud, unnecessary, unnatural, or unusual noise within the City limits of Forest Grove and to provide a procedure for the prevention and prohibition of loud, unnecessary, unnatural or unusual noises affecting public peace in order to promote a livable community and to protect the public health and welfare.

**5.251**        **Definitions.**

As used in Code Section 5.250 – 5.259 the following words and terms mean as follows:

**Amplifying equipment.** Public address systems, musical instruments, and other similar devices that are electronically amplified.

**Construction.** Any activity necessary or incidental to the erection, demolition, assembling, altering, installing, repair or equipping of buildings, roadways and utilities, including land clearing, grading, excavating and filling before, during or following such activity.

**Day time period.** Seven a.m. until ten p.m. of the same day, local time.

**Domestic power tools.** Any mechanically or electrically powered saw, drill, sander, grinder, lawn or garden tool, or similar device generally used out of doors in residential areas.

**Emergency work.** Work made necessary to restore property to a safe condition following severe inclement weather and natural disasters, work required to restore public utilities or work required to protect persons or property from imminent exposure to danger.

**Night time period.** Ten p.m. of one day until seven a.m. the following day, local time.

**Noise sensitive area or noise sensitive use.** For the purpose of this definition, real property zoned residential or institutional in accordance with the terms and maps of the City of Forest Grove Development Code.

Persons. A person, persons, firm, association, co-partnership, joint venture, corporation or any entity public or private in nature.

Plainly audible. Unambiguously communicated sounds that disturb the comfort, repose or health of the listener. Plainly audible sounds include, but are not limited to, understandable musical rhymes, understandable spoken words, and vocal sounds other than speech that are distinguishable as raised or normal.

Sound level. The "A" weighed sound pressure level in decibels obtained by using a sound level meter at slow response with a reference pressure of twenty (20) micropascals. The unit of measurement shall be designated as dBA.

Warning devices. Electronic devices used to protect persons or property from imminent danger including, but not limited to, fire alarms, civil defense warning systems, and safety alarms required by law.

**5.252**      **Standards and Definitions.**

- A.      Terminology and Standards. All terminology used in this Code Section that is not defined in Section 5.251 shall be in accordance with the Department of Environmental Quality (DEQ) Noise Control Regulations and noise emission standards outlined by Oregon Revised Statute (ORS) 467.030, and Oregon Administrative Rule (OAR) Code 340 Division 35.
  
- B.      Measurement of Sound Level. While sound measurements are not required for the enforcement of this Code, should measurements be made, they shall be made as follows:
  - 1.      With a calibrated sound level meter in good operating condition.
  - 2.      A person conducting sound level measurements shall have received training in the techniques of sound measurement and the operation of sound measuring instruments prior to engaging in any enforcement activity.
  - 3.      Procedures and tests required by this Code and not specified herein shall be placed on file with the City Recorder.

**5.253**      **Prohibited Acts.**

- A.      A person shall not knowingly continue, cause or permit to be made or continued any excessive or unnecessary sounds that are listed in this Section or Section 5.254.

- B. The following acts are declared to create excessive and unnecessary sounds in violation of this Code without regard to the maximum sound levels of Section 5.254. This enumeration does not constitute an exclusive list.
1. Animals. Owning, possessing or harboring any bird or other animal that barks, bays, cries, howls, or makes any long, unnecessary and continuous noise, other than for reasons of being provoked by a person trespassing or threatening to trespass.
  2. Compressed Air Devices. The use of a mechanical device operated by compressed air, steam, or otherwise, unless the noise created is effectively muffled.
  3. Compression Braking Devices. Using compression brakes, commonly referred to as "jake brakes", on any motor vehicle except to avoid imminent danger or persons or property, in compliance with Oregon Revised Statute 811.492, incorporated herein by reference.
  4. Exhausts. Discharging into the open air the exhaust of any steam engine, internal combustion engine, or any mechanical device operated by compressed air or steam without a muffler, or with a sound control device less effective than that provided on the original engine or mechanical device.
  5. Horns and Alarms. Sounding a horn or signaling device on a vehicle on a street or public or private place, except as a necessary warning of danger.
  6. Sound-Producing Devices or Instrument. Sound caused by playing, using or operating any radio, television, boombox, stereo, or any sound-producing device or instrument, including, but not limited to, musical instruments, loudspeakers, stereos installed in or on a vehicle, in such a manner:
    - A. that exceed(s) the maximum permissible sound levels set forth in Section 5.254;  
or
    - B. that is plainly audible from a distance of one hundred (100) feet from the source of the sound if within a park, street, or other public area.
  7. Tampering. The removal or rendering inoperative of any noise control device for purposes other than maintenance, repair, or replacement.

**5.254**

**Maximum Permissible Sound Levels.**

- A. A person shall not cause or permit sound(s) to intrude onto the property of another person which exceed(s) the maximum permissible sound levels set forth below in Table 1 of this Section.
  
- B. The sound limitations established herein, as measured at or within the property boundary of the receiving land use, are set forth in Table I and apply after any applicable adjustment, also provided for herein, are applied. When the sound limitations are exceeded, it shall constitute excessive and unnecessary sound and shall be a violation in its own right as well as being prima facie evidence of noise.
  
- C. This Section is violated if any of the following occur:
  - 1. Any continuous sound that exceeds Table I for a cumulative total of greater than five minutes in any ten (10) minute period;
  - 2. Any sound that exceeds Table I by five dBA for a cumulative total of greater than one minute, but less than five minutes in any ten (10) minute period;
  - 3. Any sound that exceeds Table I by ten (10) dBA at any point in time.

TABLE I  
Table of Maximum Allowable Sound Levels (in dBA)  
in any Ten (10) Minute Period

Type of Source by Use	Type of Received by Use					
	Noise Sensitive		Commercial		Industrial	
	Day 7am-10pm	Night 10pm-7am	Day 7am-10pm	Night 10pm-7am	Day 7am-10pm	Night 10pm-7am
Noise Sensitive	60	50	80	70	80	70
Commercial	80	70	80	70	80	70
Industrial	80	70	80	70	80	70

- D. Industrial uses that were non-conforming prior to a December 2, 1982, and are now considered permitted uses under Section 10.7.125E of the Development Code shall be subject to the noise standards for industrial uses in Table 1.

**5.255 Exemptions.**

A. Exemptions. The following sounds are exempted from provisions of this Code:

	Monday – Friday Local time	Saturday – Sunday Local time
<p>1. <u>Construction Activities.</u> Sound created by construction activities, provided equipment is maintained in good repair and equipped with sound dissipating devices in good working order.</p>	<p>7:00 a.m. to 10:00 p.m.</p>	<p>8:00 a.m. to 7:00 p.m.</p>
<p>2. <u>Domestic Power Tools and Chainsaws.</u> Sounds created by domestic power tools, provided sound dissipation devices on tools are maintained in good repair. Sounds caused by chainsaws, when used for pruning, trimming, cutting of live trees.</p>	<p>7:00 a.m. to 10:00 p.m.</p>	<p>8:00 a.m. to 7:00 p.m.</p>
<p>3. <u>Explosives.</u> The discharge of explosive devices or legal fireworks on the third of July, Fourth of July, and the Friday and Saturday during the weekend closest to the Fourth of July of each year.</p>	<p>7:00 a.m. to 11:00 p.m.</p>	<p>7:00 a.m. to 11:00 p.m.</p>
<p>The discharge of explosive devices or legal fireworks on January 1 of each year.</p>	<p>11:00 p.m. to 12:30 a.m.</p>	<p>11:00 p.m. to 12:30 a.m.</p>
<p>4. <u>Refuse Pickup.</u> Sounds created by refuse pickup operations in a noise sensitive area.</p>	<p>5:00 a.m. to 7:00 p.m.</p>	<p>5:00 a.m. to 7:00 p.m.</p>
<p>5. <u>Amplifiers and Loudspeakers.</u> Sounds produced by amplifying equipment and loudspeakers at organized athletic or City-permitted activities or events.</p>		
<p>6. <u>Emergency Work or Equipment.</u> Sounds caused by the performance of emergency work, vehicles and/or equipment.</p>		

7. Events. Non-amplified sounds produced by organized athletic or City-permitted activities or events at places such as stadiums, parks, public plazas, schools, athletic fields, and other public areas.
8. Revsing Engines. Operating a motor vehicle engine above idling speed off the public right-of-way so as to create excessive or unnecessary sounds that exceed(s) the maximum permissible sound levels set forth in Section 5.254.
9. Warning Devices. Sounds made by warning devices operating continuously for three minutes or less.

**5.256        Noise Variance Permit and Application.**

An application for a Noise Variance Permit for relief on the basis of undue hardship from a noise level or time limits designated in this Code may be submitted in writing to the City Manager or designee. The fee for such permit shall be set by Council resolution.

1. Conditions for Granting. A Noise Variance Permit granted by the City Manager shall contain all conditions upon which the permit has been granted and shall specify a reasonable time the permit shall be effective. The City Manager or designee shall grant the relief based on the following conditions:
  - A. That strict compliance with such rule, regulations, or order is inappropriate because of conditions beyond the control of the persons requesting the variance;
  - B. Because of special circumstances which would render strict compliance unreasonable or impractical due to special physical conditions or causes;
  - C. Because strict compliance would result in substantial curtailment or closing down of a business, plant, or operation, or no other alternative facility or method of compliance is yet available.
2. A Noise Variance Permit may include conditions the City Manager or designee deems necessary to protect the public health and welfare;
3. Revocation or Modification. In the case of failure to comply and/or an emergency or safety hazard, the City Manager or designee may revoke or modify a Noise

Variance Permit by setting forth the reason for revocation and/or the nature of the emergency or hazard in a certified letter mailed to the holder of the variance permit. This letter shall provide the reason why the variance is revoked or modified and advise the permit holder of their right to an appeal pursuant to Code Section 1.090.

**5.257 Code Additional to Other Law.**

The provisions of this Code are cumulative and nonexclusive and do not affect any other claim, cause of action or remedy; nor unless specifically provided, shall it be deemed to repeal, amend or modify any law, ordinance, or regulation relating to noise or sound. The provisions of this Code are deemed additional to existing legislation and common law on such subject.

**5.258 Responsibility, Authority, and Enforcement.**

The City Manager or designee is responsible for the administration and enforcement of Code Section 5.250 through 5.259, Noise Regulation Ordinance, under the provisions of Code Section 2.990 of this Code.

**5.259 Violations and Penalties.**

- A. A person who commits, permits, assists in or attempts a violation of any provision of Code Section 5.250 – 5.259, Noise Regulation Ordinance, shall be subject to a civil penalty in the amount of not less than \$100 for the first violation, \$500 for the second violation, and \$1,000 for each subsequent violation occurring in a two (2) year period starting from the issuance of the first notice of violation.
- B. Each day during which any provision of Code Section 5.250 through 5.259, Noise Regulation Ordinance, is violated constitutes a separate offense.

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***THE FOLLOWING CODE SECTIONS ARE REPEALED :***

CODE SECTION 5.070 – UNNECESSARY NOISE (in its entirety)

CODE SECTION 6.110 – UNNECESSARY NOISE (Jake Brakes)

***FOLLOWING CODE SECTIONS ARE REASSIGNED AS FOLLOWS:***

OLD CODE SECTION 5.250 TO NEW 5.260 (Radio and Television Interference)

OLD CODE SECTION 5.255 TO NEW 5.261 (Junk)

OLD CODE SECTION 5.260 TO NEW 5.262 (Notices and Advertisements)

**ORDINANCE NO. 2010-09****ORDINANCE ADOPTING THE CITY FOR FOREST GROVE  
TRANSPORTATION SYSTEM PLAN UPDATE  
AND REPEALING ORDINANCE NO. 1999-16**

**WHEREAS**, the City of Forest Grove initiated a Transportation System Plan (TSP) update in conformance with Oregon Administrative Rule (OAR) 660-012-0015(3), which requires cities to prepare a TSP; and

**WHEREAS**, the City of Forest Grove hired DKS Associates to update the 1999 Transportation System Plan and was done in conjunction with a review team, including Oregon Department of Transportation (ODOT), Washington County, Metro, TriMet, community open houses, and a Project Advisory Committee composed of citizens, and representatives of businesses, City Council and Planning Commission; and

**WHEREAS**, pursuant to ORS 197.610 and Metro Code Section 3.07.820, the City submitted the proposed TSP to the Department of Land Conservation and Development and Metro on July 16, 2010, complying with the 45 day review process; and

**WHEREAS**, the 45 day review process resulted in comments from ODOT recommending approval of the TSP update subject to requested changes as attached in Exhibit C; and

**WHEREAS**, a Project Advisory Committee held community open houses involving citizens, affected governments, and other interested parties for the purpose of recommending revisions to the draft TSP; and

**WHEREAS**, the Planning Commission held a duly-noticed Public Hearing on September 7, 2010; and

**WHEREAS**, the Planning Commission recommended adoption of the TSP with modifications; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on September 27, 2010, and at the Council meeting of October 25, 2010, the Council remanded the TSP back to the Planning Commission for additional review; and .

**WHEREAS**, the Planning Commission held a Public Hearing on December 6, 2010; and continued the hearing to January 18, 2011, and recommended approval with edits to the TSP and retention of a proposed traffic signal at the intersection of Yew Street and Adair; and

**WHEREAS**, the City Council has considered the Planning Commission's recommendation with modifications as attached in Exhibit B and Attachment 1 to Exhibit B; the staff reports in this matter, and testimony and evidence of interested parties, and has evaluated the TSP Update against Statewide Goals, state, county, and regional TSP's, Comprehensive Plan provisions, and other standards.

**WHEREAS**, the City Council continued the Public Hearing from September 27, 2010, on February 14, 2011; and

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

**Section 1.** The City Council of the City of Forest Grove hereby adopts the 2010 Transportation System Plan Update, prepared by DKS Associates, attached as Exhibit A subject to the following modifications:

A. Adopt the proposed amendments to the TSP recommended by the Planning Commission as provided in Attachment 1 to Exhibit B; and

B. Not accept the Planning Commission recommendation of the traffic signal at the intersection of Yew and Adair because the signal would be too close to an existing signal at Mountain View and Adair, testimony received from ODOT indicates that it is unlikely the signal would be approved, improvements to the intersection proposed by ODOT would improve safety of the intersection and there exists an alternative pedestrian way in close proximity at Mountain View that would be safer that would be safer for pedestrian movement.

C. Adopt the proposed amendments to the TSP submitted by ODOT as provided in Attachment 2 to Exhibit B; and

**Section 2.** Ordinance No. 1999-16 is hereby repealed in its entirety upon the effective implementation date of this ordinance.

**Section 3.** This ordinance is effective 30 days following its enactment by the City Council.

**PRESENTED AND PASSED** the first reading the 27<sup>th</sup> day of September, 2010.

**PASSED** the second reading the 14<sup>th</sup> day of February, 2011.

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

**APPROVED** by the Mayor this 14<sup>th</sup> day of February, 2011.

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

**PLANNING COMMISSION FINDINGS AND RECOMMENDATION NO. 10-04**

**RECOMMENDING THE CITY COUNCIL APPROVE THE TRANSPORTATION SYSTEM PLAN UPDATE FOR THE CITY OF FOREST GROVE**

**WHEREAS**, the City of Forest Grove initiated a Transportation System Plan (TSP) update in conformance with Oregon Administrative Rule (OAR) 660-012-0015(3), which requires cities to prepare a TSP; and

**WHEREAS**, the City of Forest Grove hired DKS Associates to update the 1999 Transportation System Plan and was done in conjunction with a review team including Oregon Department of Transportation (ODOT), Washington County, Metro, TriMet, community open houses, and a Project Advisory Committee composed of citizens, and representatives of businesses, City Council and Planning Commission ; and

**WHEREAS**, pursuant to ORS 197.610 and Metro Code Section 3.07.820, the City submitted the proposed TSP to the Department of Land Conservation and Development and Metro on July 16, 2010, complying with the 45 day review process; and

**WHEREAS**, the 45 day review process resulted in comments from ODOT recommending approval of the TSP update subject to requested changes as in Exhibit C; and

**WHEREAS**, the Planning Commission held a duly noticed public hearing on September 7th, 2010; and

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

**Section 1.** The Planning Commission hereby recommends the City Council approve the TSP update as provided in Exhibit A; and

**Section 2.** This recommendation for approval of the TSP update be subject to the recommended changes as follows:

- a) Show a clear proposed roadway extension line of 19th West of B Street to Richey Road.
- b) Corrections on Sidewalk Map – Show propose sidewalks on Hawthorne south of 19th to Hwy 47.
- c) Show corrections to Roadway Jurisdiction Map – Pacific west of E street is County Road and E Street belong to City.
- d) Correction to Roadway Map - Hawthorne currently does not connect to Hwy 47.
- e) Add explanation as to why certain transportation deficiencies are not being addressed now in regards to the proposed project priority listed in Chapter 10.
- f) Add a comment with respect to the need for improvements to Fern Hill Road and B Street as it relates to flooding.
- g) Add new Policy 10g to only require sidewalks on one side of a local street as a minimum requirement.

**PRESENTED AND PASSED** this 7th day of September, 2010.

  
\_\_\_\_\_  
Tom Beck, Chair

February 14, 2011  
Agenda Item No. 7  
ORD No. 2010-09

**NOTICE OF PUBLIC HEARING – CONTINUED**  
**ADOPTION OF CITY OF FOREST GROVE**  
**TRANSPORTATION SYSTEM PLAN UPDATE**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will continue the Public Hearing on **Monday, February 14, 2011, at 7:00 p.m. or thereafter**, in the **Community Auditorium, 1915 Main Street, Forest Grove**, to consider adopting the proposed City of Forest Grove Transportation System Plan Update. The major outcomes of the City's Transportation System Plan Update include:

- Extends the planning horizon to 2030
- Re-establishes goals and policies related to transportation
- Identifies the most valuable transportation system improvements that can be reasonable funded over the next 20 to 25 years
- Refreshes the capital project list for all transportation modes

This hearing is open to the public and interested parties are encouraged to attend. Only those persons who participate in the hearing either orally or in writing may file an appeal of the Transportation System Plan to the Land Use Board of Appeals. A copy of the staff report and proposed Transportation System Plan Update is available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, PO Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

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

**Published September 22, 2010**

# Memorandum

**To:** City Council

**From:** Jon Holan, Community Development Director  
Derek Robbins, Civil Engineer  
Rob Foster, Public Works Director  
Michael Sykes, City Manager

**Date:** February 14, 2011

**Re:** Transportation System Plan

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**Request:** The request is for the City Council to adopt the Transportation System Plan either as recommended by the Planning Commission or modified as found appropriate by the Council.

**Background:** The City Council on October 25, 2010, remanded the Transportation System Plan (TSP) back to the Planning Commission. The Commission held a public hearing on December 6<sup>th</sup>. They continued the hearing to January 18<sup>th</sup> to allow the Forest Grove School District an opportunity to submit a study. The Commission made their recommendation on that evening to approve the TSP with proposed amendments which are incorporated in the Edits to the TSP (see Attachment 1). Also attached are recommended edits to the TSP received from ODOT (see Attachment 2). Staff has no objections to either of these proposed changes with exception of the Commission's recommendation on Yew Street (see discussion below).

The Planning Commission focused on the two remaining issues with the document: the appropriate street system around the High School and the traffic signal at Yew Street and Adair Street (State Highway 8).

Street System Around the High School: At the December 6<sup>th</sup> meeting, staff identified six alternative roadway improvements to the area which can be considered to improve the circulation system in the area (see Attachment 3). Between the two hearings, the School District submitted a transportation study from Kittelson and Associates, dated January 14, 2011. The study addressed the road network around the High School area (see Attachment 4). That study concluded, which staff concurred with:

1. David Hill Road extension needs to be completed to Highway 47 to provide a general major route and reduce through traffic traveling through the residential area;

2. There is a need for an east-west connection to improve circulation for the residences in the area;
3. Nichols Lane connection would provide the best vehicular solution since it is the only option that would provide a singular connection from Thatcher Road to Sunset Drive;
4. Extension of Hartford Drive as a pedestrian and bike connection which would separate bike/pedestrian from vehicular movement on Nichols Lane; and
5. Main Street and B Street should both be extended to David Hill Road with steps being taken to discourage through traffic on B Street.

**Generally, the Commission accepted the recommendation with one addition. They believe the sidewalk along Nichols Lane needs to be continuous on at least one side of the street.** That is, the sidewalk should not "jump across" the street but rather be continuous (i.e. if on the north side of the road, it needs to be extended to Brooke Street). The Commission was concerned with the safety of pedestrians having to cross Nichols Lane to use the sidewalk.

Yew Street/Adair Street Traffic Signal: In the January 18<sup>th</sup> memo from staff to the Commission, staff concluded,

"staff believes that instead of focusing on the signal solution, the City and ODOT should pursue some immediate corrections with pavement markings and accelerate the proposal of extending Mountain View to Yew Street north of State Highway 8."

The pavement markings referenced in the quote is from a letter received from ODOT that they would install stop bars and create a southbound right turn lane to improve safety (see Attachment 5 which is a letter from ODOT and an illustration of the improvements).

The Commission still had concerns that the improvements would not resolve vehicular and pedestrian safety issues. They indicated that substantial traffic could be generated from the Comprehensive Plan and Zoning Amendment making all the area south of 22<sup>nd</sup> Avenue commercial (previously it was General Industrial). Further, they contend that there is substantial pedestrian traffic due to the presence of the bus stop at Yew and Adair, the industrial area to the north and the apartment complex located adjacent and south of Prime Time restaurant. **As a result, the Commission voted to retain the traffic signal in the TSP.** In making this recommendation, the Commission believed it should make a recommendation they found appropriate and recognized that the Council may not accept their recommendation for a variety of reasons.

After listening to all the arguments and reviewing the data available, City Engineering staff continues to believe that a signal at Yew Street will result in more delay and congestion than the benefit it might bring. There simply is not enough traffic from Yew Street to justify interrupting the flow on TV Highway. There is a signal at Mountain View Lane just 600 feet away and it should be developed into a four legged intersection. The pedestrian traffic counts at Yew Street were light, and should be directed to the Mountain View intersection (on average, pedestrian crossing in the peak hour at Adair/Yew Street is nine persons with five people

crossing Adair; there were no bicycle crossings found – see Attachment 6 for pedestrian and bicycle count).

It should also be noted that the City Public Works Director walked from Yew Street on the north side of Adair Street to the south side of Baseline Street at Yew. He used two routes: directly south on Yew Street and via the traffic signal at Mountain View Lane. The time comparison between the two routes was one minute going south on Yew Street and four minutes crossing at Mountain View. In part due to this minor difference in time, it is staff's recommendation that any improvements at the intersection of Yew and Adair should discourage pedestrians crossing at Yew Street and encourage the use of the traffic signal at Mountain View.

The following is a comment from the City's traffic engineering consultant (see Attachment 7):

While traffic signals provide a good solution for these intersections in isolation, the surrounding environment must be taken into account. The short distance between intersections (approximately 650 feet to Mountain View Lane and just 190 feet to Baseline Street) presents additional issues with signal coordination and queues that could exceed storage and block traffic at adjacent intersections. These proposed signals would have significant construction costs when factoring in coordination with the existing signal at Mountain View Lane and potentially between Baseline Street and Adair Street signals as well.

Introducing new traffic signals at the Yew Street intersections violates ODOT's signal spacing criteria. Placing multiple signals in close proximity has ramifications for signal timing efficiency, traffic flow speeds and progression, flexibility for varying time-of-day demand, safety, and total operating and user costs.

In addition ODOT typically does not look to TSPs for traffic control devices. Those decisions are made with a detailed engineering analysis of the specific intersection based on established Warrants for traffic signals.

There are impacts to the 24<sup>th</sup> Avenue industrial district. Development in this area will likely be assessed for improvements needed to Yew and 24<sup>th</sup> Ave. Since the extension of Mountain View is the ultimate solution it is better to put any money assessed toward that solution rather a temporary signal at Yew. Also an additional stop at Yew will encourage TV Highway traffic to cut through the industrial district.

Road Connection Between Fern Hill Road and Poplar Street: Another issue has arisen since the Planning Commission hearing regarding a proposed street connection between Fern Hill Road and Poplar Street. It is intended to function as a frontage road to reduce local trips on Highway 47. At the Commission hearing, there was discussion by the Commission about whether to keep the proposed roadway and voted 6-1 to retain it. Subsequent to the hearing, staff has received a letter from the Fernhill Wetlands Council dated January 27, 2011 opposing the route (see Attachment 8). Staff believes there is room to accommodate the roadway where

there is an existing service road and concurs with the Commission recommendation on this matter. Staff would also note that a state highway (Highway 219) currently borders Jackson Bottom Wetland.

Other Recommendations: The Commission, as noted above, had several other amendments to the TSP as follows:

1. Show a clear proposed roadway extension line of 19th West of B Street to Richey Road.
2. Corrections on Sidewalk Map – Show propose sidewalks on Hawthorne south of 19th to Hwy 47 and add sidewalks where proposed roads are being shown.
3. Show corrections to Roadway Jurisdiction Map – Pacific west of E street is County Road and E Street belong to City.
4. Correction to Roadway Map - Hawthorne currently does not connect to Hwy 47.
5. Add explanation as to why certain transportation deficiencies are not being addressed now in regards to the proposed project priority listed in Chapter 10.
6. Add a comment with respect to the need for improvements to Fern Hill Road and B Street as it relates to flooding.
7. Add new Policy 10g to only require sidewalks on one side of a local and collector streets as a minimum requirement.
8. Additional wording to Goals and Policies:
  1. Goal 2, Policy b, Action: Prepare a complete transportation plan for T.V. Hwy and Hwy 47 intersections.
  2. Goal 9, Policy e, Actions:
    - i. Work with TriMet and ODOT to review placing a dedicated higher speed transit route on the existing ODOT Rail ROW.
    - ii. Provide good circulation with idea of transit routes.
9. Provide additional information on "Future Study Areas". Describe the future study area or what it is, why it is needed, and what has been/should be studied further.
10. Add comment with respect to needing a designated truck route in the City.
11. Add comment with respect to recognizing flooding issues on "B" Street and Fern Hill Road and solutions are being considered.
12. Add local circulation and extension concepts:
  1. Lines Rather than arrows.

2. 19<sup>th</sup> Ave/Strassberg Road extensions around Richey Road.
3. Watercrest-Nicols Alignment.
4. Willamina-Willamina Connection.

Staff has no objections with these changes.

Other attachments include:

- Staff memo to the Planning Commission dated December 6, 2010;
- Staff response to Citizen Report dated December 6, 2010; and
- Planning Commission minutes from December 6, 2010 and January 18, 2011.

**Alternatives:** The City Council has the following options:

- Adopt the TSP as proposed; or
- Adopt the TSP with recommended changes as follows:
  - By the Planning Commission
    - With a traffic signal at Yew/Adair Intersection; or
    - Without a traffic signal at the intersection;
  - By ODOT;
  - By the Fernhill Wetlands Council; or
- Remand the TSP back to the Planning Commission for specific purpose; or
- Deny the TSP citing reasons for denial.

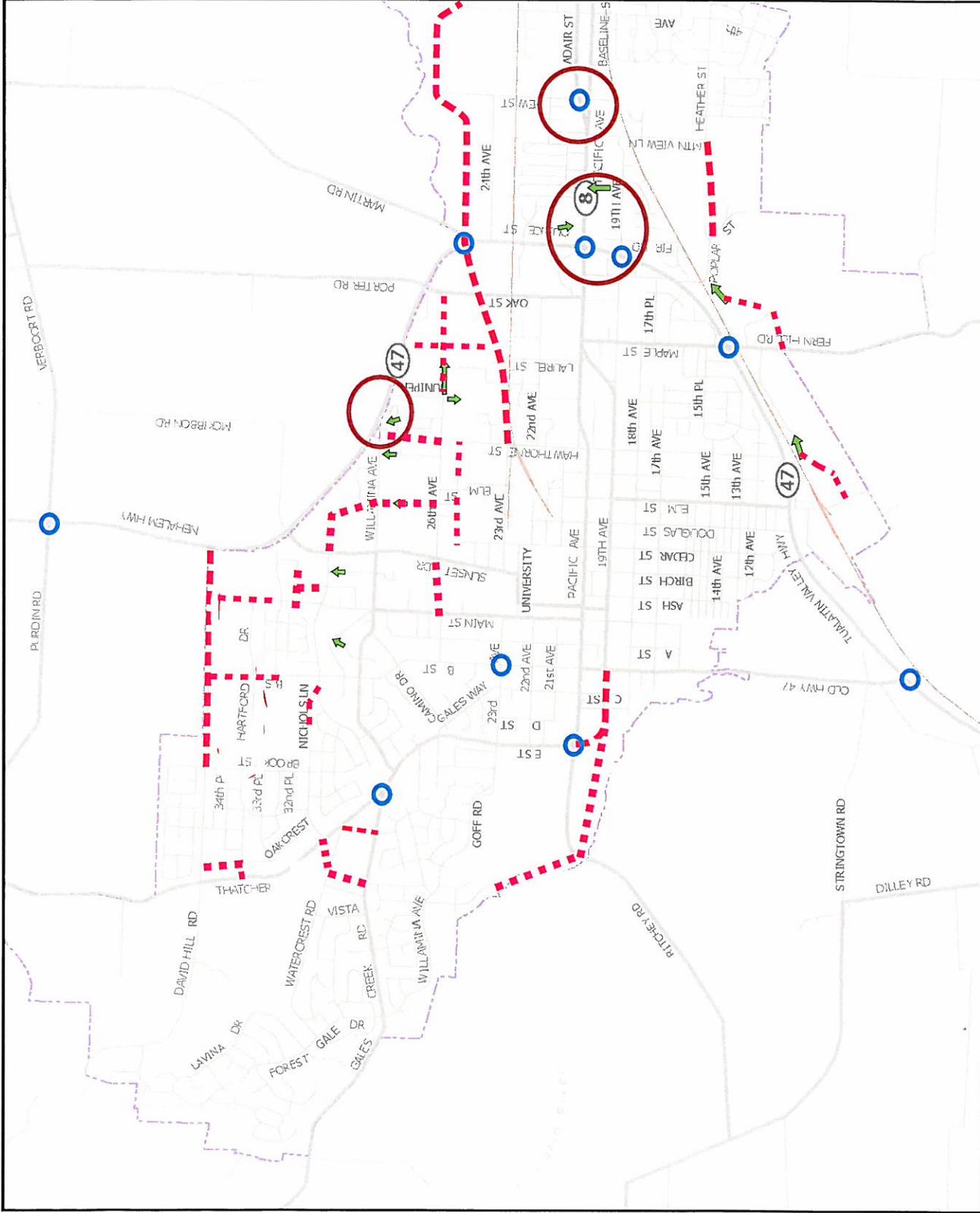
**Recommendation:** Staff recommends the City Council approve the Transportation System Plan as recommended by the Planning Commission excluding the signal at Yew/Adair intersection and the proposed amendments from ODOT and with other amendments found appropriate by the City Council.

# **Attachment # 1**

**Planning Commission  
TSP Edits**

- Legend**
-  Future Study Area
  -  City Limits
  -  Urban Growth Boundary
  -  Proposed Roadway \*
  -  Proposed Intersection Improvement
  -  Proposed Local Street Connection

\* Road alignments are conceptual. Further study required.



**PREFERRED PLAN ROADWAY NETWORK** REVISED

**FIGURE 8-6**

# Memorandum

**To:** City Council  
**From:** Derek Robbins, Civil Engineer  
**Date:** February 14, 2011  
**Re:** Planning Commission Approved Edits to TSP

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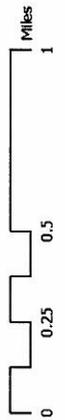
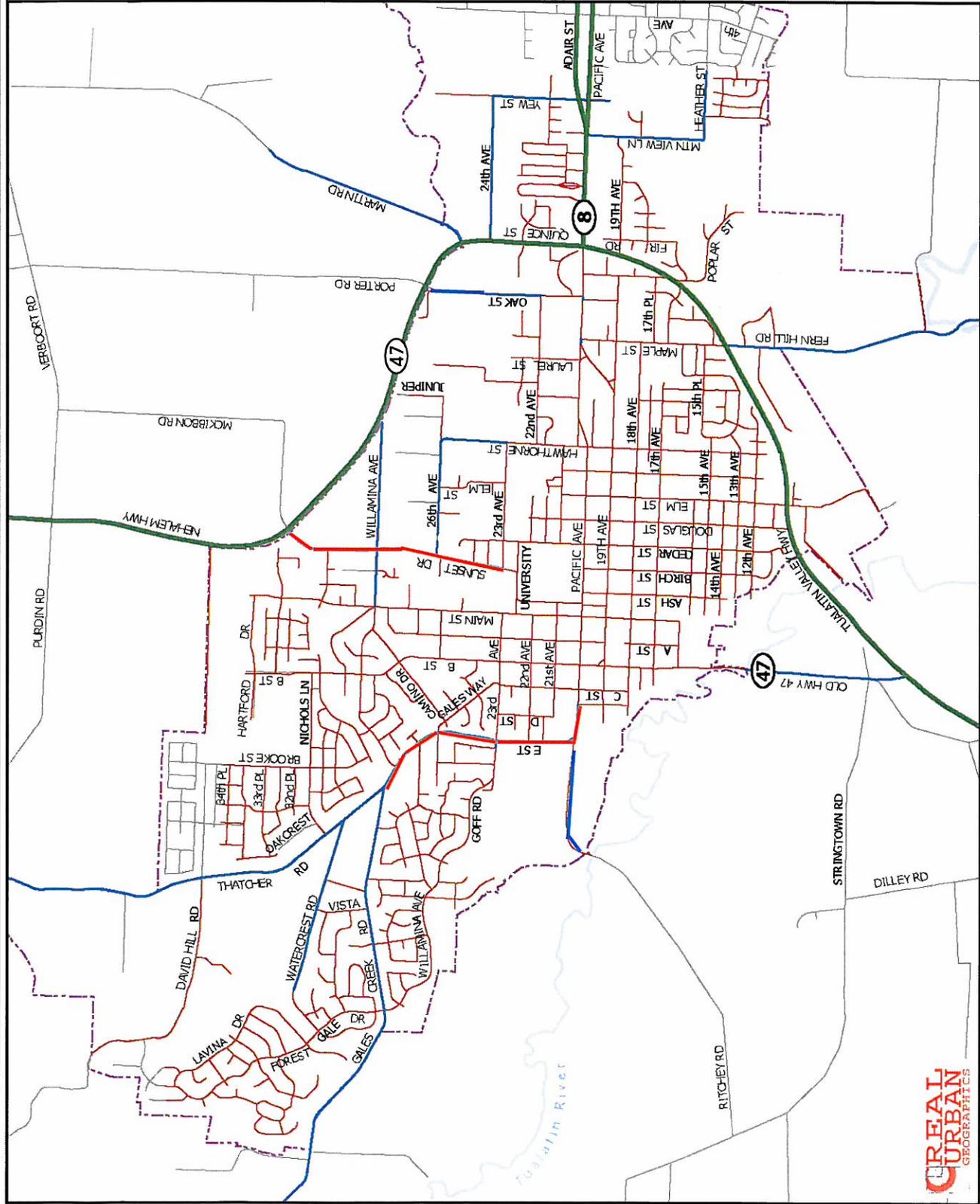
Attached are the edits to the Transportation System Plan (TSP) as proposed by the Planning Commission and understood by staff.



Legend

Jurisdiction

- City
- County
- State
- Water
- City Limits
- Urban Growth Boundary



REVISED

ROADWAY JURISDICTION

Other funding sources not listed included in Table 10-2 are frequently used to fund projects in Forest Grove. However, these sources are not included in the estimate of transportation revenues because they are either irregular (i.e. not a reoccurring and regularly scheduled revenue stream) or not allocated by the City (i.e. may not be applied to projects of the City's choosing). Notable examples of other revenue sources include federal grants, county Major Streets Transportation Improvement Program (MSTIP) funds, and Metropolitan Transportation Improvement Program (MTIP). These revenues tend to be project-specific and are therefore included in the TSP by lowering the expected share of project costs that would be covered by the City. MSTIP funding is identified through the Washington County Coordinating Committee and approved by the County Board of Commissioners and a public vote. MTIP distributes federal transportation money in the region through Metro, ODOT, TriMet and SMART. Other revenue sources are likely to be available, but are assumed in this plan only for specific projects, due to the high level of uncertainty and lack of City control involved.

Projects have been listed in order of importance. This priority ranking does not capture all of the transportation deficiencies do to financial constraints.

## Projects and Programs

This section presents the recommended transportation projects and programs developed for the City of Forest Grove to serve local travel for the coming 22 years. The Pedestrian, Bicycle, Transit, and Roadway projects in the Preferred Plan (Chapter 8, Table 8.3) for each mode identify desired projects for the transportation system. The Revenue Forecast Scenario Plan projects list (Table 10.3) is a subset of the Preferred Plans list. Table 10.3 includes those projects that have the highest short-term need for implementation to satisfy performance standards, or other policies established for the Forest Grove Transportation System Plan.

The City's share of the project list shown on Table 10.3 totals approximately \$22.4 million. As seen in Table 10-2 in the prior section, capital funds available from the new TDT and from the TIF fund balance will yield approximately \$18 million. The additional \$4.4 million need to cover the cost of the projects will come from the State and County gas taxes and vehicle license fees, or other revenues the City may implement. The costs for the remaining projects noted in the Preferred Plan have not been included in the funding needs analysis for the city because the Revenue Forecast Scenario Plan is limited to projects most likely to be funded within the planning horizon. Other projects listed in the Preferred Plans require additional funding, and they are expected to be built beyond the 22 year horizon.

## Project Cost Estimates

Cost estimates (general, order of magnitude) were developed for the projects identified in the roadway, bicycle, transit, and pedestrian elements. Existing cost estimates, from sources such as the Metro RTP, were utilized where available. Other projects were estimated using general unit costs for transportation improvements, but do not reflect the unique project elements that can significantly add to project costs<sup>3</sup>. Development of more detailed project costs can be prepared in

<sup>3</sup> General plan level cost estimates do not reflect specific project construction costs, but represent an average estimate. Further preliminary engineering evaluation is required to determine impacts to right-of-way, environmental mitigation and/or utilities. Experience has shown that individual projects costs can increase by 25 to 75 percent as a result of the above factors.

## Roadway Jurisdiction

Roadway ownership and maintenance responsibilities of the various roads throughout the study area are identified in Figure 3-6. Highway 47 / Quince Street and Highway 8 / Pacific Avenue are state highways and under ODOT jurisdiction. Pacific Avenue is under City of Forest Grove jurisdiction west of Highway 47. The remaining roadways are under the jurisdiction of Washington County or the City of Forest Grove.

## Roadway Characteristics

Field inventory was conducted to determine characteristics of major roadways in the study area. Data collected included posted speed limits and intersection controls. These characteristics define roadway capacity and operating speeds that may affect travel path choices for drivers.

### Pavement Condition

A visual inspection of the street system of Forest Grove was conducted using a pavement condition rating system. The system has three rating categories: good, fair and poor. These general ratings reflect the severity and amount of pavement distress. Figure 3-7 shows the existing pavement conditions for Forest Grove. Table 3-5 shows the breakdown of mileage in each of the classes of pavement condition. This condition assessment is not a comprehensive one. The City of Forest Grove has a more detailed pavement condition assessment program which may vary from what is shown in Figure 3-7 and Table 3-5.

Solutions to flooding on "B" Street in the vicinity of Gales Creek and Fern Hill Road near wetlands should be considered in the next 5-years.

**Table 3-5: Roadway Pavement Conditions Summary**

Surface Conditions	Distance (miles)
Good	26.5
Fair	1.9
Poor	2.1
<b>Total</b>	<b>30.51</b>

Note: Based on visual survey taken in July 2007 on arterial and collector facilities.

### Traffic Speed

Speed zones on arterials and collectors within the City of Forest Grove are summarized in Figure 3-8. There are three ways a speed zone can be established by statute. One is in a "residence district," another is a "business district" and the third is a school zone.<sup>1</sup> A residence district can be posted at 25 mph. A business district and a school zone can be posted at 20 mph. In all other cases, an engineering study is required to determine the appropriate speed zone (the basis is the 85th percentile speed).<sup>2</sup> The study is typically done by the appropriate ODOT region office. The recommendation (based on the engineering study) is then forwarded from the ODOT region office to Salem to be approved by the State Traffic Engineer.

<sup>1</sup> Speed zones can be established by statute which is vaguely defined in the Oregon Vehicle code under 801.430

<sup>2</sup> The 85<sup>th</sup> percentile vehicle speed represents a condition when 15 percent of the vehicles surveyed were traveling faster than the 85<sup>th</sup> percentile speed and 85 percent were traveling slower than the 85<sup>th</sup> percentile speed.

**Policy e.** Encourage local employment and commercial opportunities to reduce the number of locally generated regional work and shopping trips.

<b>Goal 2: Develop and maintain a transportation system that reduces the length of travel and limits congestion.</b>
--

**Policy a.** Enhance street system connectivity wherever practical and feasible.

- *Action: Establish design criteria and implementing ordinances to enable the connection of streets identified on the plan as funds are available and new development or redevelopment opportunities arise. Exceptions will be given where connections are prevented by topography, barriers such as railroads, expressway or pre-existing development, or environmental constraints.*
- *Action: The City will develop a local and neighborhood street system with a preferred spacing of no more than 530 feet, between elements of the City street network.*
- *Action: The City will develop a walkway route system with a preferred spacing of no more than 330 feet, between elements of the City pedestrian network.*

**Policy b.** Maintain traffic flow and mobility on arterial and collector roadways.

- *Action: The City will work with ODOT and Washington County to preserve access control standards to reduce conflicts among vehicles and trucks, as well as conflicts between vehicles and pedestrians.*

**Policy c.** Work with Washington County, Metro and ODOT to develop, operate and maintain intelligent transportation systems, including traffic signal coordination.

Prepare a complete transportation plan for Highway 8 and Highway 47 intersections

**Goal 9: Develop a transportation system that is consistent with the City's Comprehensive Plan and adopted state and regional plans.**

- Policy a.** Coordinate and cooperate with adjacent jurisdictions and other transportation agencies to develop transportation projects that benefit the City of Forest Grove and the region as a whole.
- *Action: Work with Metro in developing travel forecasts for the City that are used to assess future regional travel needs. Housing and employment forecasts for Forest Grove should be consistent with the Metro forecasts in the latest adopted Regional Transportation Plan.*
- Policy b.** Work collaboratively with other jurisdictions and agencies so the transportation system can function as one system.
- *Action: City will consider the State adopted mobility standards for all state facilities, based on the Oregon Highway Plan.*
- Policy c.** Coordinate with other jurisdictions and community organizations to develop and distribute transportation-related information.
- Policy d.** Review City transportation standards periodically to ensure consistency with regional, State and federal standards.
- Policy e.** Coordinate with TriMet and adjacent jurisdictions to identify existing and future transit related needs.
- *Action: The City will coordinate with TriMet to provide additional rider amenities (shelters, lighting, trash cans, route information) at transit stops within the City that are consistent with TriMet guidelines.*
- Policy f.** Coordinate with local railroad companies and the Oregon Public Utilities Commission to provide an efficient and accessible commercial railroad system in and through Forest Grove.
- Policy g.** Coordinate with ODOT to address improvements to State highways within Forest Grove that will benefit all modes of transportation.

**Action: Work with TriMet and ODOT to plan a dedicated higher speed transit route on the existing ODOT Rail ROW.**

**Action: Provide good circulation with idea of transit routes.**

**Goal 10: Efficiently use funding sources to implement transportation system improvement projects recommended in the TSP.**

- Policy a.** Provide a cost-effective transportation system where the public, land use development and users pay their respective share of the system's costs proportional to their respective demands placed upon the multimodal system.
- Policy b.** Identify and develop diverse and stable funding sources to implement recommended projects in a timely fashion.
- Policy c.** Ensure maintenance of the transportation system as a priority.
- Policy d.** Identify local street improvement projects that can be funded by the State of Oregon to improve the state highway system.
  - *Action: The City will identify local street system improvements that are cost-effective in improving state facility conditions. These projects could be candidates for State financial assistance.*
- Policy e.** Provide funding for local match share of joint funded capital projects with other public partners.
- Policy f.** Funding should be prioritized to enable projects and programs that are most effective at meeting the goals and policies of the transportation system plan.
  - *Action: The City will develop and apply outcome-based funding strategies for crucial transportation investments in the community.*

**Policy g. Ensure permanent continuous sidewalks on at least one side of the street at a minimum for collector and local streets.**

## **FUTURE STUDY AREAS (INSERT ON PAGE 8-16)**

Figure 8-6 identifies four areas in the City requiring further study. During this TSP update, various ideas for improvements in the study areas were discussed, but no one proposed plan was agreed upon at this time. More refined analysis is needed before conclusions on a preferred plan can be reached. The TSP is a policy level document and not a vehicle for in-depth transportation analysis. The more in-depth analysis needs to include the following:

- 1) Evaluation of alternative plans.
- 2) Evaluating implications of proposed alternatives on the transportation system (i.e. connectivity, circulation, access, traffic, intersections, capacity, preliminary design, etc.).
- 3) Present how proposed plan and alternatives relate to various standards (i.e. type of standards, standards met or not, etc.)
- 4) A recommended alternative based on outcomes of evaluation.

Following is a summary of what each of the study areas are and more specifically what has been looked at and ideas/issues that need to be included in future evaluations.

### **Yew Street, Adair Street, and Mountain View Lane Study Area**

The area from intersections of Yew St/Adair St, Yew St/Baseline Street, and Mountain View Lane/Pacific Avenue have been identified as needing further study. The Yew Street / Adair Street intersection has existing deficiency (Level of Service F) and, with projected increases in volume, operations will degrade further. Additionally, the Yew Street / Baseline Street intersection is projected to have future operational deficiencies for minor street approaches. The Mountain View Lane / Pacific Avenue intersection has an existing traffic signal where Adair Street and Baseline Street converge to become Pacific Avenue. Several solutions to address the operational deficiency at Yew Street and Adair Street have been suggested including additional turn lanes, new roadways, turn restrictions with alternative routing, channelization, and coordinated traffic signals. More discussion of the various alternatives that need further study is included in the appendix. Further study of this area is recommended to identify a short/long-term solution. ODOT involvement and approval would be required for final recommendation.

### **Highway 47, Pacific Avenue, and 19<sup>th</sup> Avenue Study Area**

The area surrounding intersections of Highway 47 with Highway 8 and 19<sup>th</sup> Avenue has been identified for further study. This area needs further evaluation of a long-term access plan to state facilities and further evaluation of local circulation improvements to serve freight traffic and expected growth in local trips. Intersections operate currently with delay. Other operational deficiencies exist such as increased intersection queuing lengths, and substandard turn radius. Several solutions have been proposed to address these various issue including incorporating coordinated signal timing, constructing new roads that would extend existing roadways, installing channelization, adding new turn lanes, and providing pedestrian improvements. Information from this preliminary evaluation has

been included in the appendix. Due to the complexity and interrelated transportation issues, the area has been identified for a refinement plan study. ODOT involvement and approval would be required for final recommendation.

**Highway 47, Hawthorne, Willamina Avenue, and Juniper Street Study Area**

A potential connection idea at Highway 47 for local access in the area of Willamina Avenue, Juniper Street, and Hawthorne Street alignment has been identified for further study. Several thoughts have developed with this proposed connection including more access for demand along highway 47, preserving mobility along highway 47, developing corrections to operational deficiencies, and improving local road circulation. More discussion of this study area is included in the appendix. A broader look at the circulation and future land use plans should be incorporated into a more detailed assessment of this proposed idea and what other alternatives are possible. ODOT involvement and approval would be required in a proposed plan for connection to Highway 47.

Typically, intersections on collector and arterial roadways with a collision rate over 1.00 suggest further safety investigation is warranted. As shown in the table, only the B Street / 23<sup>rd</sup> Avenue intersection is calculated to have a rate of over 1.00 collisions per million vehicles. A review of reported collisions at this intersection showed that most collisions were caused by vehicles traveling towards Pacific Avenue from B Street failing to respect right-of-way or failing to obey the posted stop sign. The presence of ample sight distance at this intersection suggests that enhanced visibility of posted stop signs, a reduction in posted speeds, or modification of intersection controls may provide a solution. Recommendations for this intersection are incorporated into the Roadway Plan (Chapter 8).

The Washington County Safety Priority Index System (SPIS) is used to identify and evaluate existing hazardous intersections for potential safety improvements. The Washington County SPIS list is compiled from vehicle crashes reported to ODOT and includes intersections that have three or more crashes, or one or more severe injury or fatal crashes. Intersections included on the SPIS list are based on the most recent three years of crash data. The SPIS list only includes intersections where Washington County has jurisdiction of at least one leg of the intersection. There are currently four intersections within the City of Forest Grove that appear on the latest SPIS list (2002 – 2004). There are currently 276 intersections identified on the SPIS list. These intersections along with their corresponding priority rank are listed below.

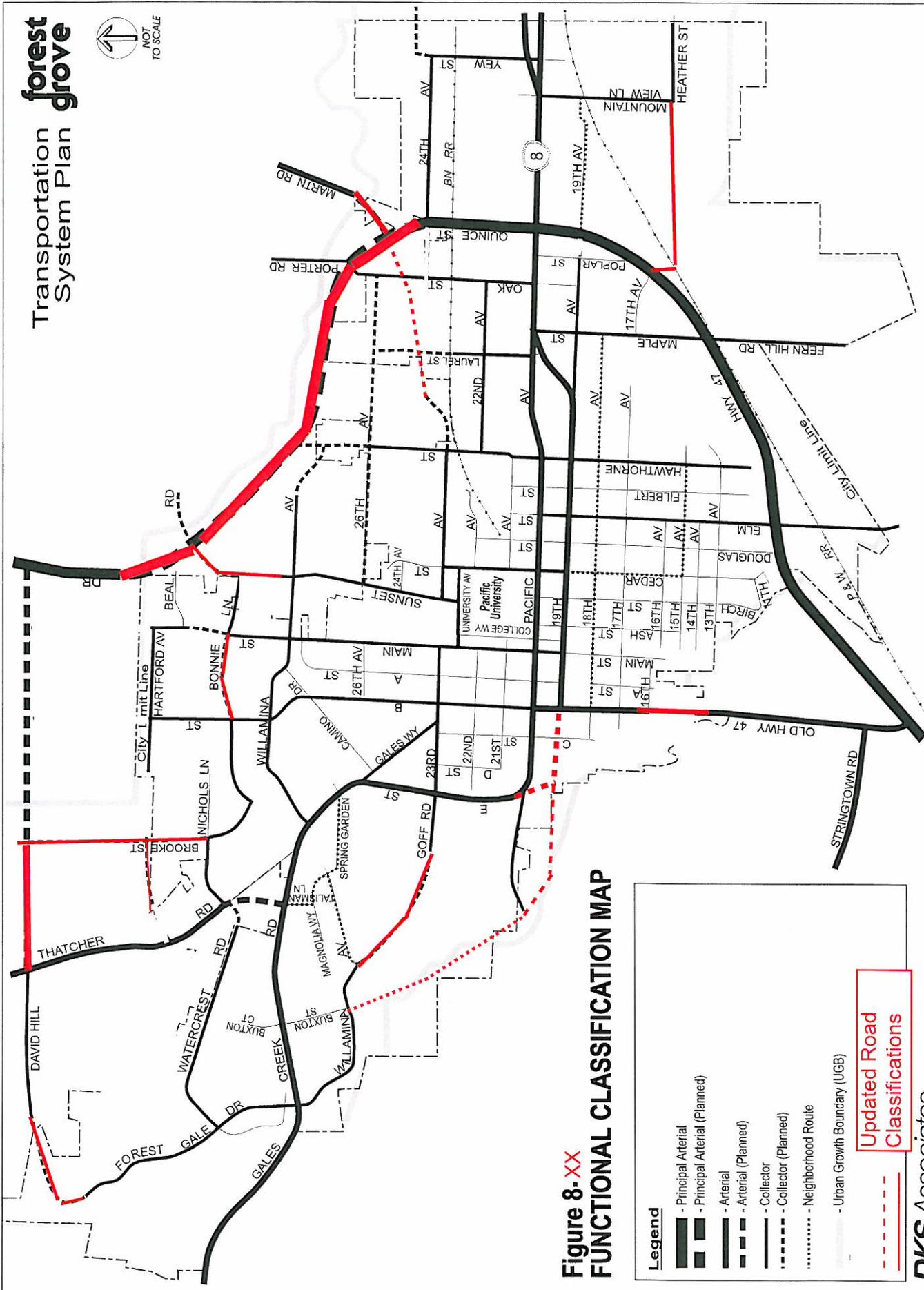
- Creekwood Place / Gales Creek Road (77)
- 1<sup>st</sup> Avenue / Baseline Street (92)
- Fern Hill Road / Maple Street/OR 47 (125)
- Main Street / Willamina Avenue (213)

## Trucks

Currently, there are no designated principal truck routes in Forest Grove. The intent of the truck route system is to provide connections with truck routes serving areas within and outside of Forest Grove making efficient truck movement and the delivery of raw materials, goods, services and finished products possible. These routes are generally found in and serve areas where there are concentrations of commercial and/or industrial land uses.

Since the city does not have designated truck routes, the truck community relies on the designated state facilities and other key roadways as a default. The local elements include TV Highway, Highway 47, the Pacific Avenue / 19<sup>th</sup> Avenue couplet, Gales Creek Road, and B Street. Figure 3-12 shows truck routes within Forest Grove, with truck volume percentages during the PM peak hour.

Establishment of a designated truck route in the City along with truck parking should be considered in the next 5-years with public involvement.



**Figure 8-XX**  
**FUNCTIONAL CLASSIFICATION MAP**

**Legend**

- Principal Arterial
- Principal Arterial (Planned)
- Arterial
- Arterial (Planned)
- Collector
- Collector (Planned)
- Neighborhood Route
- Urban Growth Boundary (UGB)
- Updated Road Classifications

# **Attachment # 2**

**ODOT Suggested Edits**

# Memorandum

**To:** City Council  
**From:** Derek Robbins, Civil Engineer  
**Date:** February 14, 2011  
**Re:** Edits

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Attached are suggested edits to the Transportation System Plan (TSP) as proposed by Oregon Department of Transportation and understood by staff.

- 1) TSP Disclaimer language - projects and actions in this TSP does not obligate or imply obligations of funds (see attached edit to Chapter 10).
- 2) TSP Disclaimer language – “Project will require ODOT approval” on project maps and project tables (see attached edit to Table 8-3 and Figure 8-6).

These suggested edits came to staffs attention after the January 18<sup>th</sup> PC hearing and therefore not a part of the PC recommendation. However, City staff is agreeable with ODOT suggestions and recommends incorporating suggested edits to TSP.

CHAPTER

10

## Financing & Implementation

### Introduction

This chapter outlines the funding sources that can be used to meet the transportation needs of the community. The costs for the elements of the transportation system plan are outlined and compared to the potential revenue sources. Options are discussed regarding how the costs of the plan and revenues can be balanced. A list of projects is identified for Revenue Forecast Scenario, where all projects can reasonably be funded based on identified funding levels.

### Current Funding Strategies

Transportation funding is commonly viewed as a user fee system where the users of the system pay for infrastructure through motor vehicle fees (such as gas tax and registration fees) or transit fares. However, a great share of motor vehicle user fees goes to road maintenance, operation and preservation of the system rather than construction of new system capacity. Public views as new construction is commonly funded (partially or fully) through improvement districts (LIDs) and frontage or off-site improvements related to land development.

The City of Forest Grove currently utilizes two continuing sources of funding for the operation and construction of its transportation infrastructure, as described below. The annual funding that is used to maintain street facilities or construct new facilities is provided with some restrictions on the type and location of projects.

#### State/County Fuel Tax and Vehicle License Fee

The State of Oregon Highway Trust Fund collects various taxes and fees from vehicle licenses, and permits. A portion is paid to cities annually on a per capita basis. By statute, the money may be used for any road-related purpose. Forest Grove uses it for street operating needs.

Oregon gas taxes are collected as a fixed amount per gallon of gasoline served. Gas tax in Oregon has not increased since 1993 (currently 24 cents per gallon), and this tax does not vary with changes in gasoline prices. There is no adjustment for inflation tied to the gas tax, so the lack of change since 1993 means that the purchasing power of the revenue collected has

The inclusion of proposed projects and actions in this plan does not obligate or imply obligations of funds by any jurisdiction for project level planning or construction. The inclusion of proposed projects and actions does serve as an opportunity for the projects to be included, if appropriate, in the State Transportation Improvement Program (STIP) and the Forest Grove Capital Improvements Program (CIP), but such inclusion is not automatic. It is incumbent on the state, county, city, and general public to take action to encourage and support inclusion into the STIP or CIP at the appropriate time. Because a project must have actual identified funding to be included in the STIP or CIP, the ultimate number of projects that can be included in these documents is constrained by available funding.

14	Hwy 47 and Purdin Rd Intersection Improvements **/***	Construct improvements at Highway 47 (e.g. round-about) to connect Purdin Road and Verboort Rd.	Improve operational deficiencies.	10780	\$1.50
15	Heather Industrial Connector	Extend from western terminus in the City of Cornelius to Highway 47.	Improve connectivity and balance circulation.	10778	\$7.20
16	Holladay Street Extension (East)	Construct new collector from City Limit to 4 th Avenue intersection in Cornelius	Improve local system connectivity.	10795	\$3.80
17	Holladay Street Extension (West)	Construct new collector from City Limit to Martin Road/Highway 47 intersection	Improve local system connectivity.	10795	\$4.00
18	19th Avenue / Highway 47 Intersection Improvements***	Restripe 19th Avenue approach at Highway 47 to include separate lanes for left and right turns.	Improve operational deficiencies.	10780	<\$0.10
19	Yew Street / Adair Street Intersection Improvements***	Construct improvements (e.g. traffic signal)	Improve operational deficiencies.	NA	\$2.50
20	Overnight Truck Parking	Location to be determined	Develop plan for overnight truck parking.	NA	<\$0.10
Notes:				TOTAL: \$88.40M	

\* Included in the financially constrained project list of the Regional Transportation Plan (RTP) update.

\*\* Included in the financially constrained project list of the Forest Grove Transportation System Plan (TSP) update.

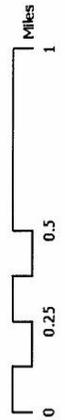
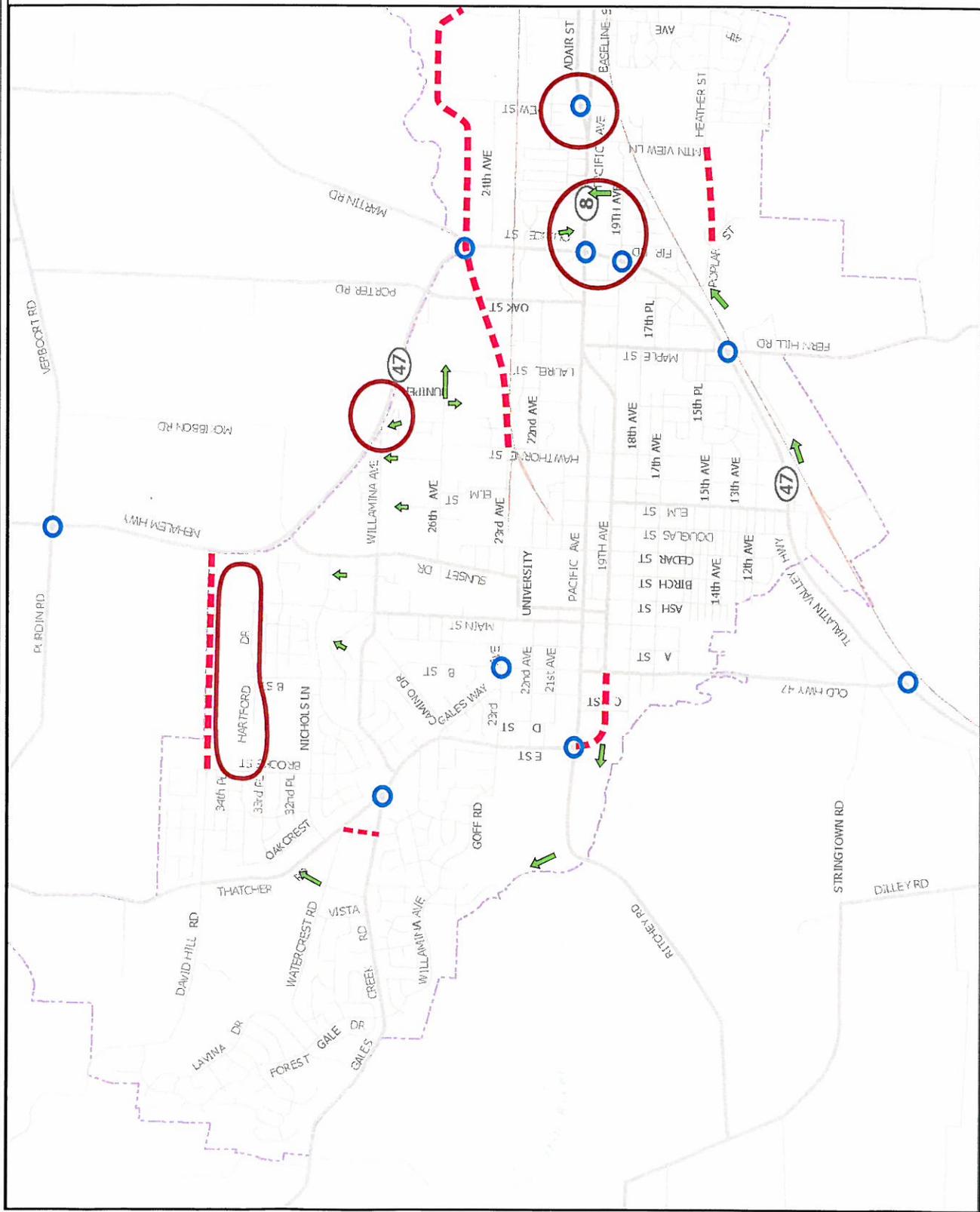
\*\*\* Project will require ODOT approval

# Transportation System Plan

- Legend**
- Future Study Area
  - Water
  - City Limits
  - Urban Growth Boundary
  - - - Proposed Roadway \*
  - Proposed Intersection Improvement
  - Proposed Local Street Connection

\* Road alignments are conceptual. Further study required.

Note: Project proposed on State facilities will require ODOT approval.



**PREFERRED PLAN ROADWAY NETWORK**

**FIGURE 8-6**

**REVISED**

# **Attachment # 3**

## **Alternatives**



EXISTING

DESIGN COMPLETE  
CONST. 2011



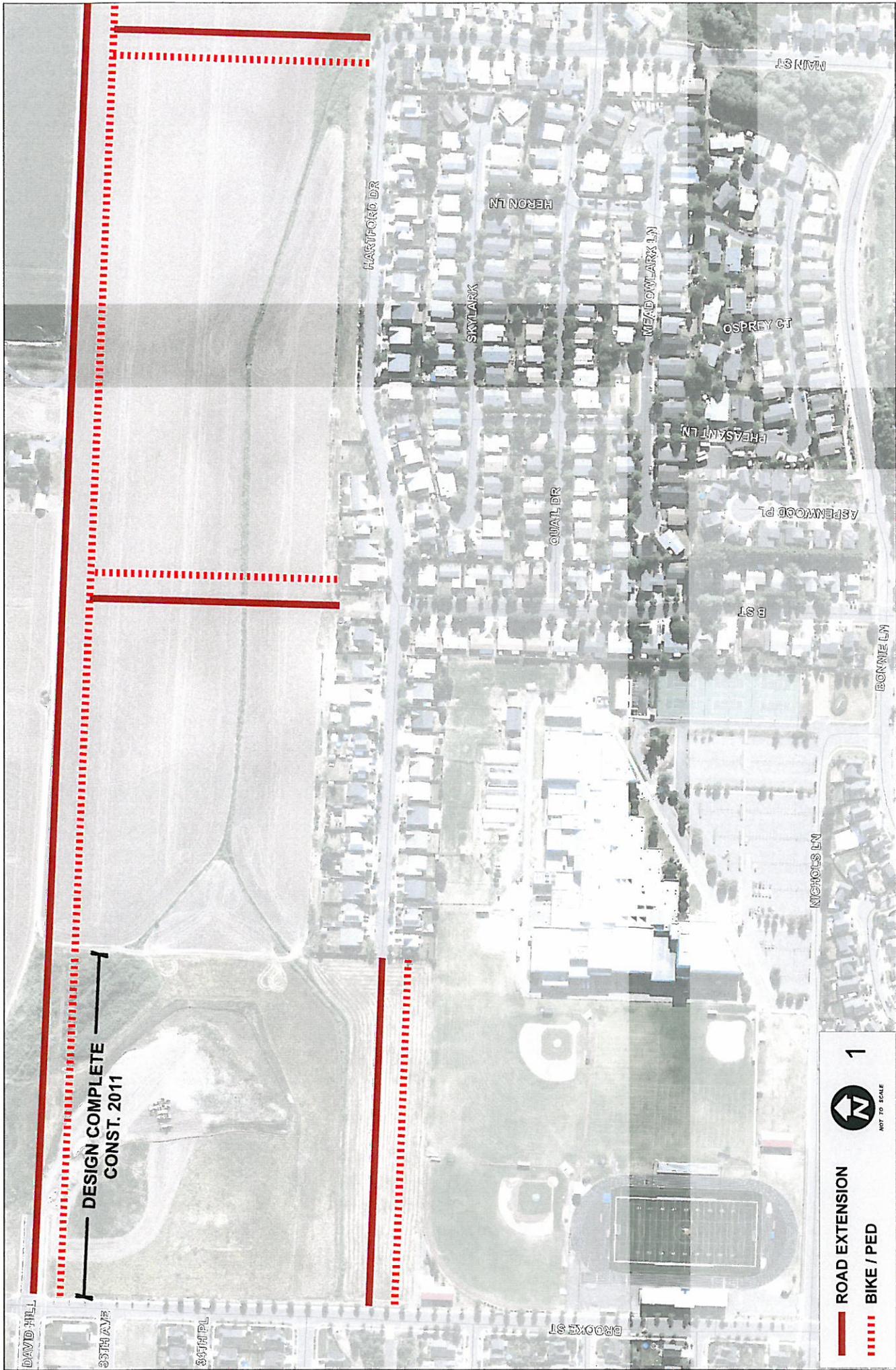
NOT TO SCALE

ROAD EXTENSION

BIKE / PED









— DESIGN COMPLETE  
CONST. 2011

 ROAD EXTENSION  
 BIKE / PED  
 2  
NOT TO SCALE

DAVID HILL

33TH AVE

33TH PL

BROOKS ST

NICHOLS LN

BONNIE LN

B ST

ASPENWOOD PL

THEASANT LN

OSPREY CT

MEADOWLARK LN

HERON LN

SKYLARK

HARTFORD DR

MAIN ST

DESIGN COMPLETE  
CONST. 2011

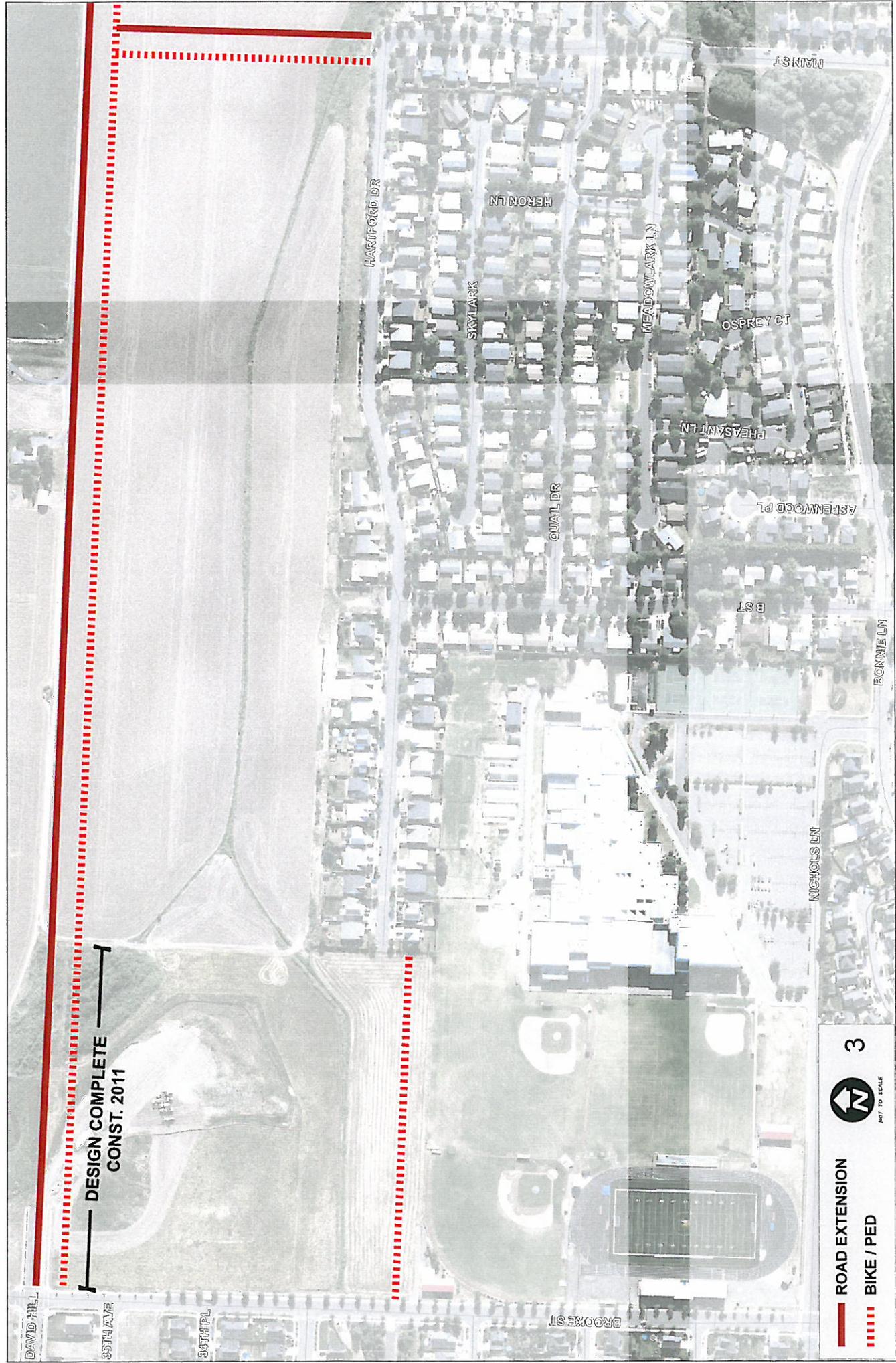
3

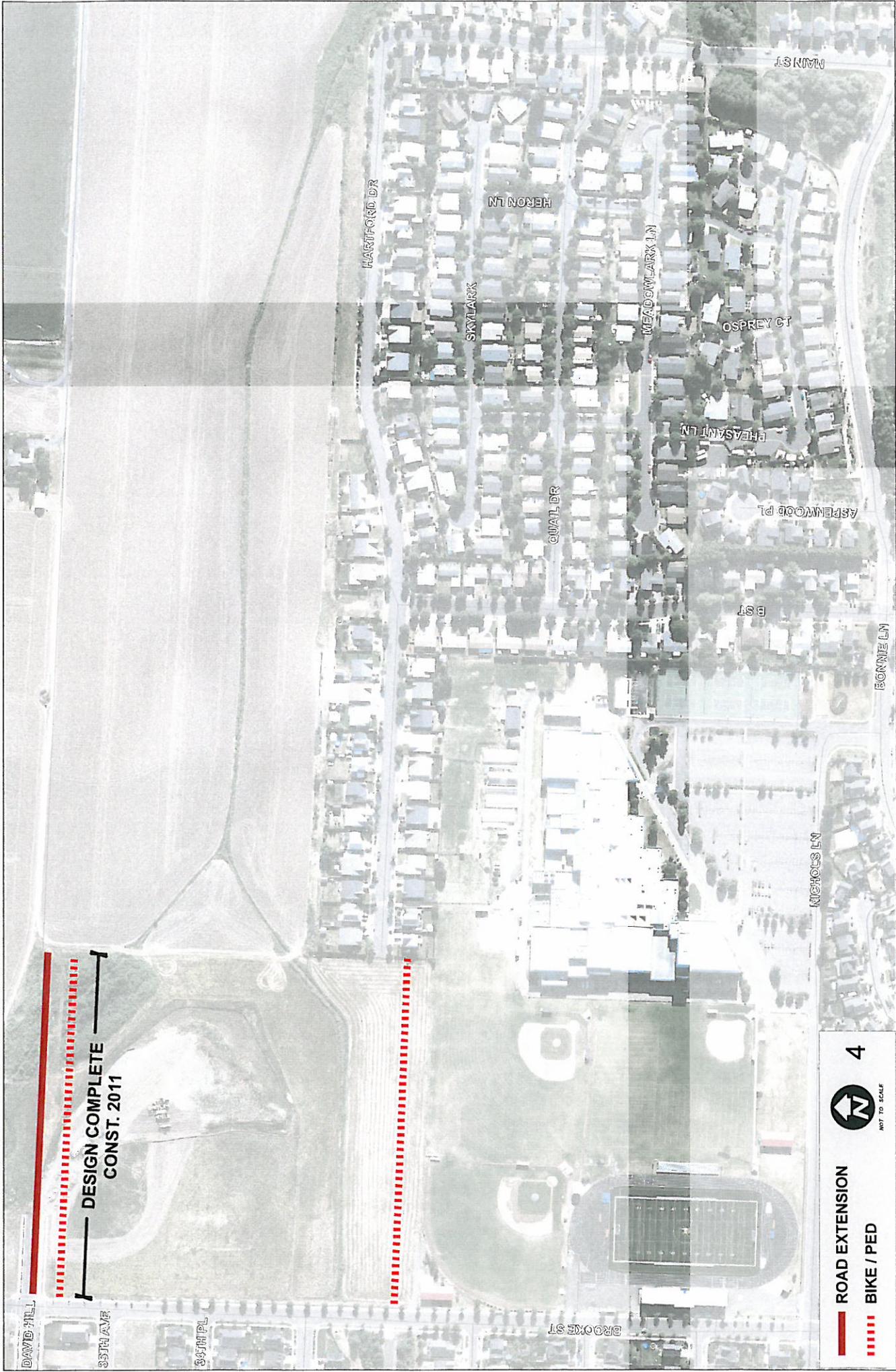


NOT TO SCALE

ROAD EXTENSION

BIKE / PED





— DESIGN COMPLETE  
CONST. 2011

— ROAD EXTENSION  
- - - BIKE / PED



4

NOT TO SCALE



DESIGN COMPLETE  
CONST. 2011

 ROAD EXTENSION  
 BIKE / PED

 5  
 NOT TO SCALE

DAVID HILL

35TH AVE

36TH PL

BROOKS ST

HARTFORD DR

SKYLARK

HERON LN

QUAIL DR

MEADOWLARK LN

PHEASANT LN

OSPREY CT

ASPENWOOD PL

B ST

BONNIE LN

NICHOLS LN

MAIN ST

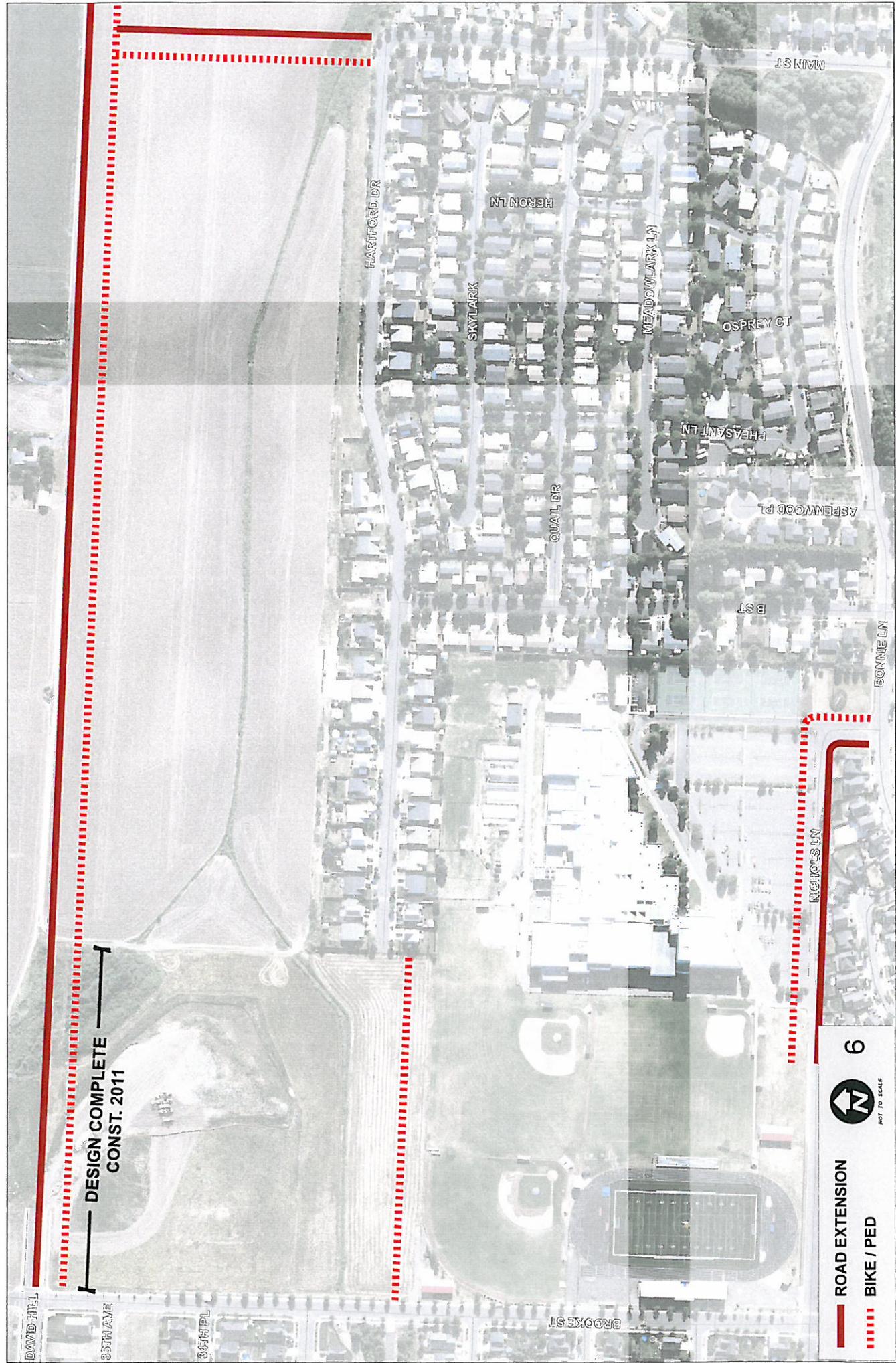
DESIGN COMPLETE  
CONST. 2011

6



ROAD EXTENSION

BIKE / PED



# **Attachment # 4**

**Kittelson Study**



# KITTELSON & ASSOCIATES, INC.

TRANSPORTATION ENGINEERING / PLANNING

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

January 11, 2011

Project #: 11401

Jon Holan & Derek Robbins  
City of Forest Grove  
PO Box 326  
Forest Grove, OR 97116

***RE: Transportation System Plan Modification***

Dear Jon & Derek,

As you are aware, the City of Forest Grove's proposed (but not yet adopted) *Transportation System Plan* (TSP) investigated the issue of Local Street Connectivity. However, in the vicinity of the Forest Grove High School, a formal plan for addressing local street connections was not fully developed. Instead, the area from Brooke Street to Highway 47 and from Hartford Drive to the future extension of David Hill Road was identified as needing further study.

As you are also aware, the Forest Grove School District is proposing to expand the community's high school. In addition to new classroom and building space, the expansion project envisions construction of new athletic fields in the area generally bounded by NW David Hill Road to the north, Brooke Street to the west, Hartford Drive to the south, and an existing residential neighborhood to the east.

Initial meetings with City staff regarding the high school expansion project uncovered the need to more thoroughly investigate local street connectivity issues that were not addressed in the proposed TSP. This need developed out of previous planning documents that identified an extension of Hartford Drive from its current terminus (on the east side of the school property) west such that it would connect with Brooke Street. If this connection were made, the roadway would be extended through the Forest Grove School District's expansion site for the high school athletic fields. As such, the following questions have been asked:

- What are the most logical local street connectivity needs for the identified study area?
- Is the Hartford Drive extension truly needed from a circulation and connectivity perspective? If so, is there an acceptable alternative that does not bisect the school campus?

Based on both a qualitative and quantitative review of connectivity, traffic patterns, and existing/future land uses, it is believed that the City of Forest Grove could incorporate a more refined local street plan in their TSP that addresses the needs of the adjacent neighborhoods and the desire of the Forest Grove School District to maintain a "whole" campus.

---

## **EXISTING CONNECTIVITY**

Figure 1 shows the existing transportation network in place between Highway 47 and NW Thatcher Road. As illustrated in the figure, continuous east-west connectivity between these two roadways is not currently available. Willamina Avenue, a Collector roadway, provides a connection between Gales Creek Road and Sunset Drive. While this is an important east-west route, it does not effectively serve the neighborhoods to the north. Bonnie Lane and Nichols Lane are both north of, and run parallel to Willamina Avenue. However, these two facilities only provide a limited degree of east-west connectivity given that they rely upon other local streets to make connections with the larger regional network. With regards to Nichols Lane, its connectivity is further diminished given that the public street component of this roadway effectively dead-ends into the High School parking lot. Lastly, Hartford Drive provides some east-west connectivity (with the exception of the gap between Brooke Street and B Street); however, this roadway will always be limited in its effectiveness as it does not connect to either Thatcher Road or Highway 47.

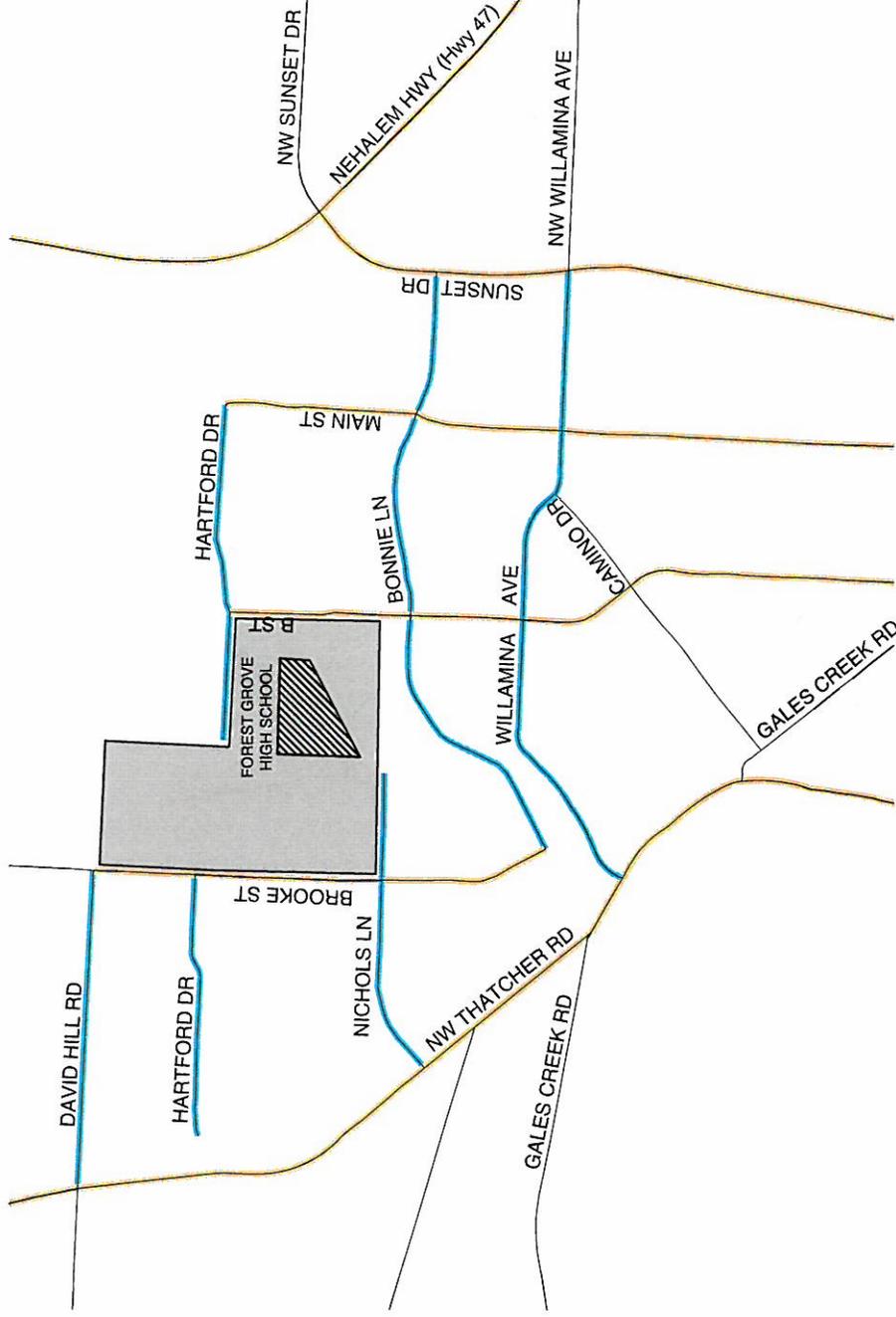
With regards to north-south connectivity, the Gales Creek Road/Thatcher Road and Sunset Drive/Highway 47 corridors provide regional arterial-based connections through the City. Within those bookends, B Street and Main Street provide the only continuous collector street connections. All other north-south streets are broken into non-continuous segments by existing development patterns and environmental constraints. As such, it can reasonably be concluded that both east-west and north-south connectivity through the study area is less than ideal and could be improved.

## **POTENTIAL FUTURE CONNECTIVITY**

As previously noted, the TSP has not fully addressed future collector and local street connectivity issues within the previously noted study area. However, the City does have Development Code standards for block lengths and the TSP had developed some preferred local street connectivity criteria. These standards and criteria include the following:

- Per the Development Code, block lengths shall be a maximum of 500 feet. In residential subdivisions, block lengths shall be no more than 330 feet in length with a maximum length of 660 feet with special exceptions. When block lengths exceed 500 feet, a pedestrian way of not less than ten feet in width shall be dedicated to provide pedestrian access through the block.
- Per the TSP's Local Street Connectivity section, pedestrians and bicyclists should have a connection every 300-500 feet and automobiles every 500-1,000 feet.

Based on consultation with City staff, a number of potential collector/local street connections have been identified for this general study area as illustrated in Figure 2. The different collector/local street options are numbered and discussed in detail below (note that the numbering system shown is for illustration purposes only and is not intended to reflect any particular prioritization of connection options).

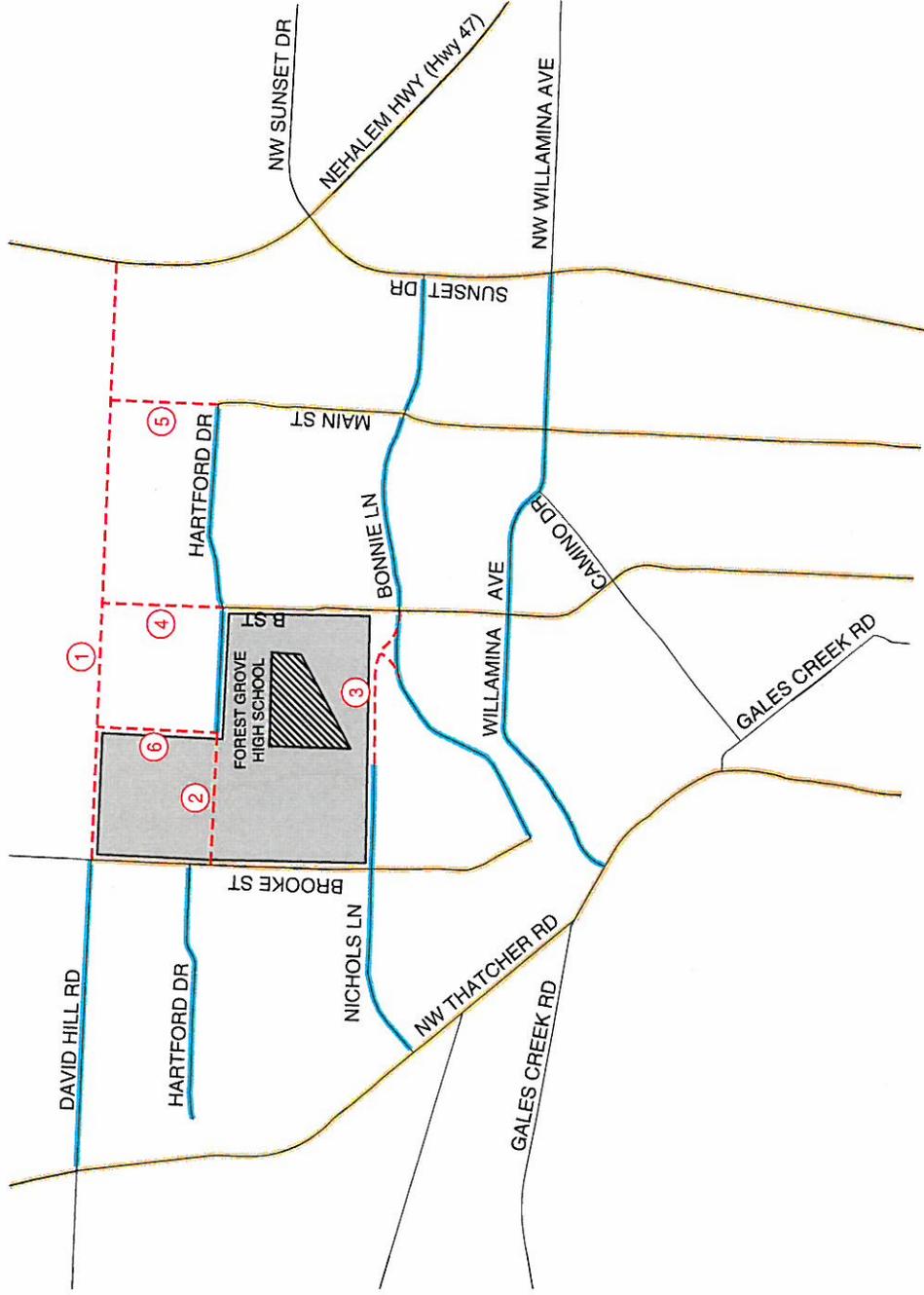


**LEGEND**

- EXISTING EAST/WEST CONNECTIVITY
- EXISTING NORTH/SOUTH CONNECTIVITY

FIGURE 1

EXISTING ROADWAY CONNECTIVITY  
FOREST GROVE, OREGON



**LEGEND**

- ① OPTION # REFERENCE
- FUTURE STREET CONNECTIVITY OPTIONS
- EXISTING EAST/WEST CONNECTIVITY
- EXISTING NORTH/SOUTH CONNECTIVITY

### **Connection Option 1. David Hill Road Extension**

The extension of David Hill Road from Brooke Street to Highway 47 is currently outlined as a future arterial connection that would include bicycle lanes and sidewalks. This roadway extension is listed in the *Financially Constrained/Reasonably Likely to be Funded* category of the TSP Financial Plan. From a roadway connectivity standpoint, this future connection is extremely important to the circulation network in that it would provide the only continuous connection between Thatcher Road and Highway 47. As such, it would likely funnel neighborhood traffic from the residences surrounding the Forest Grove High School (via Brooke Street and potentially via B Street and Main Street) and reduce volumes that are currently utilizing the disconnected system of east-west streets such as Bonnie Lane, Nichols Lane, and Hartford Drive.

### **Connection Option 2. Hartford Drive Extension**

The extension of Hartford Drive between Brooke Street and its current terminus is a potential local street extension that has been identified in previous planning documents, but is not specifically added or removed as an option within the currently proposed TSP update. This relatively short local street extension would provide a new east-west route (constructed to typical local street standards) that would fill in a gap that exists through the future High School athletic field site. The benefits of this extension include the following:

- It would link a small segment of existing development located west of Brooke Street and North of Nichols Lane.
- Because Nichols Lane is not a public street through the Forest Grove High School campus, the Hartford Drive extension would provide a route to travel around the high school campus without traveling out-of-direction or through the campus parking lot.
- Due to the size of the school campus, a Hartford Drive extension would create local street connectivity spacing that is consistent with the preferred spacing criteria of every 500-1,000 feet.

The drawbacks of this extension include the following:

- Hartford Drive on either end does not connect to Highway 47 nor NW Thatcher Road in the near or long-term future due to existing development patterns and environmental constraints. As such, traffic utilizing the roadway would still have to rely upon other local streets such as Bonnie Lane and Nichols Lane to reach more regional destinations.
- This extension would impact an existing wetland feature that runs east-west along the most logical alignment for the extension.

As it relates to the School District's proposed new athletic fields, our understanding is that, when the potential Hartford Drive extension was initially envisioned, the land uses on the north and south sides of the roadway were not expected to be directly integrated. Accordingly, provision of the roadway extension would presumably provide local access and circulation to the properties

north and south of the roadway extension while also serving local residential neighborhood traffic between Brooke Street and B Street.

The evolution of the School District plans to now involve an expansion of the High School changes the land use pattern along the potential extension. Where two or more distinct land uses each needing access and circulation were once envisioned, the land north of Hartford Drive will now be serving as athletic fields and the roadway extension would bisect the school campus. Separating the new athletic fields from the existing school campus is not desirable for the following reasons:

- School children will be walking from classrooms to the athletic fields; a trip they currently make within a closed campus.
  - Introducing an active roadway environment where students would not normally be expecting to interact with cars (and drivers are not expecting to interact with students) is not ideal.
  - If constructed, the new roadway would need to have some form of mid-block crossing with ADA-accessible ramps and a crossing for students to navigate. Some form of fencing would also likely be needed to “funnel” students down to the marked crossing(s). The combination of the crossing requirements, potential fences, and other related considerations disrupts the current campus atmosphere and may reduce the functionality of the new athletic fields.
- From a campus monitoring perspective, providing a secure path between the classrooms and fields is substantially more complicated when the campus is bisected by a public roadway.

In light of these concerns, an alternative connectivity proposal was developed that seeks to retain the integrity of both the school campus and maintain the City’s goal to provide east-west connectivity (Option 3).

### **Connection Option 3. Alternative to Hartford Drive – Nichols Lane**

Nichols Lane has effectively operated as a private driveway serving the Forest Grove High School. Past planning efforts, including the current TSP update, have not proposed modifications to Nichols Lane given the function it serves as an extension of the school grounds. Given the current High School Expansion plans, there is a unique opportunity to potentially re-visit the use of Nichols Lane as the School District is in a position to reconfigure and shift some of the existing Nichols Lane functions (parking, circulation, etc.) to other portions of the expanded campus. While changes to the roadway will result in significant site planning and construction cost implications, those factors are potentially offset by the benefits of not extending Hartford Drive through the high school site.

Fundamentally, the local transportation network needs to balance the needs of pedestrians, bicyclists, and motor vehicles. Clearly, there are benefits associated with an extension of Hartford Drive for each of the three travel modes. Two key benefits include:

- Linking the existing east and west segments of Hartford Drive to allow for local walking and bicycle trips. This connection does not formally exist in any fashion today and making it would help achieve the standards in the development code for block length and pedestrian ways.
- Providing a new vehicular connection between Brooke Street and Main Street that serves local residents and creates a parallel corridor to Willamina Avenue.

Based on the previously noted Hartford Drive extension issues (wetland impacts, limited connectivity improvements, and bisecting of the school campus), the Forest Grove School District is proposing an alternative connectivity package that involves the following components:

- Constructing an extension of Nichols Lane (as a full local street) through the southerly portion of the high school campus. At the eastern end, this new local street connection would connect to Bonnie Lane west of the Bonnie Lane/B Street intersection at a reconfigured intersection facilitating east-west traffic flow. A conceptual graphic of this connection is included in *Attachment "A"* and was developed by Cardno WRG. It should be noted that the graphic is a conceptual rendering of this potential improvement and it is intended for illustration purposes only.
- Constructing a new east-west pedestrian/bicycle facility through the school campus in the general alignment of what would be the Hartford Drive extension.

The alternative improvements provide a pedestrian/bicycle facility that is essentially equivalent to what a Hartford Drive extension would offer and would help achieve the pedestrian facility standards in the development code. Motor vehicle connectivity would be accomplished on a different alignment (Nichols Lane) but, from a neighborhood perspective, would offer greater connectivity (linking Thatcher Road to Sunset Drive as opposed to Hartford Drive which would only link from Brooke Street to Main Street).

#### Operations Assessment

For comparison purposes, the routing of local weekday a.m. and p.m. peak hour trips was reviewed under two separate conditions: with the extension of Hartford Drive and with the Nichols Lane enhancement in lieu of the Hartford Drive extension. *Attachment "B"* illustrates the comparative analysis.

Within the study area, most residential trips not destined to and from the school are traveling from the west side of the area to the east and south. Long-term, the commuter trips between the residential area around the High School to and from Highway 47 will use David Hill Road. Until David Hill Road is extended to Highway 47, the trips will need to rely on Willamina Avenue and either the Hartford Drive extension or Nichols Lane.

A preliminary review of re-routed traffic volumes and operations of key intersections along the affected roadways for the three scenarios indicates that local intersections would perform acceptably under both options.

---

### **Connection Options 4. & 5. B Street and Main Street Extensions**

The extension of B Street and Main Street from Hartford Drive to David Hill Road have been identified as street extensions in previous planning efforts, but like Hartford Drive, they have not been formalized in the proposed TSP update. This extension of these two roadways is contingent upon the future extension of David Hill Road and new development located north of Hartford Drive and south of David Hill Road. However, when David Hill Road is in place, these extensions would offer the following circulation and connectivity benefits:

- Currently, the residences located east of the high school rely on Bonnie Lane to access the larger transportation network. Extending B Street and Main Street to the future extension of David Hill Road will provide better connectivity for all user types and will provide alternative access to/from this area to Thatcher Road and Highway 47.
- An extension of B Street and Main Street to David Hill Road will reduce traffic demands at comparatively high-volume neighborhood intersections such as the Bonnie Lane/Sunset Drive intersection by providing an alternate route to Highway 47.
- Although there has been discussion of extending one or the other roadways (for reasons outlined below), extending B Street as well as Main Street would maximize the circulation opportunities and route options for all residences south of David Hill Road. As such, there is likely to be a better distribution of north/south trips along these two roadways which is important given that they both traverse residential areas.

It has been noted by others that the extensions of B Street and Main Street could have some unintended consequences on the larger roadway network. These include the following:

- B Street currently runs the entire length of the City of Forest Grove providing a continuous connection to Highway 47 at the southern edge of the City. It traverses residential neighborhoods the majority of this length and runs adjacent to an existing elementary school. Although not currently an issue, it has been noted that extending B Street to David Hill Road could result in higher traffic volumes that are inconsistent with its status as a collector roadway and not appropriate for the neighborhoods that it traverses. In addition to this underlying concern, there is the potential for new urban reserve areas north of David Hill Road. The likely land use type for this area will be industrial. Assuming future industrial development does take place, it has been noted that B Street might be seen as a desirable through route for industrial related traffic. In response to these concerns, the following insights should be considered:
  - B Street currently exists and functions as a north-south collector roadway for all of the residences south of Hartford Drive. The short extension to David Hill Road is only likely to attract new residential development that has yet to develop along the David Hill Road corridor. Compared to its current service area, the new future development area is comparatively minimal.
  - Although it is a valid concern that B Street could become an attractive through route for industrial related traffic (assuming industrial development occurs), there are ways to minimize this potential and ensure that B Street respects and maintains

its residential character. First, B Street does not have to be extended north of David Hill Road to serve the potential industrial development. Main Street, with its more varied land use types could be a reasonable and more appropriate future service alternative. Second, as industrial related uses, traffic generation is likely to be regionally oriented and will naturally gravitate to roadways that offer higher travel speeds and fewer stops. Finally, street design features, intersection traffic control, traffic calming techniques, through truck movement prohibitions, and other related elements can all be incorporated into the B Street corridor to preserve its function and character.

In light of the circulation and connectivity benefits, it is felt that the extension of both B Street and Main Street to David Hill Road would outweigh the noted concerns and help the City achieve the most efficient and connected system of collector roadways through the study area.

### **Connection Option 6. New North/South Local Street**

As shown in Figure 2, a new north/south local street connection was proposed that would connect the existing terminus of Hartford Court to David Hill Road along an alignment that runs parallel with the eastern edge of the future high school athletic field site. From a pure circulation perspective, such a connection would offer another local street connection between Hartford Drive and David Hill Road that maximizes vehicular, pedestrian, and bicycle circulation opportunities. However, there are several significant issues associated with such a connection.

- First, the location of the high school campus would limit this connection from offering any real significant north-south connectivity between David Hill Road and parallel facilities such as Bonnie Lane. As previously noted, a B Street and/or Main Street extension would be comparatively much more effective and beneficial given that they both connect directly to Bonnie Lane and other significant east-west facilities.
- Second, establishing this roadway connection would necessitate traversing a series of wetlands and drainage channels to the north. Insights as to how significant an issue this could become are evident by the previously approved but never constructed development project shown in Attachment "C". To successfully avoid these areas, the roadway would have to be aligned further to the east which would limit future residential development potential and offset the usefulness of this roadway as a convenient north-south facility.
- Third, there are a series of high voltage overhead electric lines that could potentially be impacted by such an alignment.

For these reasons, the cost of navigating the noted environmental and utility obstacles would far outweigh the minimal amount of local street connectivity that this roadway connection would provide.

## COMPARISON IMPLICATIONS

1. David Hill Road is a critical component of the transportation system and should move forward as proposed by the TSP.
2. Improved local street motor vehicle connectivity can be accomplished through either an extension of Hartford Drive or through provision of an enhanced public street along Nichols Lane. Improving Nichols Lane in lieu of Hartford Drive to serve local motor vehicle connectivity offers the following benefits:
  - The extension of Nichols Lane would be more effective than the Hartford Drive extension as it would create a continuous travel route from Thatcher Road to Main Street;
  - The Nichols Lane improvements would not impact any wetland features;
  - The Nichols Lane extension would eliminate the need to bisect the high school campus with vehicular traffic.
  - East-west pedestrian/bicycle connections would be expanded to include Nichols Lane (via traditional sidewalk improvements) and via the proposed pedestrian/bicycle path along the Hartford Drive alignment.
  - Improved emergency vehicle accessibility from the residential areas west of the high school (emergency vehicles would benefit from the greater east-west connectivity offered as compared to traveling north-south to Hartford Drive to then travel east-west).
3. Constructing a new east-west pedestrian/bicycle facility through the school campus in the general alignment of what would be the Hartford Drive extension is critical to helping to achieve the pedestrian facilities standards in the development code. This connection is essentially equivalent to what a Hartford Drive extension would offer but without introducing motor vehicle impacts internal to the high school campus.
4. Improved collector street motor and non-motorized connectivity can be accomplished through an extension of both B Street and Main Street to David Hill Road. These connections would maximize the north/south travel route choices for motorists and ensure a more even distribution of use through the study area.
5. A new north/south local street connection at the terminus of Hartford Drive to David Hill Road would offer minimal connectivity and would be costly to navigate the environmental and utility obstacles.

### **Bonnie Lane/Sunset Drive**

It is understood that the Bonnie Lane/Sunset Drive intersection is of concern to the City. Based on scoping discussions with City staff, it is our intention to fully study and document the traffic operations of this intersection as part of the formal Forest Grove High School Transportation

Impact Study. However, at this time, we are unable to quantitatively include operations of the Bonnie Lane/Sunset Drive intersection in this larger connectivity assessment as current weekday a.m. and p.m. peak hour intersection traffic counts are not available (the required counts will be completed soon).

Although a formal intersection operational assessment cannot be prepared at this time, the following conclusions can be made regarding the Bonnie Lane/Sunset Drive intersection:

- There are no operational differences at this intersection when evaluating the motor vehicles impacts associated with a Hartford Drive extension versus a Nichols Lane extension. The lack of any difference is due to the fact that any traffic using Hartford Drive must still funnel back to the Bonnie Lane corridor in order to access Sunset Drive.
- The extension of B Street and/or Main Street to David Hill Road will likely reduce the total entering volumes at the Bonnie Lane/Sunset Drive intersection given the alternate route that would be provided to Highway 47.

#### NEXT STEPS

We believe the Forest Grove School District's proposal to reconfigure Nichols Lane in conjunction with their high school expansion project offers a unique (and potentially one-time) opportunity to redefine and enhance the community's transportation connectivity while preserving the integrity of the expanded high school campus. We trust the information in this letter provides the City with a better understanding of the multi-modal transportation needs identified in the special study area between Brooke Street and Highway 47 and the potential implications of the School District's proposal.

Please review this material at your earliest convenience so that we may discuss your feedback and any additional information that you may need to complete your review of the proposed connectivity alternatives for inclusion in the TSP adoption process.

Sincerely,  
KITTELSON & ASSOCIATES, INC.

  
Matt Hughart, AICP  
Senior Planner

  
Chris Brehmer, P.E.  
Principal Engineer

Cc: Mimi Doukas, AICP, RLA, CardnoWRG  
Darin Davidson, Forest Grove School District  
Cheryl Pin, Cornerstone Management Group



Attachment "A": Conceptual Nichols Lane Extension  
Attachment "B": Traffic Volume Projections and Intersection Operations Summary  
Attachment "C": Previously Approved Development Exhibit

**mahlum**

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PROJECT ADDRESS:  
1401 NICHOLS LANE  
FOREST GROVE, OR 97116

MARK	DATE	DESCRIPTION
		SCHEMATIC DESIGN

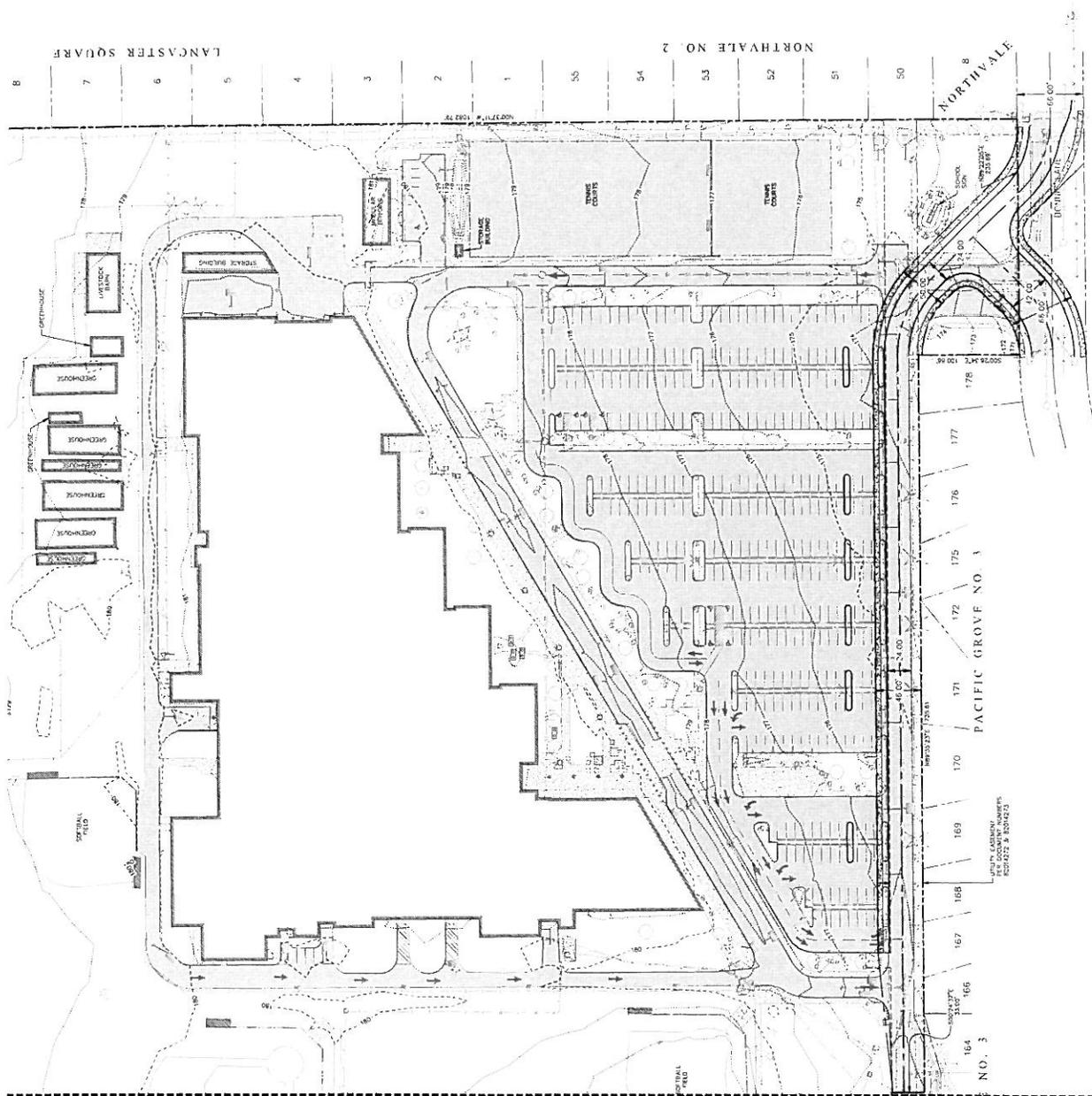
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A FIELD SITE PLAN

**C102**

**LEGEND**

- EXISTING PROPERTY LINE
- EXISTING FENCE LINE
- EXISTING 1" CONTOUR
- EXISTING CONCRETE LINE
- EXISTING W/LL AND LIFT
- EXISTING W/LL AND BUFFER
- EXISTING PATH
- EXISTING CURBLINE
- EXISTING FENCE
- EXISTING WATER LINE
- EXISTING SANITARY LINE
- EXISTING GAS LINE
- PROPOSED SIDEWALK LINE
- PROPOSED CENTERLINE



MATCH LINE - SEE SHEET C101

## **INTERSECTION OPERATIONS**

For assessment purposes, the routing of local weekday a.m. and p.m. peak hour trips was reviewed under two separate conditions: with the extension of Hartford Drive and with the Nichols Lane enhancement in lieu of the Hartford Drive extension.

To complete this analysis, the following assumptions were made based on a review of existing traffic volumes, future traffic volumes that reflect full buildout of The Parks and Oak Hill Settlements<sup>1</sup>, and available travel routes that exist for the residential properties located west and north of the Forest Grove High School site:

### Hartford Drive Extension

- An extension of Hartford Drive from Brooke Street to Main Street would attract a number of existing trips that are currently utilizing the Brooke Street/Bonnie Lane corridors and to some extent, the cut-through route through high school campus parking lot.
- When The Parks and Oak Hill Settlement subdivisions reach full buildout, the desirability of the Hartford Drive extension will increase over the longer Brooke Street/Bonnie Lane corridor.

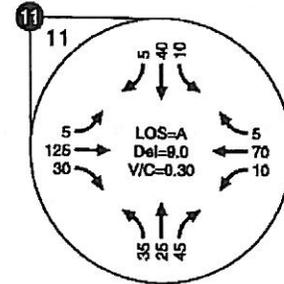
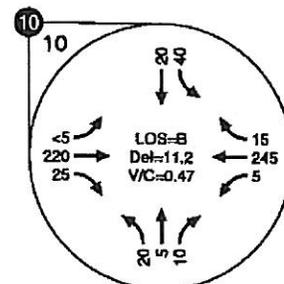
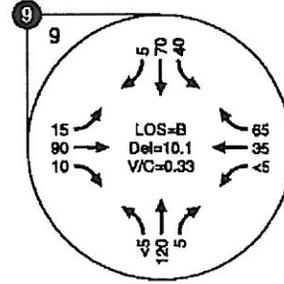
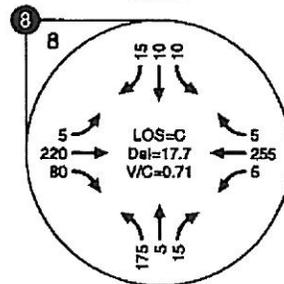
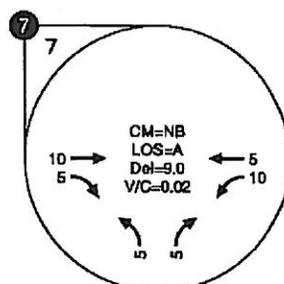
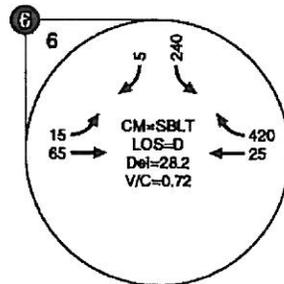
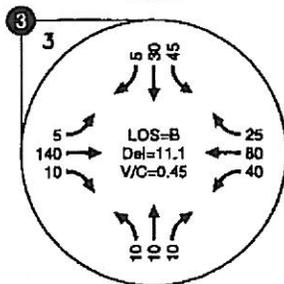
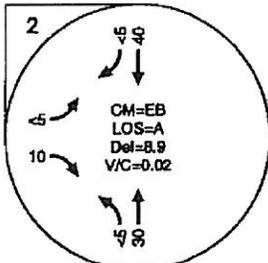
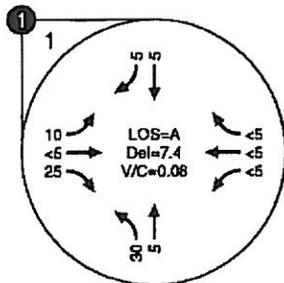
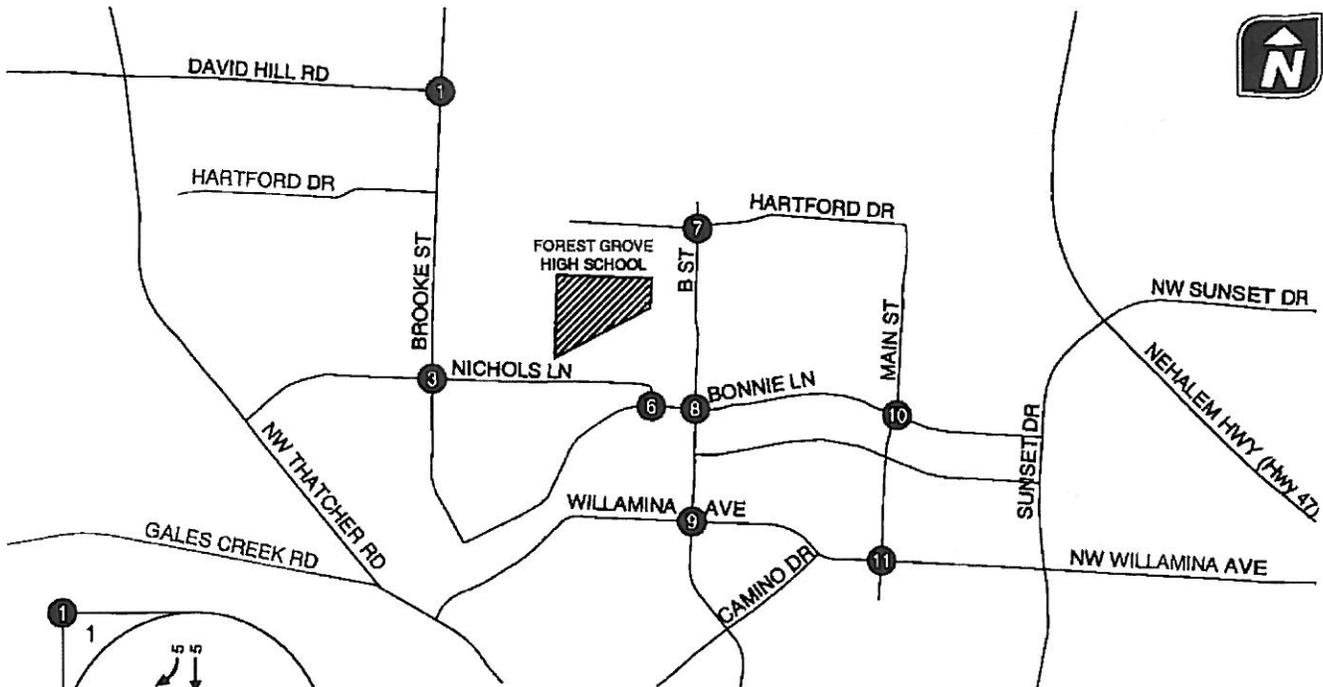
### Nichols Lane Enhancement in Lieu of the Hartford Drive Extension

- The enhancement of Nichols Lane as a public through route along the southern high school campus will attract a number of existing trips that are currently utilizing the Brooke Street/Bonnie Lane corridors.
- As this connection would create more of a continuous travel route from Thatcher Road to Sunset Drive, it is anticipated that some trips currently utilizing the Willamina corridor will shift to Nichols Lane.
- When The Parks and Oak Hill Settlement reach full buildout, the desirability of the Nichols Lane connection will increase over the longer Bonnie Lane to Brooke Street route.

The following figures illustrate the assumed redistribution of existing and future traffic volumes under both scenarios and the resulting traffic operations at several key intersections.

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<sup>1</sup> Per discussions with City of Forest Grove staff, there are approximately 190 single family housing units that remain unbuilt in The Parks and Oak Hill Settlement subdivisions. For conservative purposes, the trip generation potential of these unbuilt units were included in the Hartford Drive and Nichols Lane enhancement alternatives. Combined, these units are estimated to generate approximately 140 weekday a.m. peak hour trips and 185 weekday p.m. peak hour trips based on the latest version of the ITE Trip Generation Manual.



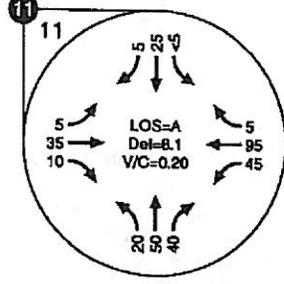
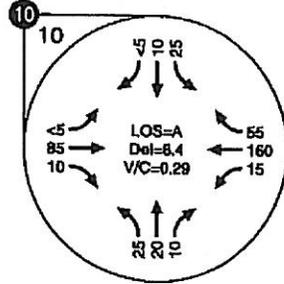
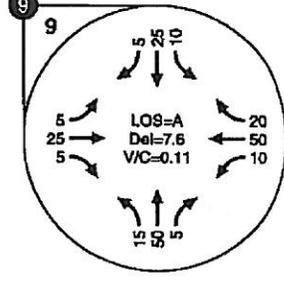
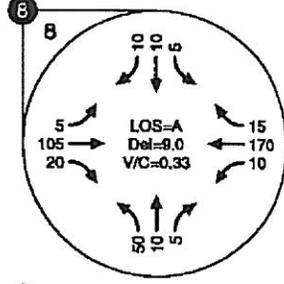
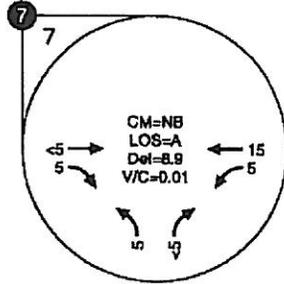
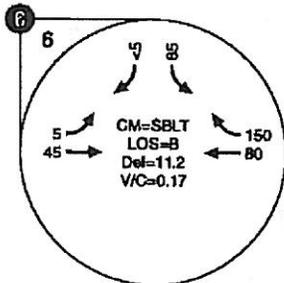
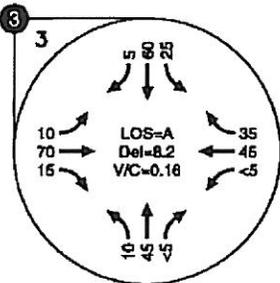
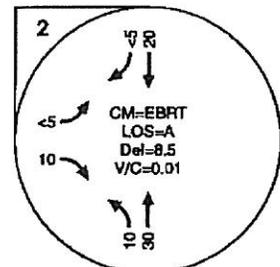
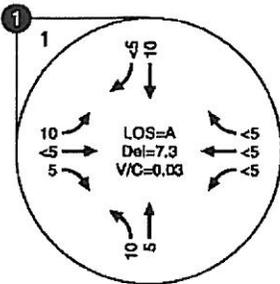
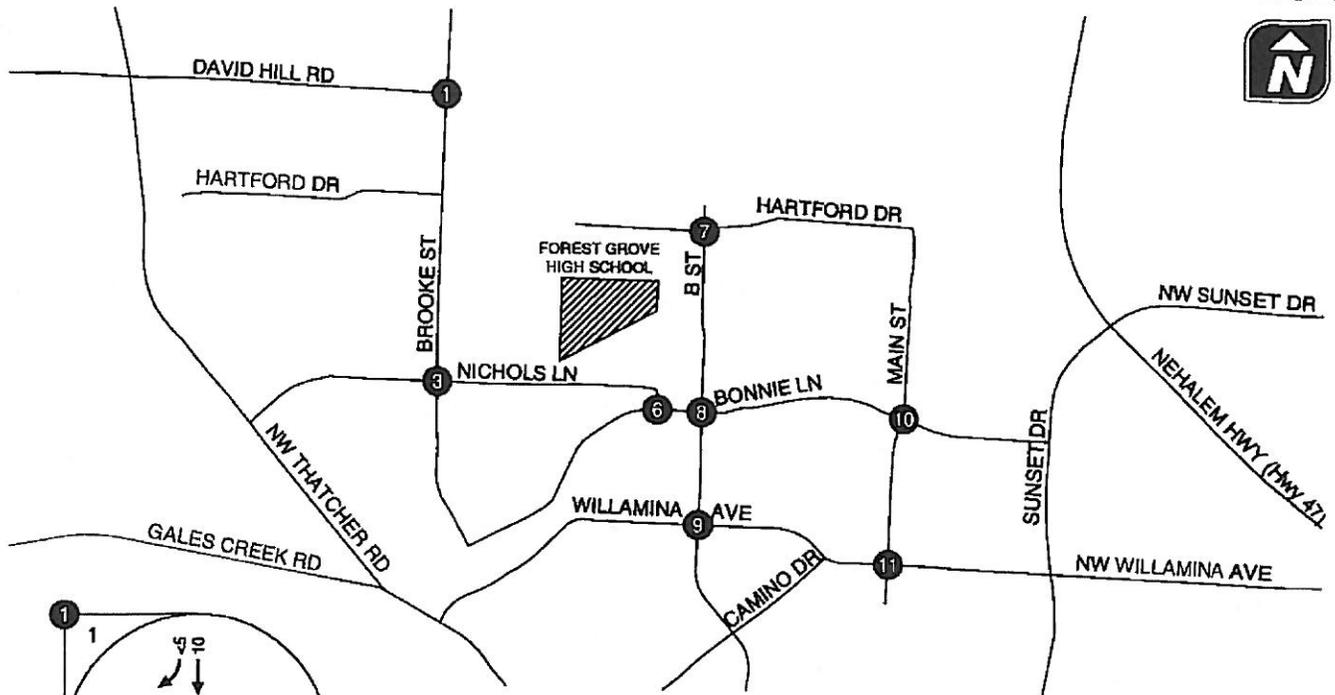
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- TWSC = TWO-WAY STOP CONTROL
- AWSC = ALL-WAY STOP CONTROL

EXISTING TRAFFIC CONDITIONS  
WEEKDAY AM PEAK HOUR  
FOREST GROVE, OREGON

FIGURE  
**A1**

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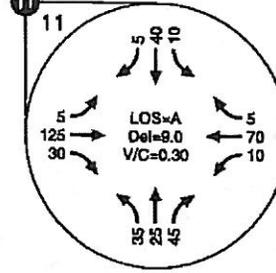
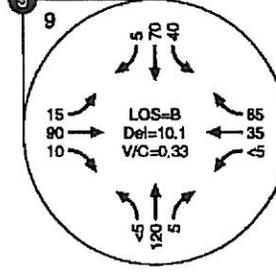
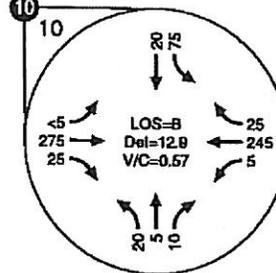
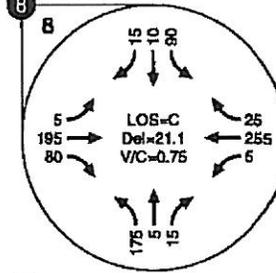
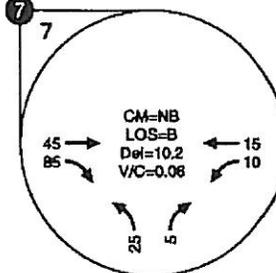
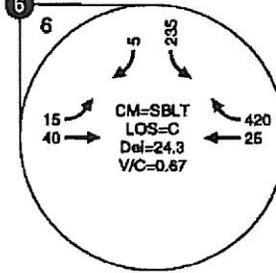
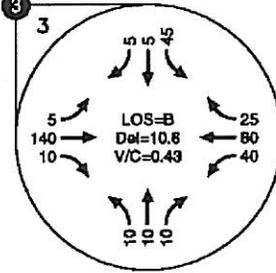
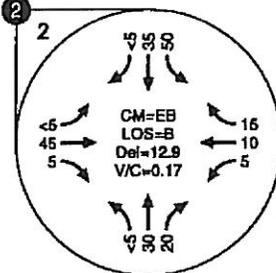
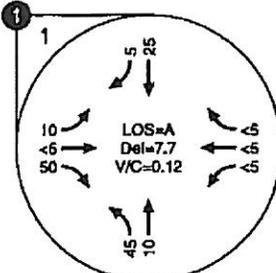
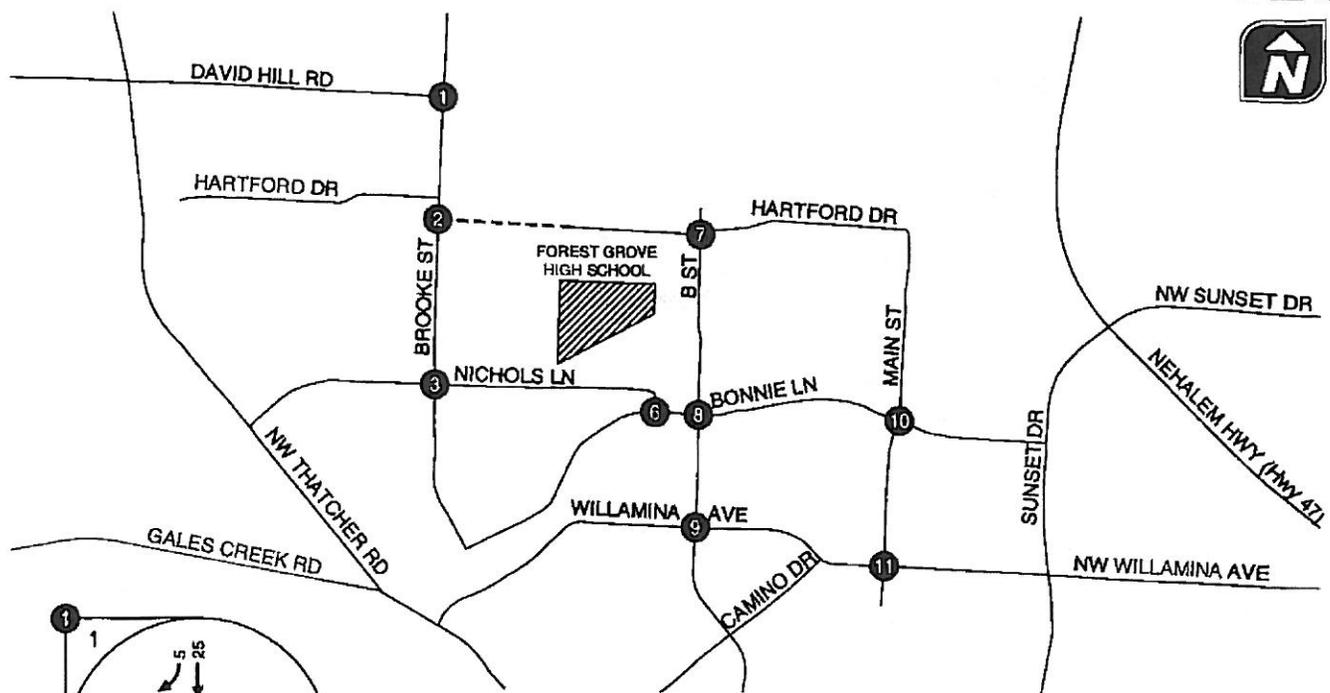


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EXISTING TRAFFIC CONDITIONS  
WEEKDAY PM PEAK HOUR  
FOREST GROVE, OREGON

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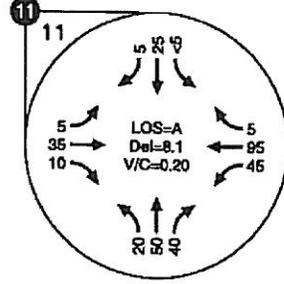
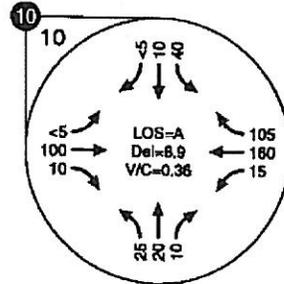
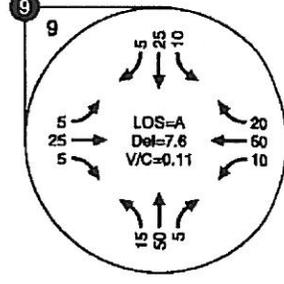
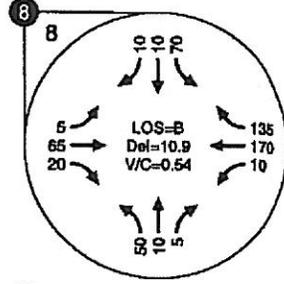
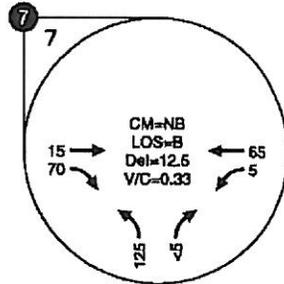
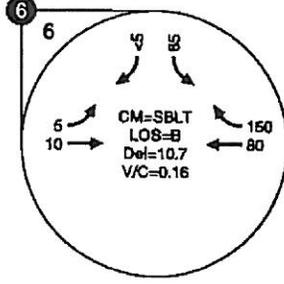
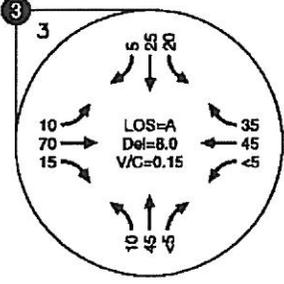
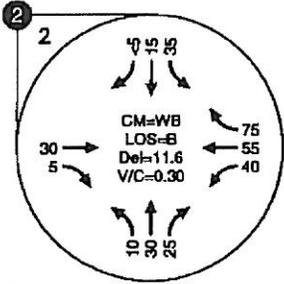
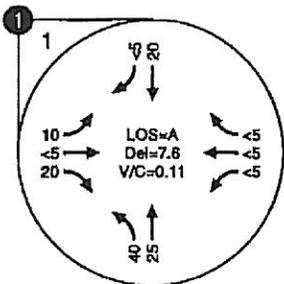
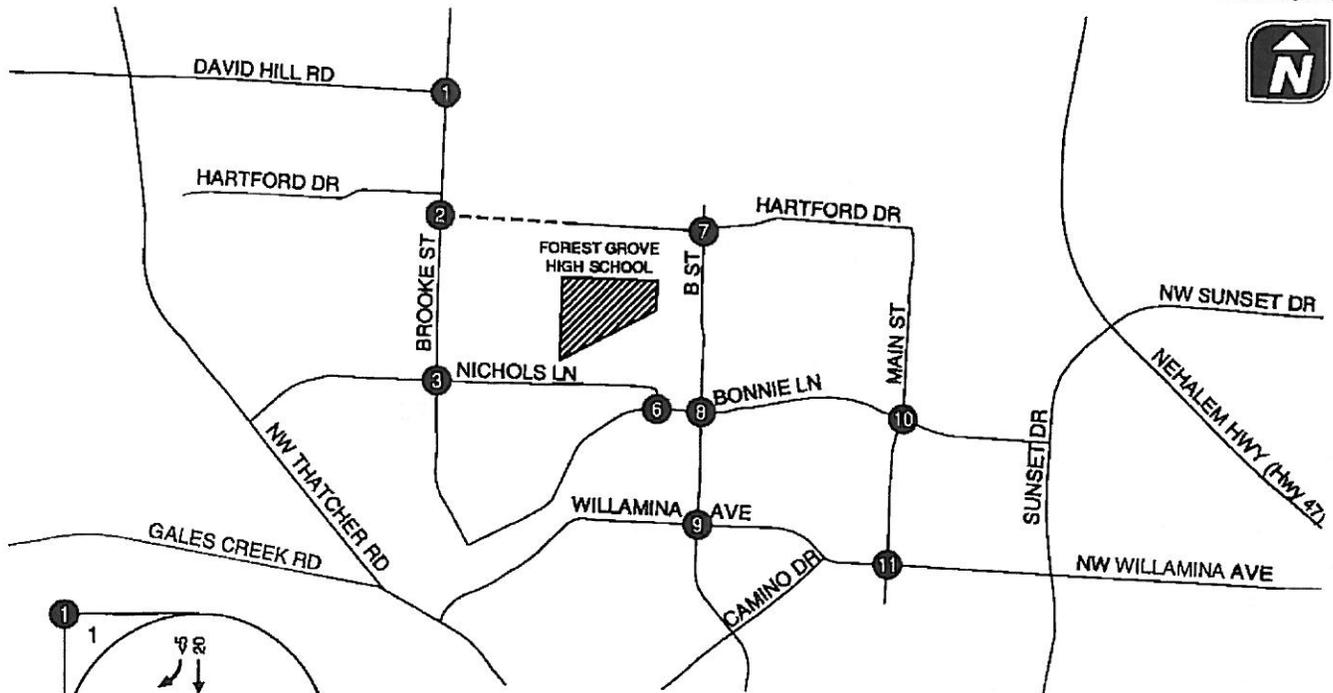
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HARTFORD DRIVE EXTENSION  
WEEKDAY AM PEAK HOUR TRAFFIC CONDITIONS  
FOREST GROVE, OREGON

FIGURE  
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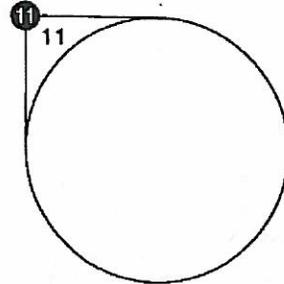
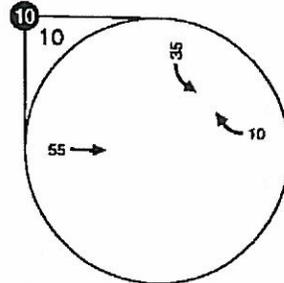
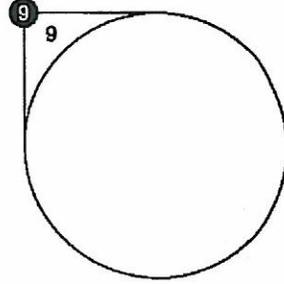
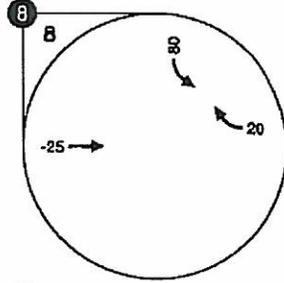
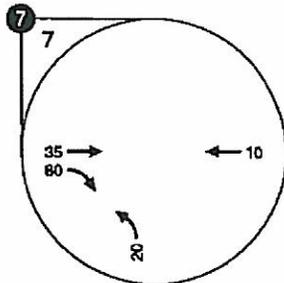
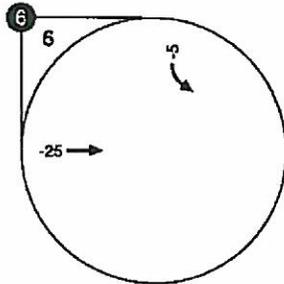
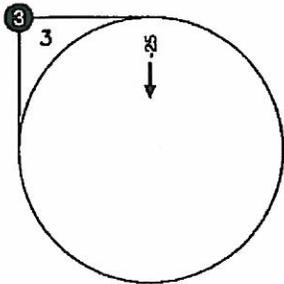
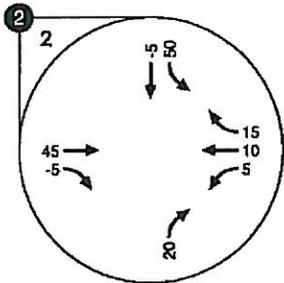
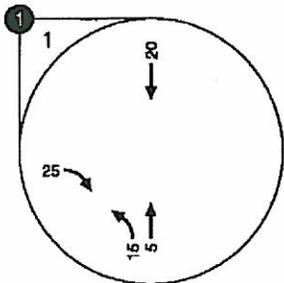
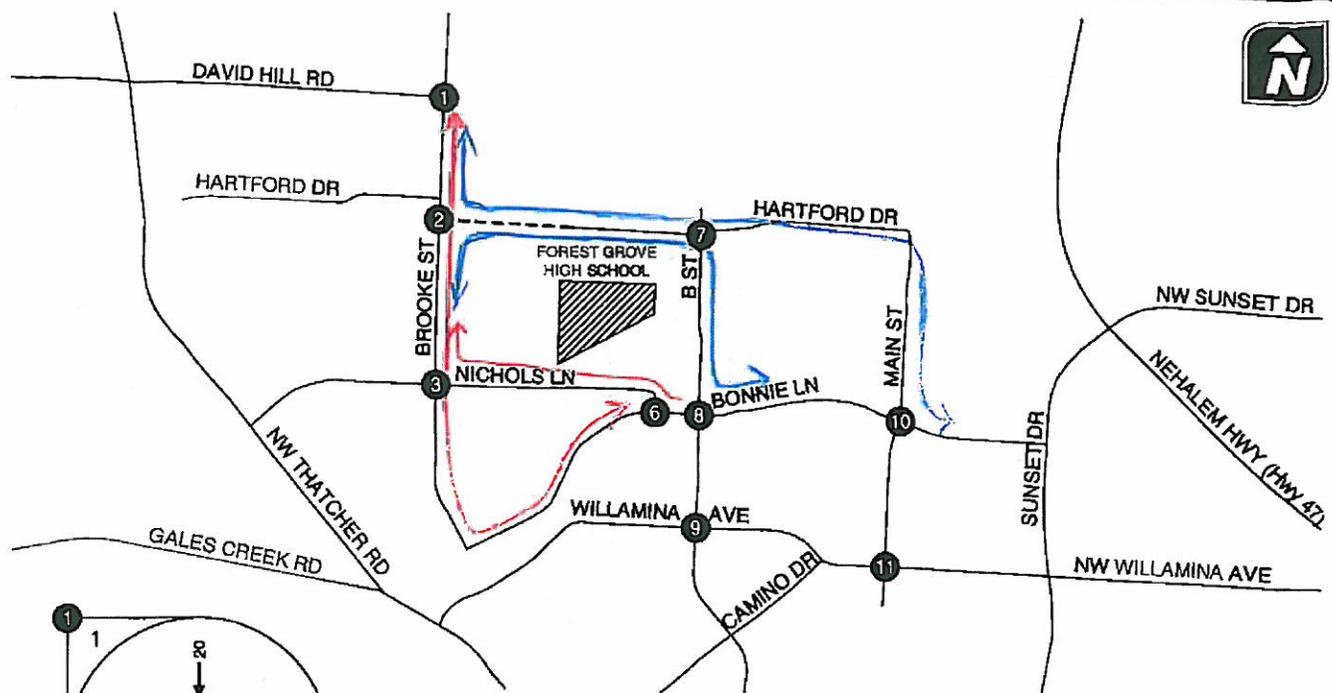
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HARTFORD DRIVE EXTENSION  
WEEKDAY PM PEAK HOUR TRAFFIC CONDITIONS  
FOREST GROVE, OREGON

FIGURE  
**B2**

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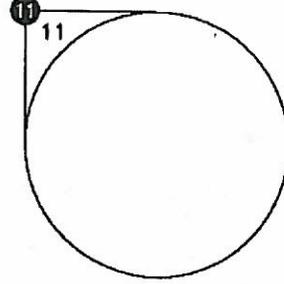
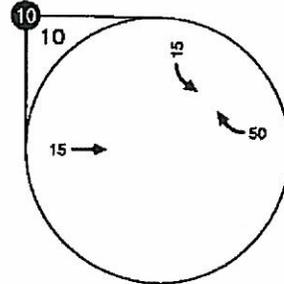
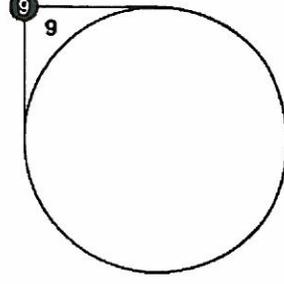
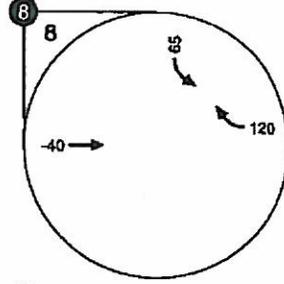
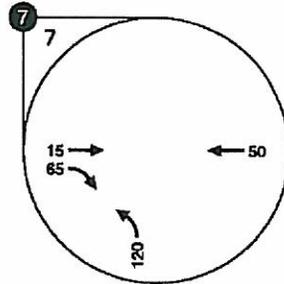
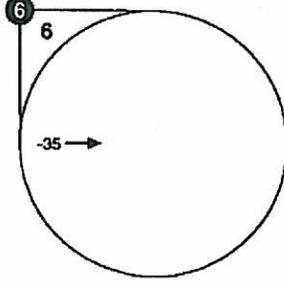
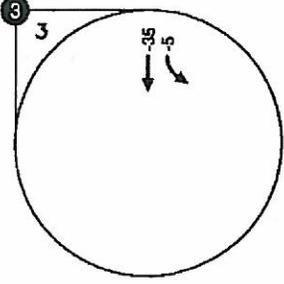
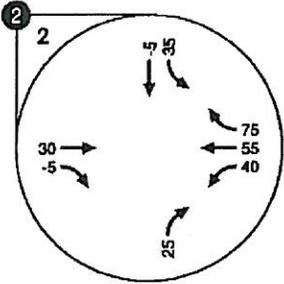
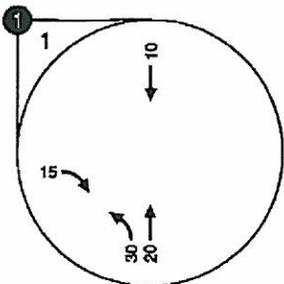
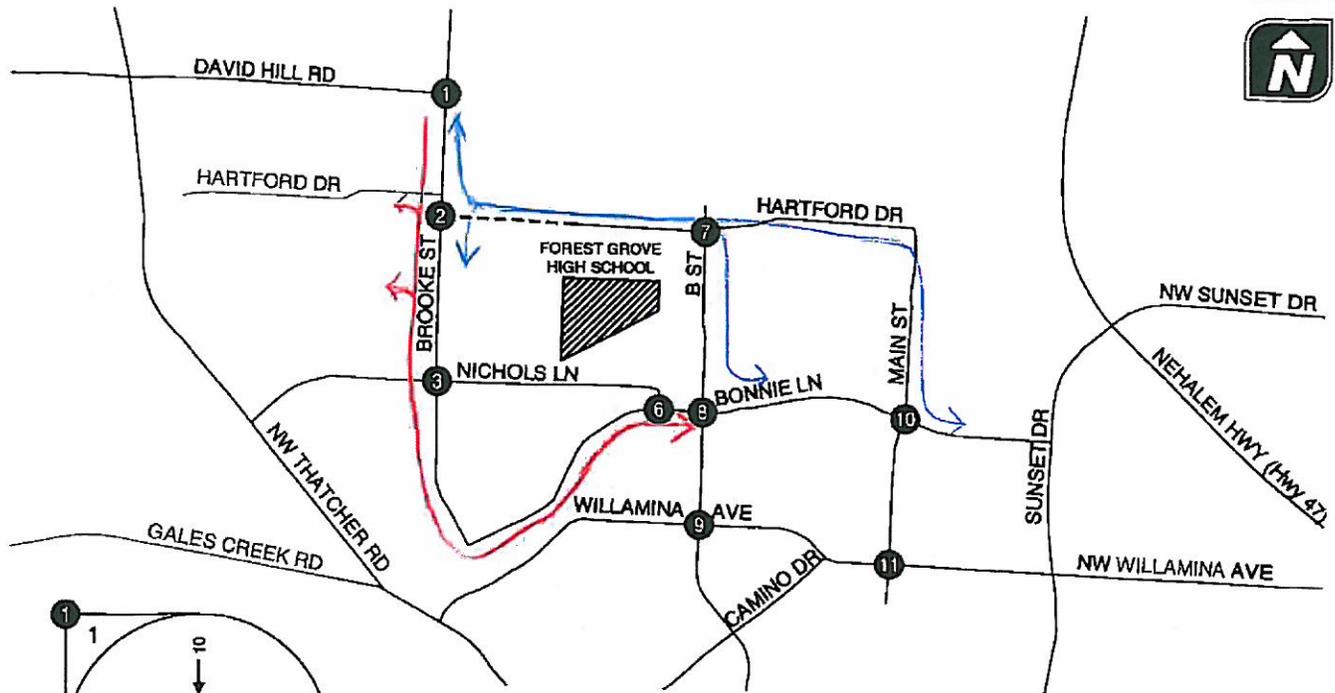


→ NEXT TRAVEL ROUTE  
→ OLD TRAVEL ROUTE

HARTFORD DRIVE EXTENSION  
WEEKDAY AM PEAK HOUR RE-ROUTED TRAFFIC VOLUMES  
FOREST GROVE, OREGON

FIGURE  
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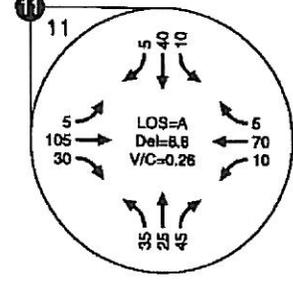
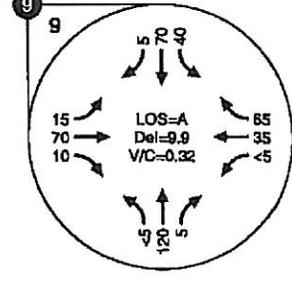
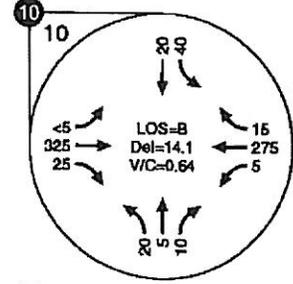
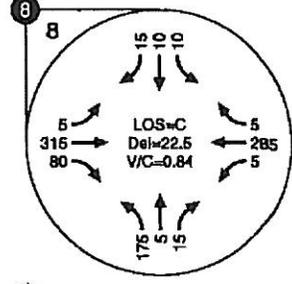
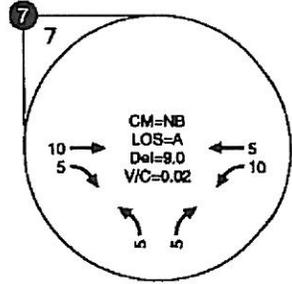
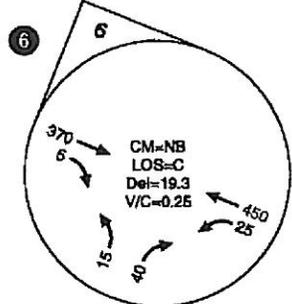
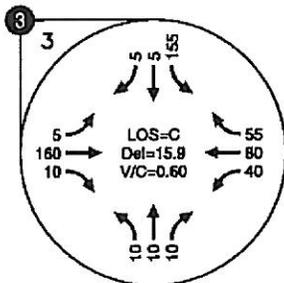
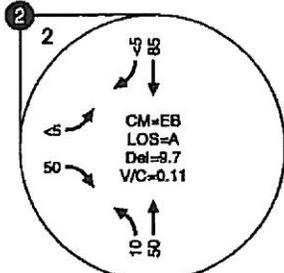
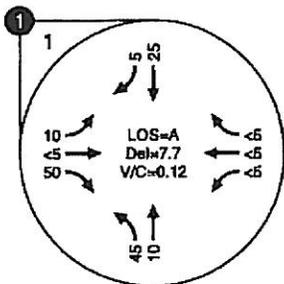
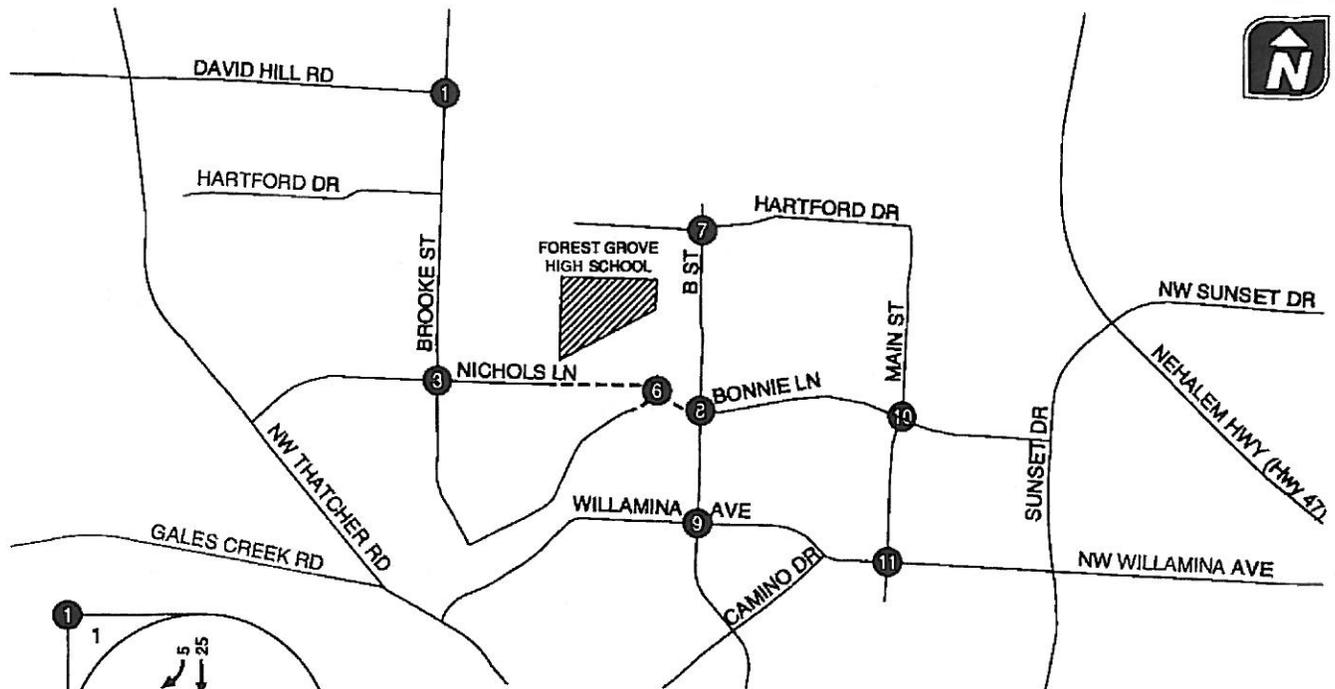


→ NEW TRAVEL ROUTE  
→ OLD TRAVEL ROUTE

HARTFORD DRIVE EXTENSION  
WEEKDAY PM PEAK HOUR RE-ROUTED TRAFFIC VOLUMES  
FOREST GROVE, OREGON

FIGURE  
**B4**

H:\projfiles\11401 - Forest Grove High School TIA\dwgs\figs\11401\_Fig01.dwg Jan 04, 2011 - 6:38pm - mhughart Layout Tab: B4



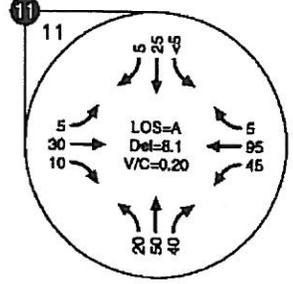
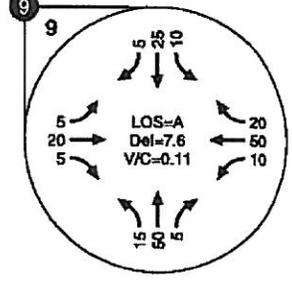
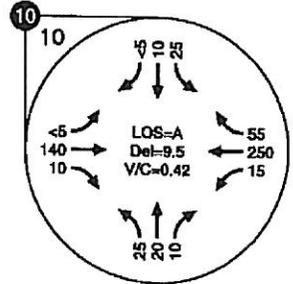
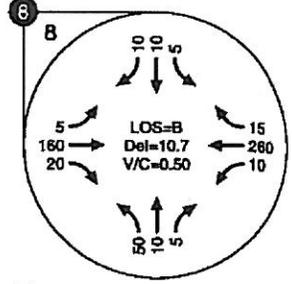
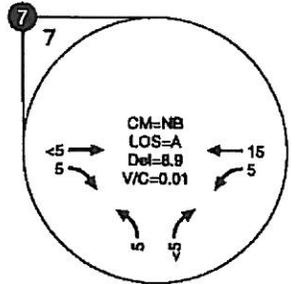
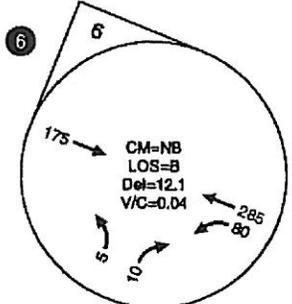
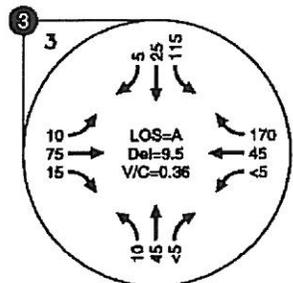
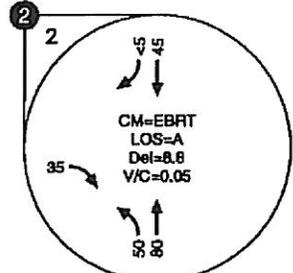
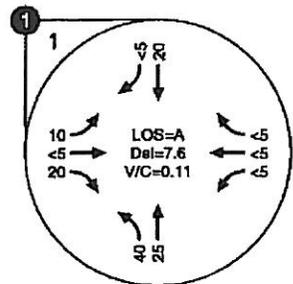
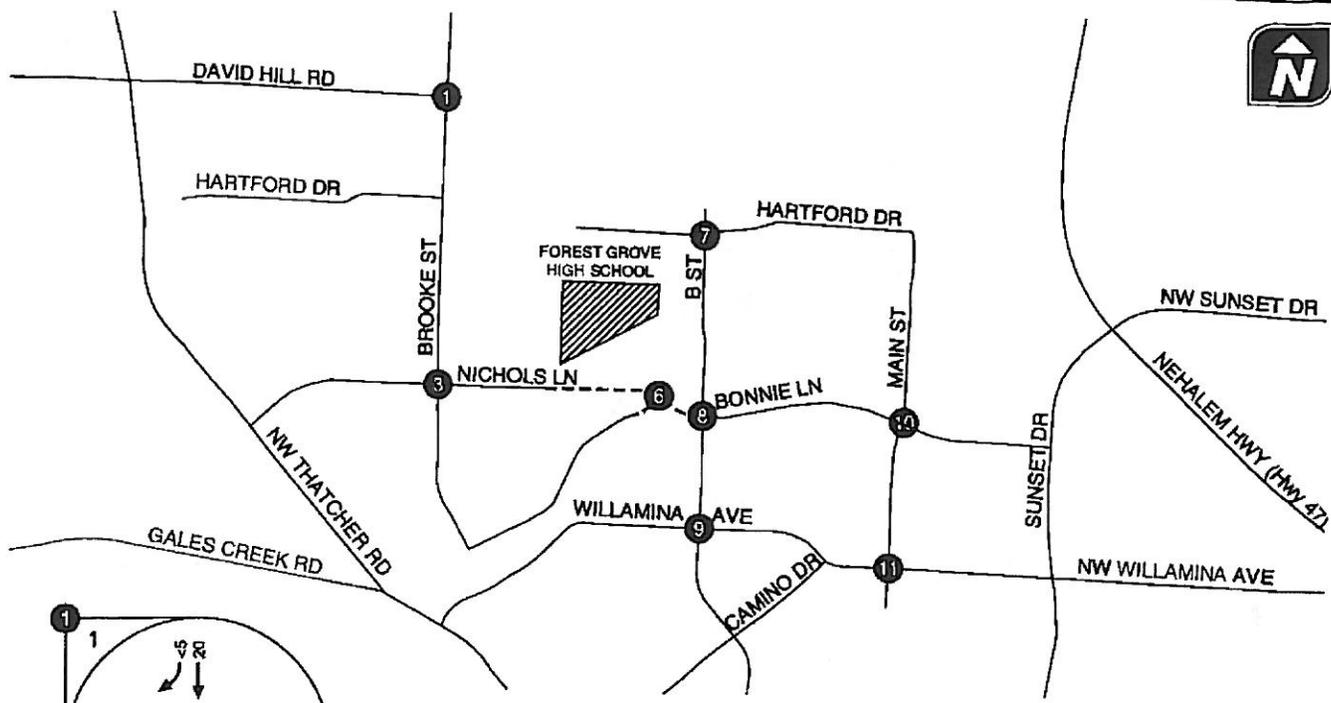
**LEGEND**

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- LOS = INTERSECTION LEVEL OF SERVICE (AWSC) / CRITICAL MOVEMENT LEVEL OF SERVICE (TWSC)
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- TWSC = TWO-WAY STOP CONTROL
- AWSC = ALL-WAY STOP CONTROL

NICHOLS LANE PUBLIC STREET CONVERSION WEEKDAY AM PEAK HOUR TRAFFIC CONDITIONS FOREST GROVE, OREGON

FIGURE C1

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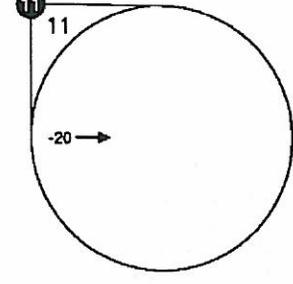
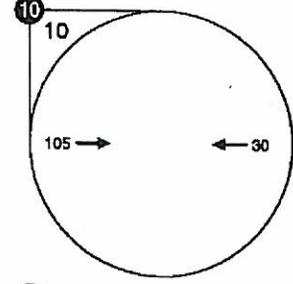
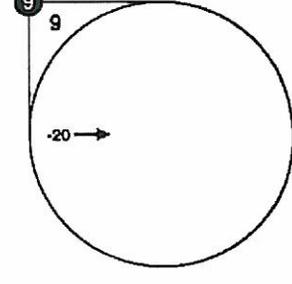
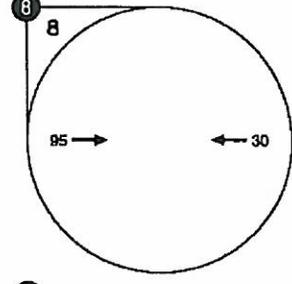
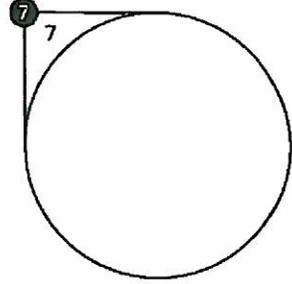
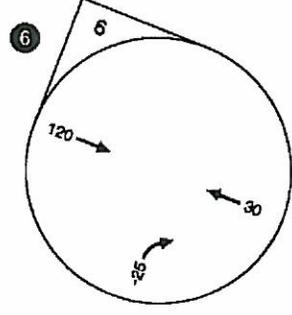
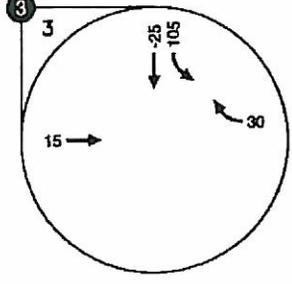
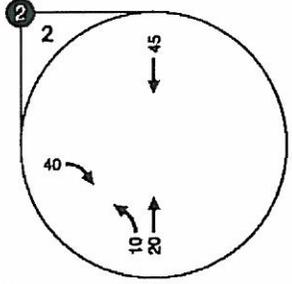
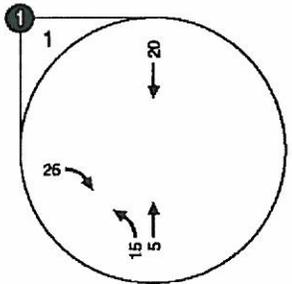
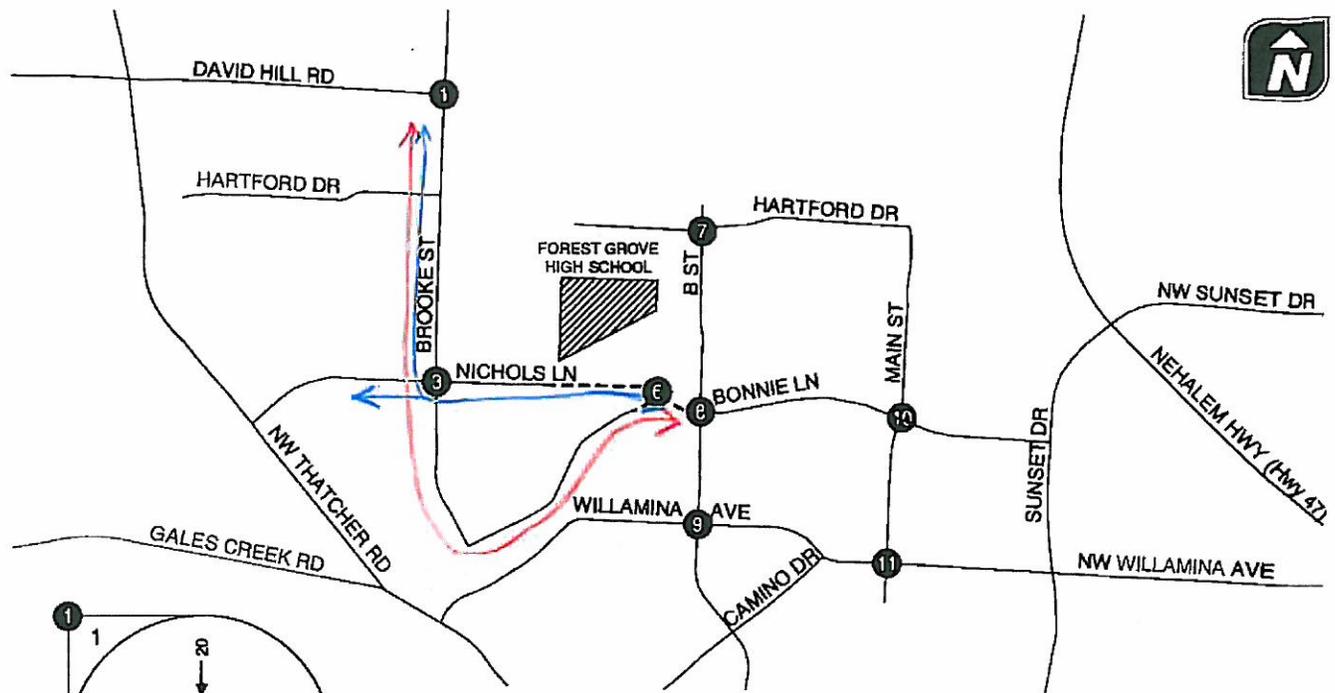
**LEGEND**

- CM = CRITICAL MOVEMENT (TWSC)
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NICHOLS LANE PUBLIC STREET CONVERSION  
WEEKDAY PM PEAK HOUR TRAFFIC CONDITIONS  
FOREST GROVE, OREGON

FIGURE  
**C2**

H:\projfile\11401 - Forest Grove High School TIA\chgs\fig11401\_fig01.dwg Jan 04, 2011 - 6:38pm - mhughart Layout Tab: C2

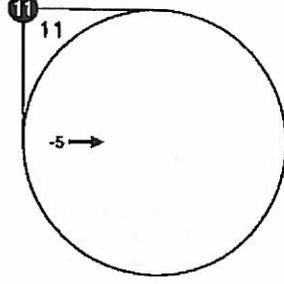
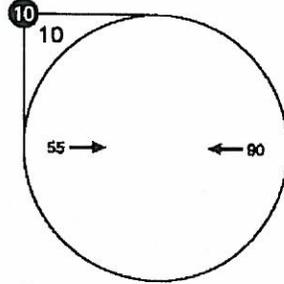
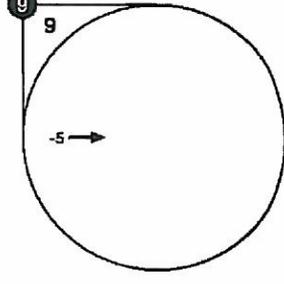
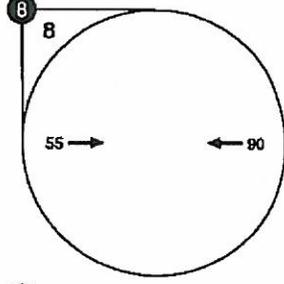
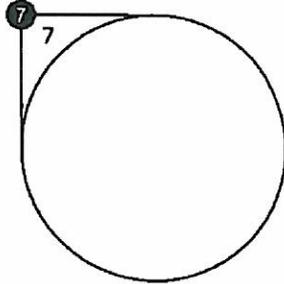
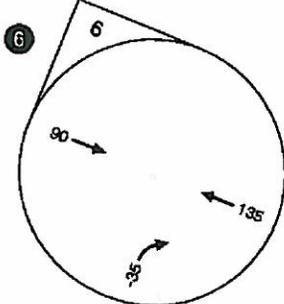
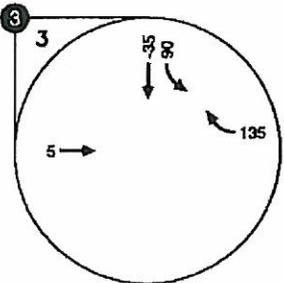
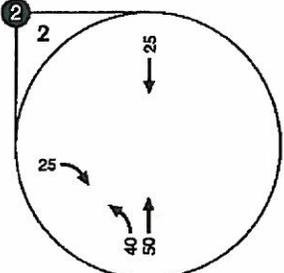
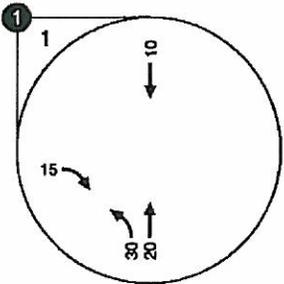
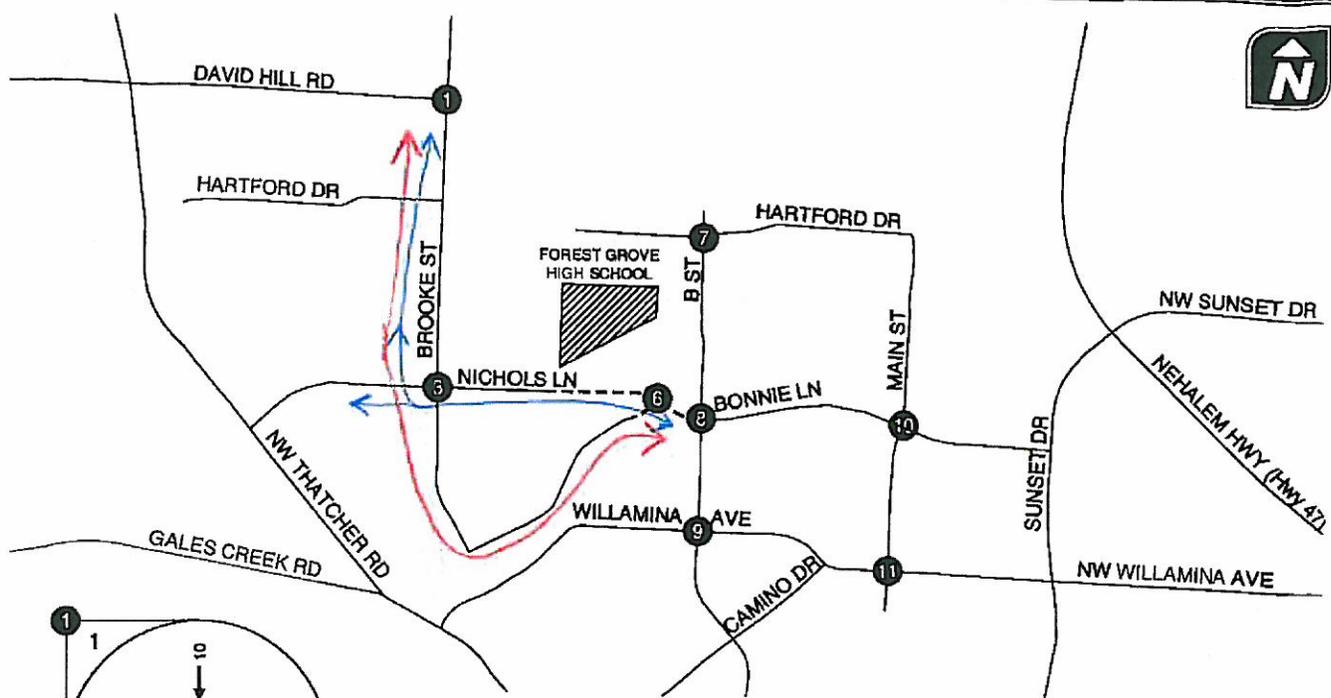


➡ NEW TRAVEL ROUTE  
➡ OLD TRAVEL ROUTE

NICHOLS LANE PUBLIC STREET CONVERSION  
WEEKDAY AM PEAK HOUR RE-ROUTED TRAFFIC VOLUMES  
FOREST GROVE, OREGON

FIGURE  
**C3**

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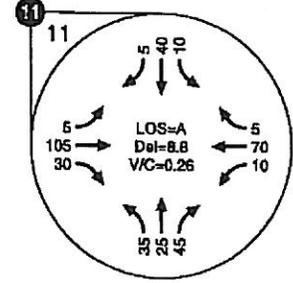
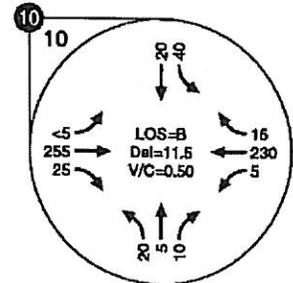
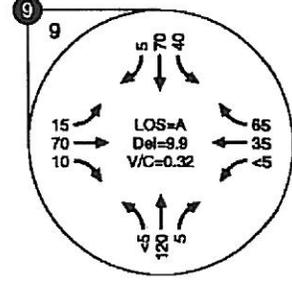
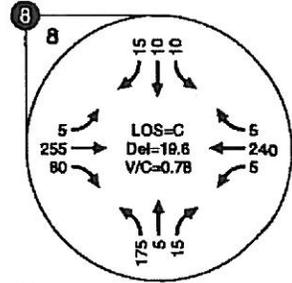
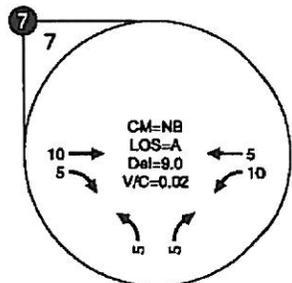
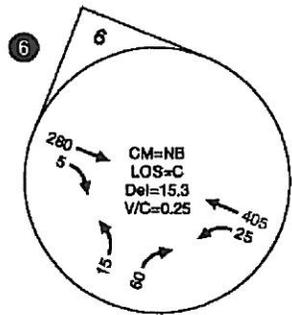
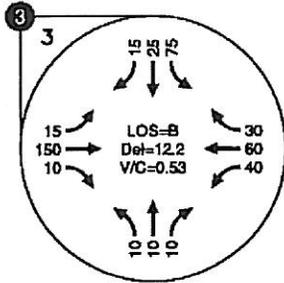
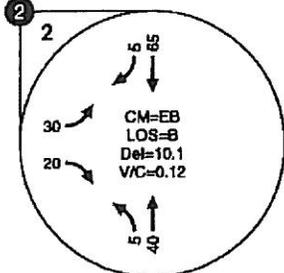
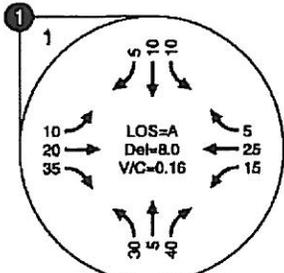
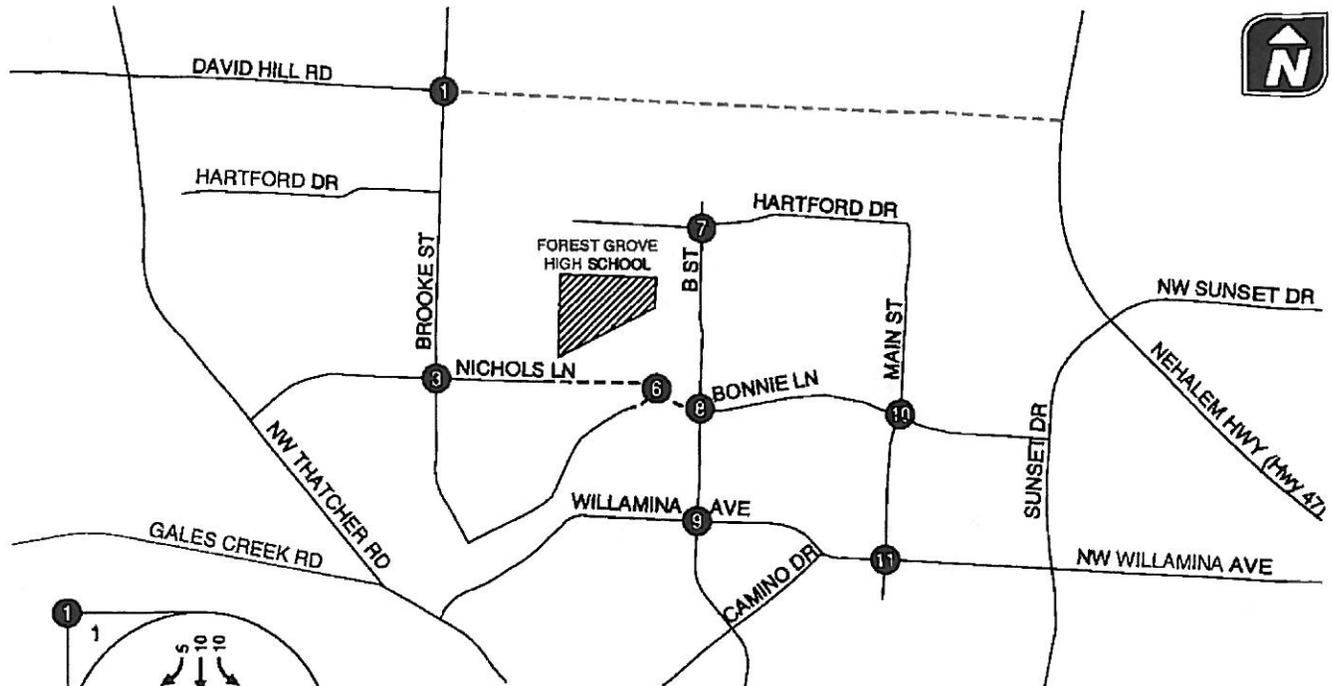


➡ NEW TRAVEL ROUTE  
➡ OLD TRAVEL ROUTE

NICHOLS LANE PUBLIC STREET CONVERSION  
WEEKDAY PM PEAK HOUR RE-ROUTED TRAFFIC VOLUMES  
FOREST GROVE, OREGON

FIGURE  
**C4**

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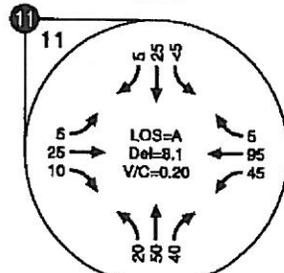
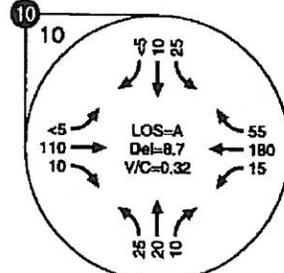
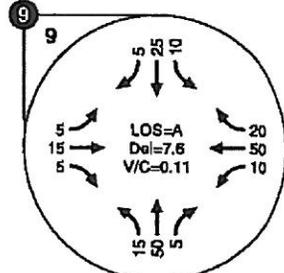
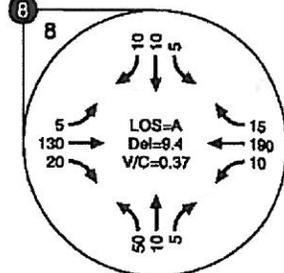
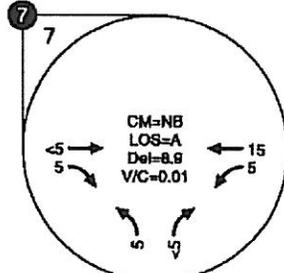
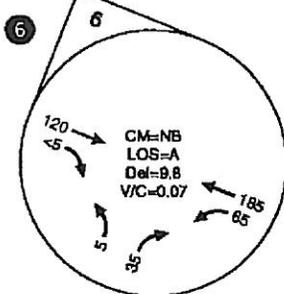
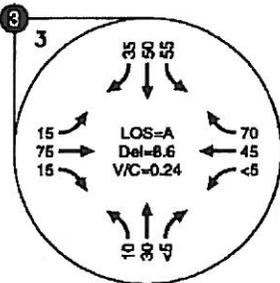
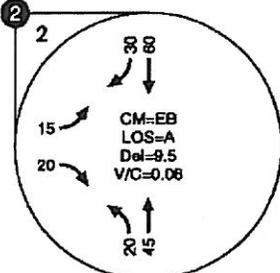
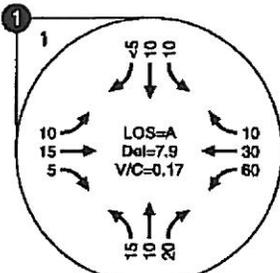
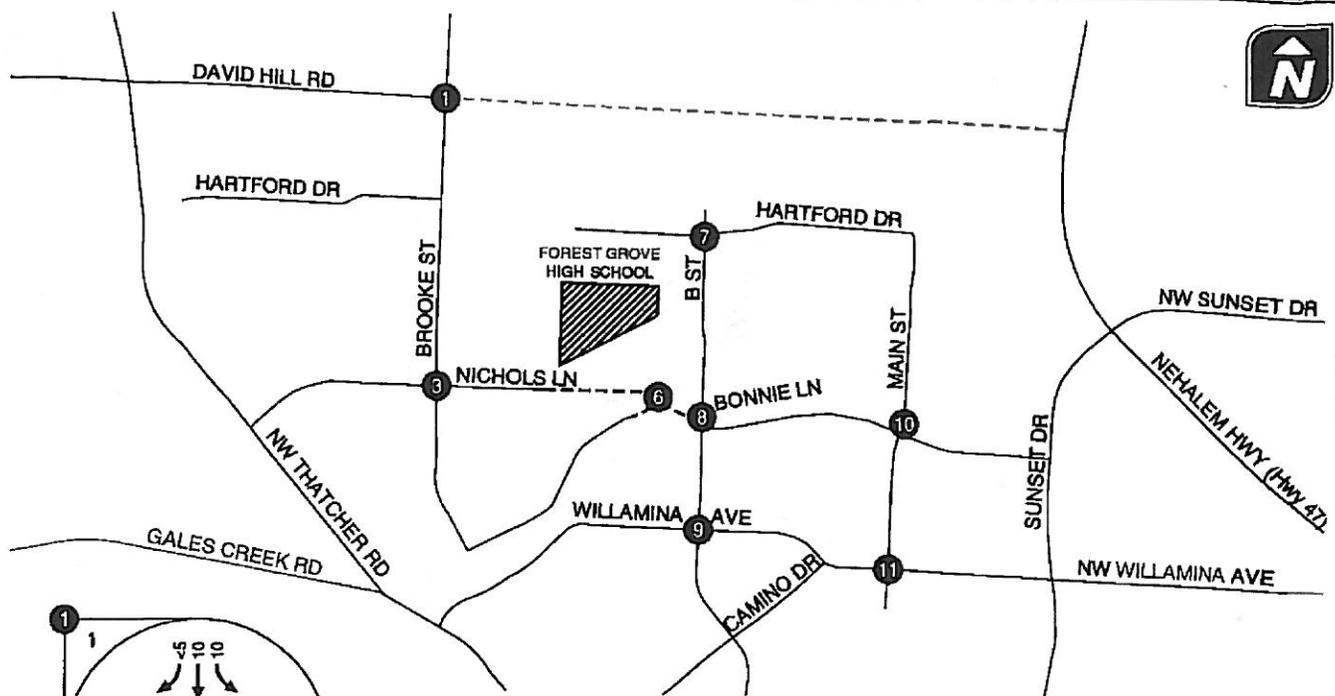
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DAVID HILL RD EXTENSION & NICHOLS LANE CONVERSION  
WEEKDAY AM PEAK HOUR TRAFFIC CONDITIONS  
FOREST GROVE, OREGON

FIGURE  
**D1**

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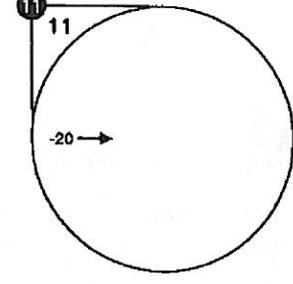
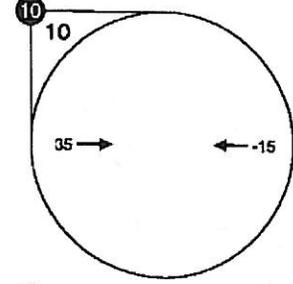
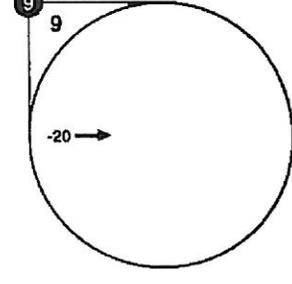
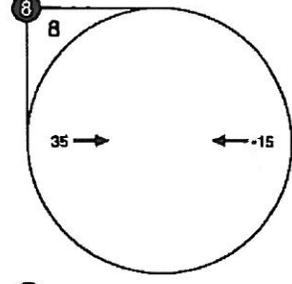
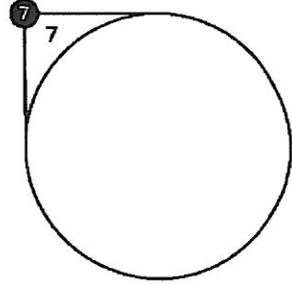
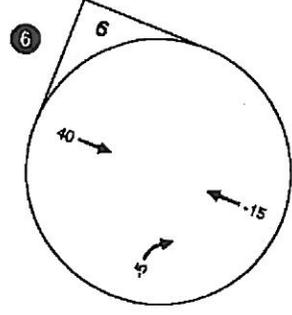
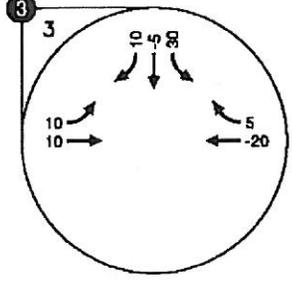
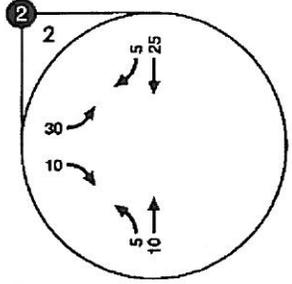
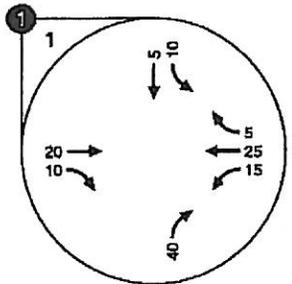
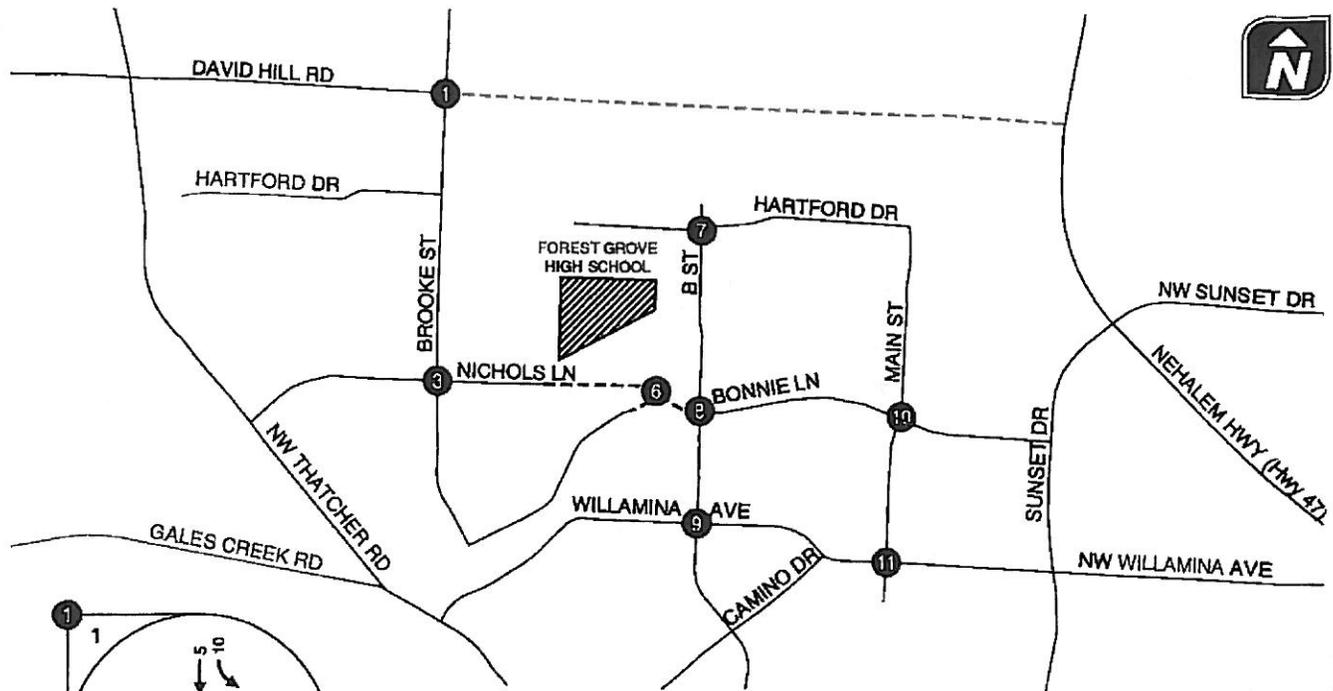


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DAVID HILL RD EXTENSION & NICHOLS LANE CONVERSION  
WEEKDAY PM PEAK HOUR TRAFFIC CONDITIONS  
FOREST GROVE, OREGON

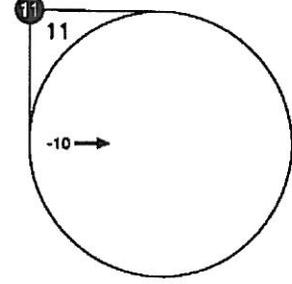
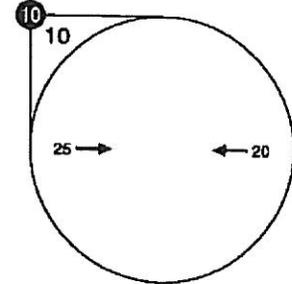
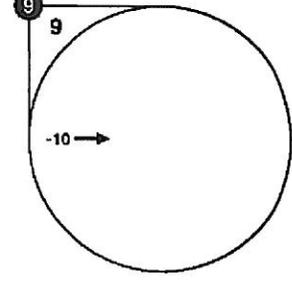
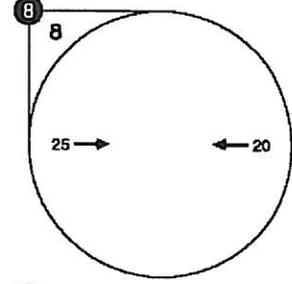
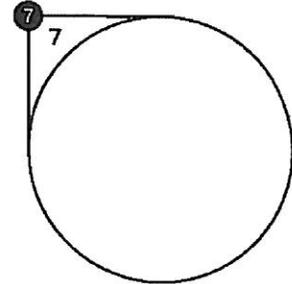
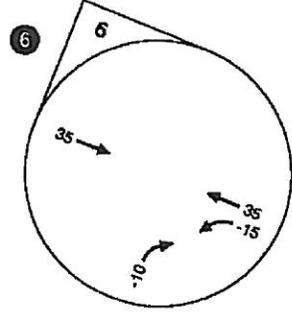
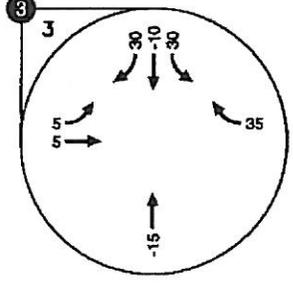
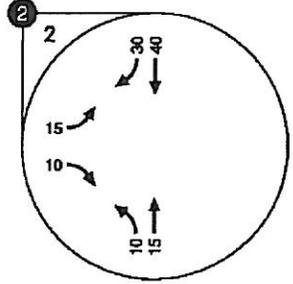
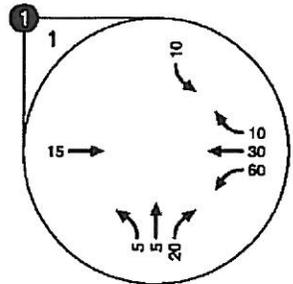
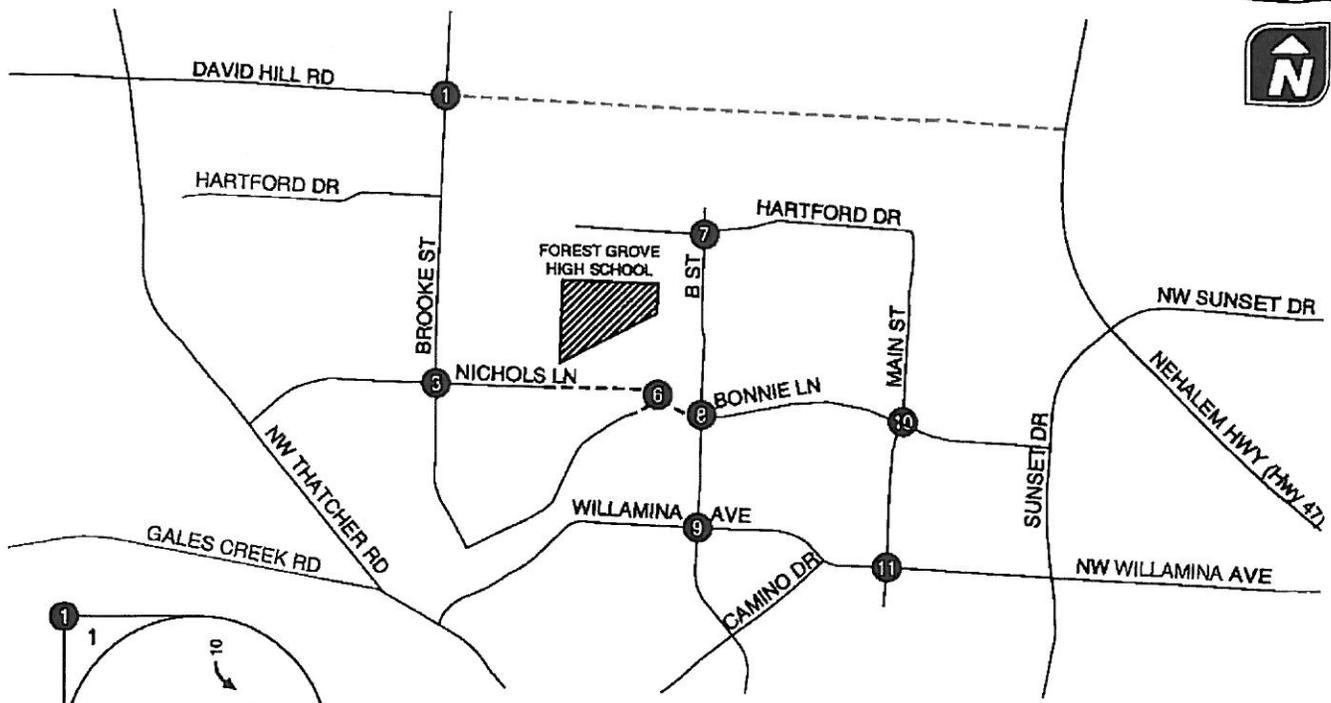
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DAVID HILL RD EXTENSION & NICHOLS LANE CONVERSION  
WEEKDAY AM PEAK HOUR RE-ROUTED TRAFFIC VOLUMES  
FOREST GROVE, OREGON

FIGURE  
**D3**

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DAVID HILL RD EXTENSION & NICHOLS LANE CONVERSION  
WEEKDAY PM PEAK HOUR RE-ROUTED TRAFFIC VOLUMES  
FOREST GROVE, OREGON

FIGURE  
**D4**

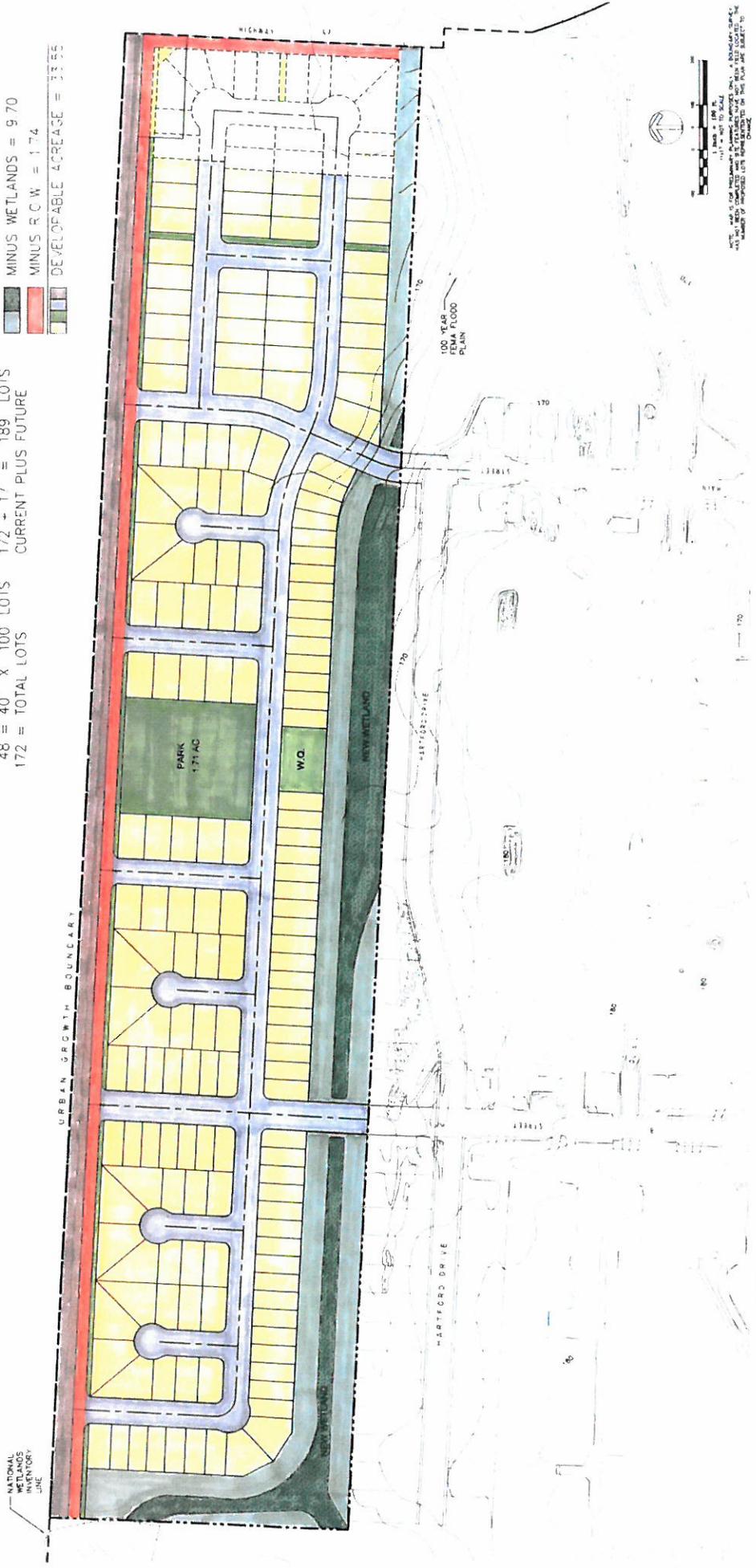
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Appendix C  
Previously Approved  
Development Exhibit

TOTAL ACREAGE = 49.00  
 MINUS HOMESTEAD = 3.60  
 MINUS WETLANDS = 9.70  
 MINUS R.C.W. = 1.74  
 DEVELOPABLE ACREAGE = 33.96

CURRENT LAYOUT  
 124 = 50' X 100' LOTS  
 48 = 40' X 100' LOTS  
 172 = TOTAL LOTS

FUTURE LAYOUT  
 17 = 50' X 100' LOTS  
 172 + 17 = 189 LOTS  
 CURRENT PLUS FUTURE



**PRELIMINARY SITE PLAN**  
**FOREST GROVE PROPERTY**  
 WASHINGTON COUNTY, OREGON  
 NOVEMBER 29, 2004

PLAN 7



# **Attachment # 5**

**ODOT Letter  
& Attachments**



# Oregon

Theodore R. Kulongoski, Governor

Department of Transportation

Region 1  
123 NW Flanders Street  
Portland, OR 97209-4037  
503.731.8200  
FAX 503.731.8259

1/14/2011

City of Forest Grove  
Attn: Forest Grove Planning Commission  
P.O. Box 326  
1924 Council Street

Re: Forest Grove TSP and ODOT Paving Project

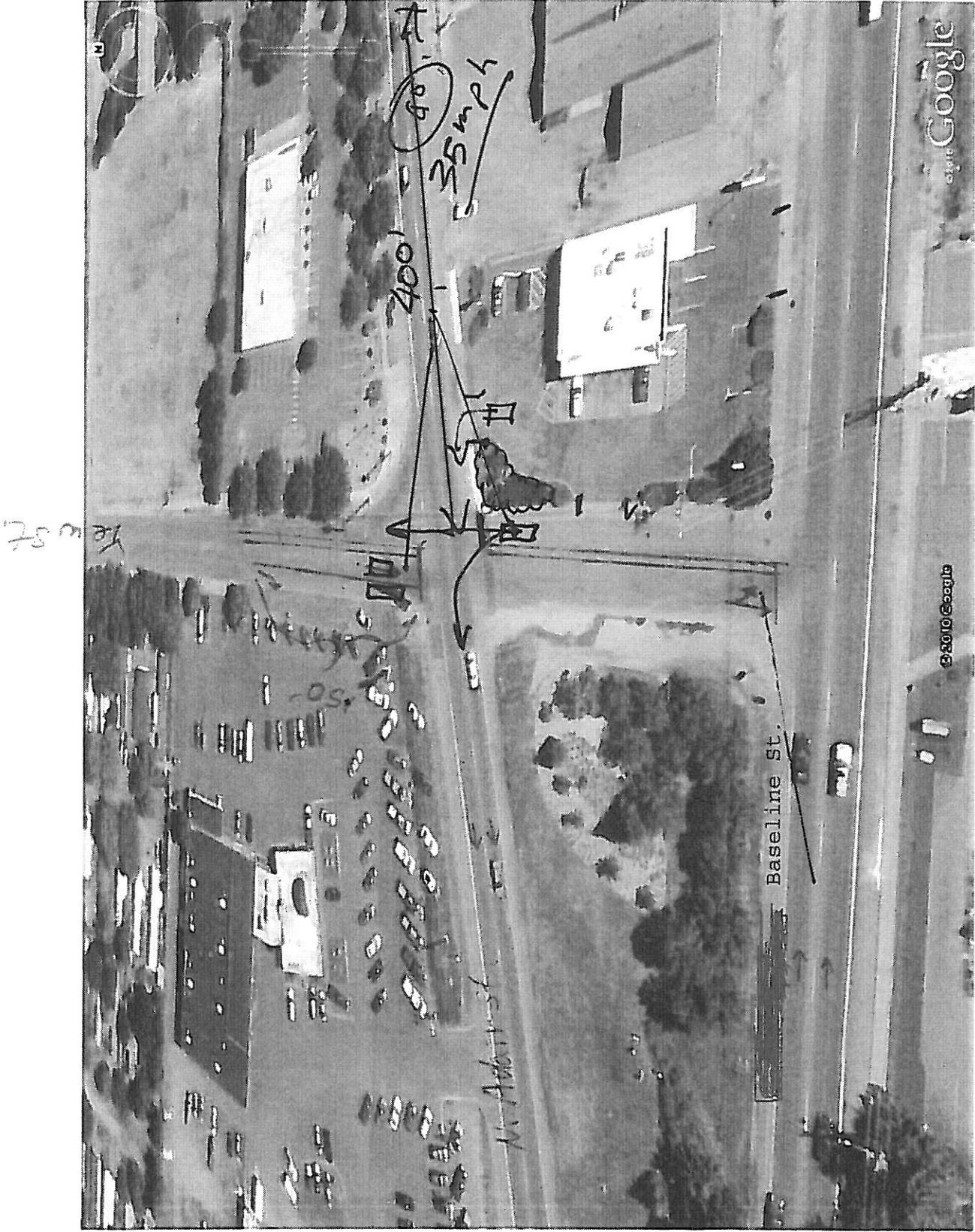
Dear Forest Grove Planning Commission,

On December 10<sup>th</sup> Rian Windsheimer (ODOT Planning and Development Manager) and I met with City staff to discuss the Forest Grove TSP update and general transportation funding issues. At that meeting we discussed the possibility of ODOT adding work to our upcoming paving project in order to address issues at the Quince St / Pacific Ave and Yew St / Adair St intersections. As you may know, ODOT is currently finalizing plans for a pavement preservation project on Tualatin Valley Highway between Minter Bridge Road and Quince St.

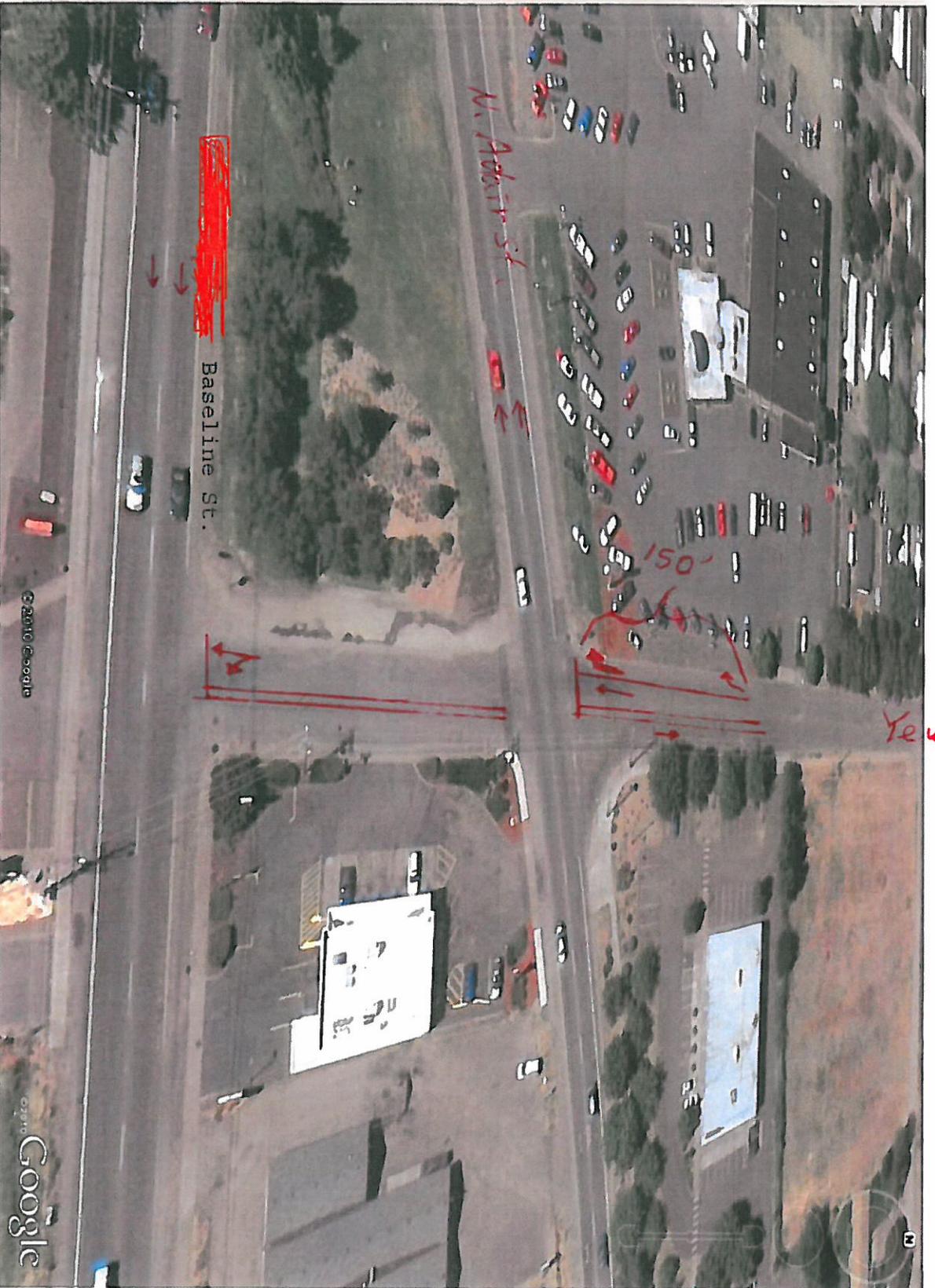
This letter is to inform you that ODOT will be able to add improvements at both intersections. At Quince St and Pacific Ave, our project team is planning to install a pedestrian island and crosswalk on the east leg of the intersection. This will enhance pedestrian access and prevent the need for pedestrians to make three crossings in order to traverse the east leg of Pacific Ave. The improvements at Yew St are currently being scoped. At a minimum, ODOT will add stop bars on the north and south legs of the intersection, which will help pull vehicles up to a safe position where they can be seen by oncoming vehicles and have a better vantage point for finding gaps in traffic to cross the highway. If there is adequate right of way to meet City street standards, ODOT will also add a southbound right turn lane. This turn lane would separate right turning movements from through movements, shortening the amount of time vehicles have to wait in the queue and potentially reducing risk taking behavior. These improvements will help address needs identified in the Forest Grove TSP update and ODOT and the City will continue to work together to improve all modes of transportation. Please feel free to contact me for more details.

Thank you,

Seth Brumley  
Associate Planner  
ODOT Region 1 Planning  
(503) 731-8234  
fax (503) 731-8259



N. Adair St. (TV Hwy. WB) at Yew St.



N. Adair St.

Baseline St.

Yew St.

150'

N. Adair St. (TV Hwy. WB) at Yew St.

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Google

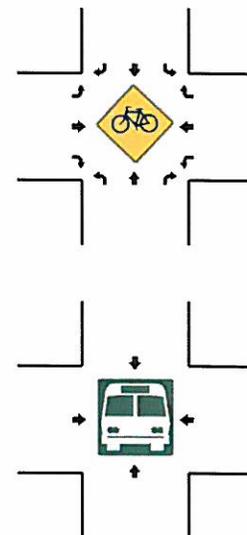
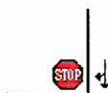
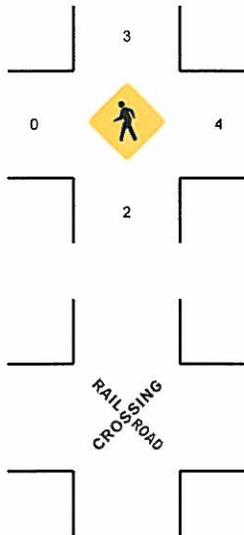
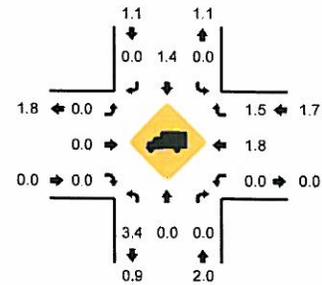
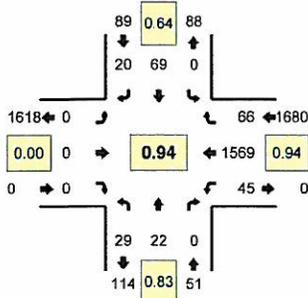
# **Attachment # 6**

**Pedestrian Count at Yew / Adair**

**LOCATION:** Yew St -- N Adair St  
**CITY/STATE:** Forest Grove, OR

**QC JOB #:** 10244505  
**DATE:** 4/3/2007

**Peak-Hour: 5:00 PM -- 6:00 PM**  
**Peak 15-Min: 5:05 PM -- 5:20 PM**



5-Min Count Period Beginning At	Yew St (Northbound)			Yew St (Southbound)			N Adair St (Eastbound)			N Adair St (Westbound)			Total	Hourly Totals
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right		
4:00 PM	3	1	0	0	2	2	0	0	0	7	101	1	117	
4:05 PM	1	2	0	0	0	3	0	0	0	3	143	9	161	
4:10 PM	3	3	0	0	9	1	0	0	0	2	142	1	161	
4:15 PM	1	3	0	0	9	2	0	0	0	0	132	2	149	
4:20 PM	0	1	0	0	5	2	0	0	0	5	118	7	138	
4:25 PM	2	2	0	0	5	3	0	0	0	3	131	6	152	
4:30 PM	3	2	0	0	13	5	0	0	0	1	121	6	151	
4:35 PM	2	3	0	0	16	4	0	0	0	3	134	6	168	
4:40 PM	0	0	0	0	5	0	0	0	0	2	124	8	139	
4:45 PM	2	3	0	0	5	1	0	0	0	4	142	5	162	
4:50 PM	4	1	0	0	4	2	0	0	0	0	135	4	150	
4:55 PM	4	2	0	0	5	4	0	0	0	0	103	6	124	1772
5:00 PM	1	2	0	0	5	3	0	0	0	2	116	5	134	1789
5:05 PM	4	3	0	0	8	2	0	0	0	1	139	8	165	1793
5:10 PM	1	2	0	0	6	1	0	0	0	5	142	6	163	1795
5:15 PM	1	1	0	0	3	2	0	0	0	4	140	3	154	1800
5:20 PM	2	1	0	0	7	0	0	0	0	3	132	3	148	1810
5:25 PM	3	1	0	0	5	0	0	0	0	5	133	4	151	1809
5:30 PM	4	3	0	0	5	2	0	0	0	3	142	2	161	1819
5:35 PM	2	1	0	0	8	5	0	0	0	3	138	5	162	1813
5:40 PM	1	2	0	0	6	3	0	0	0	5	116	7	140	1814
5:45 PM	2	1	0	0	5	0	0	0	0	4	140	9	161	1813
5:50 PM	5	4	0	0	3	1	0	0	0	5	111	8	137	1800
5:55 PM	3	1	0	0	8	1	0	0	0	5	120	6	144	1820
Peak 15-Min Flowrates	Northbound			Southbound			Eastbound			Westbound			Total	
All Vehicles	24	24	0	0	68	20	0	0	0	40	1684	68	1928	
Heavy Trucks	0	0	0	0	0	0	0	0	0	0	52	4	56	
Pedestrians		0			4			0			4		8	
Bicycles														
Railroad				0	89	29				23	1537	53		
Stopped Buses														

Comments:

# **Attachment # 7**

# Memorandum

**To:** City Council  
**From:** Derek Robbins, Civil Engineer  
**Date:** February 14, 2011  
**Re:** ODOT Comments on Traffic Signal at Yew Street

---

Attached is email correspondence from ODOT regarding why a signal should not be part of a solution for traffic concerns at Yew and Adair.

**From:** BRUMLEY Seth A [mailto:Seth.A.BRUMLEY@odot.state.or.us]  
**Sent:** Thursday, January 27, 2011 2:39 PM  
**To:** Rob Foster  
**Cc:** BAUMGARTNER Douglas G  
**Subject:** RE: Yew Street

First, DKS said that based on how close this intersection is to Baseline and Mountain View it could cause safety and operational problems. This excerpt from the DKS memo is a good summary of all of the reasons the signal would be problematic:

#### Alternative 1: Traffic Signals

While traffic signals provide a good solution for these intersections in isolation, the surrounding environment must be taken into account. The short distance between intersections (approximately 650 feet to Mountain View Lane and just 190 feet to Baseline Street) presents additional issues with signal coordination and queues that could exceed storage and block traffic at adjacent intersections. These proposed signals would have significant construction costs when factoring in coordination with the existing signal at Mountain View Lane and potentially between Baseline Street and Adair Street signals as well.

Introducing new traffic signals at the Yew Street intersections violates ODOT's signal spacing criteria. Placing multiple signals in close proximity has ramifications for signal timing efficiency, traffic flow speeds and progression, flexibility for varying time-of-day demand, safety, and total operating and user costs.

Second, and most importantly, the City engineer doesn't think a signal is the right solution. You don't want to create a platoon of cars going south because there is only about 160 ft of storage at the Baseline stop sign. If this gets filled up and a Wal-Mart truck needs to turn around at Yew, it will have to stop in the travel lane and back up traffic behind it and may block Yew entirely. Or if there is a truck waiting at the Baseline stop sign and the southbound platoon at Adair gets a green, they will pull up and find they don't have enough room and will be stuck in the highway intersection, blocking traffic and creating safety problems. Furthermore, in the peak hour there are 1680 vehicles travelling west on Adair and 140 going north and south on Yew (I have attached the traffic counts from 2007 for reference and to help build the case). While vehicles on Yew may have to wait a little bit for a gap, the vast majority of Forest Grove citizens live west of this intersection and they don't want to have to wait at another signal on TV Highway, which is the only way to get into town from the east. As Forest Grove grows to the north, adding a signal at Yew will encourage people to cut through the industrial area on 24th. If they are sitting at a red light and nobody is crossing they may get fed up and turn right on Yew or ignore the signal altogether. The signal will likely result in more rear end crashes and there is already a signal at Mountain View that isn't being fully utilized.

A signal may make it easier to cross Adair, but Adair is a two lane, one way street, the speeds are relatively low, and there were only 9 pedestrians counted in the peak hour in all directions. Only half of those crossed the highway. A million dollar signal seems excessive for the 5 people who could walk 600 ft to Mountain View if they really need the protection of a signal.

Third, Cornelius used to have a signal on the east end of the couplet in a location very similar to Yew (See Cornelius Page 2). They have since gone in and taken it out to put a signal at a location where the couplet comes together, similar to Mountain View (Cornelius Page 1). Because this was a better solution for Cornelius they were willing to tear out a signal, build a new signal, and extend the connecting road. Why not take advantage of the fact that Forest Grove

already has a signal in the right place and some of the ROW for the street? Why waste money on infrastructure that will have to be removed in the future?

Finally, this is an ODOT facility and ODOT does not think a signal is a good solution and would not approve installation, especially when there is an identified solution at Mountain View. Putting the signal in the TSP will not change this. On the other hand, if the signal is not in the TSP it doesn't mean that Forest Grove can't ask for a signal in the future. Generally, ODOT does not look to TSPs for traffic control devices. Those decisions are made based on sound engineering judgments.

Please let me know if you need clarification on any of these arguments. You can decide which ones would make the most sense for City Council.

Thanks,

Seth

# **Attachment # 8**

Fernhill Wetlands Council  
1324 Hawthorne Street  
Forest Grove OR 97116

January 27, 2011

Dear Mayor and members of the City Council:

The Fernhill Wetlands Council had the opportunity to discuss at our January 20, 2011, the Transportation System Plan that has been recommended to the City Council . Our discussion focused on the proposed roadway that would allow an alternative to Highway 47/Highway 8 between Elm Street and Mountain View Lane especially for truck traffic. Our concern is about the link between Fernhill Road and Poplar Street. We believe strongly that any such road should not be placed south of the Clean Water Services Water Treatment Plant as this would be too close to the Fernhill Wetlands. Our Council voted unanimously to oppose any such road at this location.

As you are familiar with the Fernhill Wetlands is home to many species of birds, both local and migrating, and having truck traffic south of the Treatment Plant would be most disruptive. In addition, the Wetlands is a popular site for various types of recreation that are based on having a more bucolic atmosphere than one of truck traffic nearby.

Thank you for considering adding language to the TSP that would restrict any such road to north of the Treatment Plant.

Sincerely,

A handwritten signature in cursive script that reads "Thomas Beck".

Thomas Beck, Secretary/Treasurer  
Fernhill Wetlands Council

**Other**

**Attachments**

# Memorandum

**To:** Planning Commission  
**From:** Derek Robbins, Civil Engineer  
Jon Holan, Community Development Director  
**Date:** December 6, 2010  
**Re:** Remand of Transportation System Plan to Planning Commission

---

The City Council at their hearing on October 25, 2010, remanded the Transportation System Plan back to the Planning Commission. The reasons were several: new testimony received by the Council from ODOT, David Morelli and the Forest Grove School District and none of the appendices that are part of the document were included in the version considered by the Commission.

Attached are several items for the Commission's consideration, as follows:

- The TSP with the following appendices and attachments:
  - Yew and Adair Alternatives Analysis
  - Bike and Pedestrian Programs memo
  - Existing Volumes and Geometry
  - Technical Memo #1 – Background Document Review
  - Highway 47 Access Management Plan Alternatives Analysis Memo
  - Land Use Summary
  - Operations Analysis:
    - City Existing Conditions
    - Highway 47 Existing Conditions
    - TSP No Build – City Future Conditions
    - TSP No Build – City Future Conditions, Part 2
    - TSP Highway 47 No Build – Future Conditions
    - TSP Highway 47 No Build – Future Conditions, Part 2
  - TPR Compliance Memo
  - TPR Compliance Memo – Table

- Traffic Counts
- HWY 47 Traffic Control Options Memorandum
- Baseline Conditions – Hwy 47 Queuing Report
- Baseline Conditions – Hwy 47 Queuing Summary
- Future Conditions – Hwy 47 Queuing Report
- Future Conditions – Hwy 47 Queuing Summary
- Citizen Input – Couplet Extension/Signal Timing/Road Circulation Concepts
- Highway 47 Access Management Plan Report
- Staff Memo to City Council dated October 25, 2010
- ODOT letters dated September 2, September 23, and October 18, 2010
- Testimony provided by David Morelli to the City Council
- Forest Grove School District materials originally submitted to City Council on September 27, 2010
- Minority Report submitted by David Morelli – received November 26, 2010

## **Background**

The Transportation System Plan (TSP) without appendices was originally considered by the Planning Commission at its September 7<sup>th</sup> meeting. At that meeting, the Commission recommended approval of the TSP with several modifications as follows:

- Show a clear proposed roadway extension line of 19<sup>th</sup> West of B Street to Richey Road.
- Corrections on Sidewalk Map – Show propose sidewalks on Hawthorne south of 19<sup>th</sup> to Hwy 47.
- Show corrections to Roadway Jurisdiction Map – Pacific west of E street is County Road and E Street belong to City.
- Correction to Roadway Map – Hawthorne currently does not connect to Hwy 47.
- Add explanation as to why certain transportation deficiencies are not being addressed now in regards to the proposed project priority listed in Chapter 10.
- Add a comment with respect to the need for improvements to Fern Hill Road and B Street as it relates to flooding.
- Add new Policy 10g to only require sidewalks on one side of a local street as a minimum requirement.

The City Council held public hearings on September 27<sup>th</sup> and October 25<sup>th</sup>. At the Council meetings, the complete TSP with appendices was provided. In addition, ODOT,

David Morelli and the Forest Grove School District submitted testimony not provided to the Planning Commission. The City Council remanded the entire document back to Planning Commission due to the substantial amount of information provided in the appendices not considered by the Commission and the new testimony that was submitted to the City Council.

### **Discussion and Analysis**

Staff has provided an analysis of the new testimony in its memo to the City Council dated October 25<sup>th</sup>. Briefly, that memo concluded:

**ODOT:** The memo addresses the comments submitted by ODOT from its September 23<sup>rd</sup> and October 8<sup>th</sup> letters. The October 18<sup>th</sup> letter submits additional comments to reinforce their belief that a signal at Yew and Adair would not meet criteria to consider a signal. The letter also identifies other low cost alternatives to improve the safety of the intersection.

Staff recommends that, if found appropriate, the Yew Street/Adair traffic signal be retained in the plan. In making this recommendation, we realize that any signal at the intersection will require ODOT approval and based on the testimony, there is a strong likelihood that any request by the City would be denied. Thus, staff believes that instead of focusing on the short-term solution, the City and ODOT should pursue the long-term solution of extending Mountain View to Yew Street north of State Highway 8.

The staff memo also recommends two wording changes to the document the Commission should consider.

**Mr. Morelli:** The road improvements Mr. Morelli discussed are incorporated into the document and staff has no objections to identify proposed roads as lines on the map rather than arrows. The other part of his testimony related to the ODOT requirements for a traffic signal.

**Forest Grove School District:** Staff indicated that, based on proposed TSP standards, there is a need for the extension of Hartford Drive as a local street but not as a collector, which it currently is designated. Staff was divided in terms of the need for the extension, citing the need for area circulation in support of the connection and potential safety issues associated with a street bisecting a high school campus.

## **Further Discussion**

Since the October 25<sup>th</sup> memo was issued, City staff has discussed the Hartford extension matter further. The conclusions are that there are a multitude of issues that need further exploration and that the current recommendation contained in the TSP (the need for further analysis) remains appropriate. At a meeting with the School District's consultants, there was a concurrence to proceed with the study. However, the consultants expressed concern with the City taking action on the TSP until such a study has been completed. Their concern is timing. Apparently, the time line to proceed with the site plan for the high school expansion requires land use permits being obtained early enough to allow seeding of the fields this summer.

Staff has no objection with the Planning Commission to continue the hearing on the TSP to a date certain to allow the study to be completed. If the Commission supports a continuance, we would recommend continuing it no later than March 7, 2011.

The minority report submitted by David Morelli was submitted during the holiday and staff has not had time to review and comment. We will be prepared to address the item at the hearing.

## **Alternatives**

The Commission may proceed with one of the following options:

- Recommend approval as presented;
- Recommend approval with modifications including those identified previously by the Commission and any further modifications based on testimony received;
- Identify specific issues that require further investigation by staff and continue the matter to a date certain; or
- Recommend denial of the TSP.

## Memorandum

**To:** Planning Commission  
**From:** Derek Robbins, Civil Engineer  
Jon Holan, Community Development Director  
Rob Foster, Public Works Director  
**Date:** December 6, 2010  
**Re:** November 26<sup>th</sup> Citizen Report

---

Following is staff's response to a Citizen Report submitted on November 26<sup>th</sup>, 2010. The Citizen report gives several suggestions on the Transportation System Plan for consideration.

Ideas in this Citizen Report have already been presented and reacted to by the TSP/AMP Project Advisory Committee before the first planning commission hearing. The current draft TSP is a result of the Project Advisory Committee review and includes their decisions about incorporating proposed ideas or not.

It is important to note that the TSP is a policy level document and not a vehicle for in-depth transportation analysis. Many of the ideas in the citizen report require a more refined analysis before conclusions on feasibility can be reached.

### **Highway 47 Bypass Access and Signal Timing Proposal**

The idea of a coordinated timing scheme for Highway 47 has been referenced in the TSP. A more detailed traffic analysis would be required before conclusions can be reached on the feasibility of this idea. The consultant provided an initial review of this proposal. Results from the initial review suggest this idea may have flaws and not provide much benefit. Furthermore, in order for feasibility of idea to be more conclusive, consultant suggested a more detailed analysis (progression analysis).

## **19<sup>th</sup> and Pacific Avenue Couplet Extension**

This proposal focuses on an idea to extend the couplet east of Highway 47. The project may improve future capacity at the intersection of Hwy 47 and Hwy 8. This suggestion has been identified in the TSP as a Refinement Plan Study Area. There are multiple solutions for improvements to this area. The key stakeholders have come up with multiple answers. Furthermore, the issues surrounding this idea are complex and involve several interconnecting transportation issues that also need to be studied. Thus, further analysis beyond the scope of the TSP needs to be completed. Another potential issue with the proposal is that it is likely an expensive option which would likely affect the number of projects the community could afford to complete during the planning period.

## **Yew Street/Adair Avenue/Mountain View Lane**

Connections between Yew Street, Adair Avenue, Mountain View Lane have been reviewed and referenced in the TSP. The Citizen Report gives a two fold recommendation, similar to the Project Advisory Committee (PAC) idea. The short-term plan would be to install a signal at Yew and Adair to deal with current deficiencies. Staff has provided comments on this issue in past memos in response to ODOT comments. The long-term plan would be to further analysis the solution of extending Mountain View Lane to Yew Street. The primary consideration is how to best accomplish that objective, which needs detailed analysis beyond the scope of the TSP and the participation of the City, ODOT and affected property owners.

## **Connection of Martin Road to Highway 47**

The PAC has concluded a different solution surrounding the intersection of Martin Rd/Hwy 47 than what was suggested in the Citizen Report. The recommended solution for this area has been broadened, due to the complex and interconnected transportation issues surrounding these areas. The resulting recommendation from the PAC was a five legged roundabout that includes connections with 23<sup>rd</sup> and Holladay extensions. At this point the idea is conceptual and future study would be required.

## **Local Circulation and Extension Concepts**

Staff recommends the Planning Commission consider the ideas about additional local road extension concepts in the Citizen Report. The Citizen Report gives good additional suggestions for enhancing local street circulation concepts including showing lines rather than arrows on the TSP for 19<sup>th</sup> Ave/Strassberg Road extensions around Richey Road, Watercrest-Nichols Alignment, and Willamina-Willamina connection.

## **Goals and Policy Proposals**

In general terms, much of the Citizen Report suggested ideas about Goals and Policy are covered. Many of the suggestions are too detailed to be included in the goals and policies. For instance, Goal four general descriptions of designing a constructing transportation facilities in a manner that enhances the livability of Forest Grove allows for more detailed proposals and takes into account the need for more specific analysis as to where, when, and what type of traffic signals to consider. Several of the recommendations in the Citizen Report have been incorporated into other sections of the TSP including plans for enhancing transit, and looking into opportunities for coordinated signal timing on Highway 47 and Highway 8. Some suggestions about goals and policy actions in the Citizen Report seem unrealistic and difficult to implement, such as considering heated sidewalks and windbreaks as part of a pedestrian facility design. Other suggestion in the citizen report about goals and policy seem out of context, including suggestions about land use regulations.

## **Other Corrections**

Staff agrees on the fact of "B" Street and "Fern Hill Road experiencing closure due to flooding during inclement weather periods. However, staff believes this is not a frequent occurrence. This fact can be incorporated into the TSP. At this time the City is not planning to develop options for corrections to these flooding issues.

# **Planning Commission Minutes**

PLANNING COMMISSION MEETING MINUTES  
FOREST GROVE COMMUNITY AUDITORIUM

December 6, 2010 –7:00 P.M.

PAGE 1 of 8

1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:00 p.m.

**Planning Commission Present:** Tom Beck, Carolyn Hymes, Al Miller, Lisa Nakajima, and Luann Arnott. Carolyn Hymes arrived at 7:01 p.m. after the meeting had begun.

**Absent:** Charles Kingston and Fred Smith

**Staff Present:** Jon Holan, Community Development Director; James Reitz, Senior Planner; Rob Foster, Director of Engineering, Derek Robbins, City Engineer, Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:**

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

2.2 **PUBLIC HEARING:**

**A. CUP-10-00949: Conditional Use Permit as requested by Dogwood Distilling Company (Matt Hottenroth) to allow a small-batch distillery at 1835 19<sup>th</sup> Avenue. Subject site is located at the northwest quadrant of 19<sup>th</sup> Avenue and "A" Streets. (Washington County Tax lot 1S306BB05900.)**

Chairman Beck opened the public hearing at 7:02, read the hearing procedures, and asked the Commissioners for any conflicts of interest, ex-parte contacts, bias or abstentions. There were none, and no challenges from the audience. Chairman Beck called for the staff report.

Mr. Reitz began with photographs included in the Commissioner's packet to orient everyone. Mr. Reitz said this was typically a tenant improvement if located in an industrial zone, but this is located in the Town Center zone which allows some light industrial with Planning Commission approval. He indicated the applicant is occupying an existing space, and there would be a limited amount of interior improvement and no exterior improvements. Reitz said he had discussed putting in a street tree, but there is not sufficient space to do so.

Mr. Reitz said the applicant is the primary employee with some others working periodically. He explained that the Town Center zone has no parking requirements, and the number of employees is minimal so parking is not an issue. Reitz said staff considered loading and unloading might be an issue, but staff had been told by the applicant a full sized pickup truck would mostly be used, so that is not an issue. Reitz said staff recommends approval with two standard conditions.

Commissioner Nakajima noted that there will be an exhaust vent, and asked the applicant what will be vented.

0340049A  
**PLANNING COMMISSION MEETING MINUTES  
FOREST GROVE COMMUNITY AUDITORIUM**

December 6, 2010 –7:00 P.M.

**PAGE 2 of 8**

Mr. Holan said with a distillery there might be odor, but the applicant will use previously prepared components with the fermentation already done off-site, so odor is not an issue.

Chairman Beck asked if the materials used are combustible.

**APPLICANT:**

**Matt Hottenroth, 37065 SW Goddard Rd., Cornelius, OR.** Mr. Hottenroth stated that the materials are cooked low and slow. He explained that the natural gas burner is inside a brick container, and the alcohol level is not high enough to ignite by contact with flame. Hottenroth said there will be no more exhaust than a kitchen stove, and the ingredients are at a very low boil to boil off the water and leave the alcohol.

**PROPONENTS:**

**Teri Kroener, Director of Chamber of Commerce, 2417 Pacific Ave., Forest Grove, OR.** Ms. Kroener said the Chamber of Commerce supports this application, and thinks it is an appropriate use.

**OTHER:** None

**COMMISSION DISCUSSION:**

Commissioner Miller said this was a pretty straight forward application and appears to meet the criteria.

**Commissioner Nakajima made a motion to approve CUP-10-00949 to allow a small batch distillery at 1835 19<sup>th</sup> Avenue. Commissioner Miller seconded. Motion passed 5-0.**

**B. Transportation System Plan remand from City Council.**

Chairman Beck called for the staff report.

(7:26 pm)

Mr. Holan explained that this item has been heard by the Planning Commission on September 7<sup>th</sup>, then by the City Council on September 27<sup>th</sup>, and was remanded back to the Planning Commission. He said the reason for the Council remand back to the Planning Commission was because information was submitted by David Morelli and the Forest Grove School District made comments not heard by the Planning Commission. In addition, Holan said the original Planning Commission packet did not contain the appendix. He explained that the Commission packet for this meeting contained the TSP, TSP Appendix, Morelli's testimony, ODOT information, F.G. School District information, and the minority report from David

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

December 6, 2010 –7:00 P.M.

**PAGE 3 of 8**

Morelli.

Holan said what the TSP recommends is appropriate. He said the School District has engaged a consultant to do further study, and staff has no objection to a continuance until those results have been completed. Holan explained that there is no deadline involved with the TSP. He stated that the School District is anticipating applying for a Conditional Use Permit, and wants to get the TSP resolved before that.

(7:29 pm)

Mr. Robbins thanked David Morelli for the time and effort he has put into the Minority Report (Handout #1). Robbins explained that this information is throughout the TSP, but staff asked Mr. Morelli to compile it into one packet.

Chairman Beck said a few things bother him. He said one thing that bothers him is the consultants seem to expect the City to just accept what they have said, but the consultants need to be open to citizen input. The TSP should be written in the way the City wants. Beck said the TSP should be as inclusive as possible about what is to be studied and where.

Mr. Foster said signal timing on Hwy. 47 is a big part of the Minority Report, and there was a lot of objection to this.

Chairman Beck stated that the TSP should say the timing of lights should be studied, and also the future needs should be fleshed out more as to why we want these things done.

Mr. Foster explained that the committee struggled because ODOT wants to limit new access. He said the committee pushed hard, but ODOT held their position, and ODOT could ultimately object to the City's TSP.

Chairman Beck said from a citizen's point of view, the City should get as much into this plan as possible. Beck said Mr. Morelli has been helpful with hard data.

Mr. Robbins said the idea is to extend the couplet east of Hwy. 47.

Commissioner Nakajima stated there are some stakeholders who will oppose this extension.

Chairman Beck said the best solution is to extend Mountain View Lane to Yew St., but it takes money, and the City needs a solution soon. Beck said the intersections that are failing are not being improved.

Commissioner Nakajima stated the City used to have a truck route defined through the city and many of these big issues could potentially be resolved with a truck route. Nakajima said the Pacific Ave./Hwy. 47 intersection needs to have truck

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

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traffic removed, and there needs to be a signal at Yew St. She said Mountain View Lane should be protected due to children and pedestrians – safety is the issue.

Chairman Beck agreed that there needs to be a signal at Yew St. soon.

Mr. Robbins said his concern is back-up issues in the short road segment on Yew Street between Adair St. and Baseline.

Chairman Beck stated the City needs a better action plan to resolve these issues.

Mr. Foster stated he is not convinced timing the signal will work.

Chairman Beck said coming back to Forest Grove is bad. He said Hillsboro works well because the lights are timed, but in Cornelius traffic gets stuck at every light.

Beck stated that general policies have very little meaning. He said Mr. Morelli has given better direction to the City's policy statements on Page # 3 of the Minority Report, and asked staff what they thought.

Mr. Foster explained that the City follows traffic control device standards, but to put an actual number in our plan it is too detailed for a policy document.

Mr. Holan said something like this could be changed outside the TSP.

Mr. Foster wanted to remove the demand feature from pedestrian crossing signals to give the City flexibility to decide by intersection. Foster said he would be opposed to putting many of Mr. Morelli's policies in the TSP.

Mr. Robbins said there is a place to put the Minority Report in the TSP appendix.

Chairman Beck said Goal # 9 is good if stopped after the word safety.

Mr. Foster agreed that needs to be in the TSP.

Chairman Beck said one thing we should think about is potential bus routes.

Mr. Foster said the City is trying to extend Bus # 57 to the high school, but the problem is the street system up there.

Chairman Beck said the City has two major problems getting in and out of Forest Grove when it rains a lot. He said people expect Fern Hill Rd. to flood – it is in a wetland, but "B" St. is a major route into Forest Grove and something needs to be done like raise the bridge. He said "B" St. floods in a smaller area than Fern Hill Rd.

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Mr. Foster explained the implications of raising the bridge above the flood plain, and said it would have to be a very long bridge. Foster said it would make sense to replace the old bridge with a bigger bridge, but it would still have to have overflow capabilities (a dip) due to potential problems from water backing up.

Chairman Beck said the City needs to consider more seriously how to fix “B” St., and the TSP should identify the things we are thinking about.

**PROPONENTS:**

**Mimi Doukos, WRG, 5415 SW Westgate Dr., Portland, OR 97221.** Ms.

Doukos said the School District is asking for the Planning Commission’s help. She explained that the bond measure passed in November that will allow improvements to the high school, and this has lead to a discussion about what to do with the expansion of the high school campus rather than a separate campus. Ms. Doukos stated that the Hartford Dr. extension is an issue. She explained that the School District wants to construct new athletic fields on the north end of the property to replace existing fields, which will be turned into a parking area. Doukos stated that a street bisecting high school property is not a good policy. She explained that the School District wants to come in with a “clean” land use application, so wants to resolve this issue. She said the School District is not opposed to connectivity, and has had ongoing discussions with staff. Doukos said the School District wants to discuss with the Planning Commission the future vision for this area. She said the School District is considering an extension of Hartford Dr. with full emergency connectivity, and bollards to stop any other traffic. Doukos said David Hill Rd. would be used for the main connectivity.

**Matt Hughart, Kitterson & Associates, 610 SW Alder, Portland, OR 97205.**

Mr. Hughart said the applicant would like to meet with the Planning Commission at the earliest Planning Commission meeting in January as timing is an issue, and the applicant’s report could be ready in early January.

**Yvonne Curtis, Forest Grove School District, 1728 Main St., Forest Grove, OR 97116.** Ms. Curtis asked the Commissioners whether they had any questions, and asked what the School District can provide in the way of information. Ms. Curtis explained that the School District wants to provide local jobs, so the project is being broken down to provide this opportunity. She asked if there is a way to step up the time line.

Chairman Beck explained that the Planning Commission meets the first and third Monday of the month, staff needs time to analyze what the applicant will be presenting, so the earliest Planning Commission meeting possible would be Tuesday, January 18, 2011 (due to Martin Luther King holiday). Beck said the Commission also wants the Hartford Dr. issue resolved before the Conditional Use Permit application is considered.

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Mr. Hughart showed an aerial photograph of existing conditions, and indicated how the Hartford Dr. extension would divide the campus. He explained that students would have to cross Hartford Dr. at mid-block to reach the athletic fields. Hughart showed several other options.

Ms. Doukos said fencing at access points around the property allows security to monitor just those access points, and fencing will be part of the CUP application.

Mr. Hughart stated that a potential option would be to provide a secondary street connection on the east side of the property from Nichols Lane to David Hill Rd.

Ms. Doukos explained that there are power lines where this connection would go, and also a wetland. She said “B” St. and Main St. do not have these impacts.

Mr. Hughart said the last option would be to give back some right-of-way to extend Nichols Lane across the south side of the high school property, but the School District wants to study this more.

Mr. Robbins explained that the old TSP showed an east-west connection of Hartford Dr. He stated east-west connections in that area are disjointed, and there is no big east-west connector until Purdin Rd.

Chairman Beck agreed that there are a lot of roads in the area that do not connect. Beck stated that an east-west connection is needed, so the School District will have to provide one, and Hartford Dr. or Nichols Lane are the only roads the School District controls. Beck said the areas around the high school that can be developed are important.

Commissioner Arnott said if Nichols Lane were accessible all the time it would be great, and Commissioner Nakajima agreed.

Ms. Doukos explained that it is more of a circulation and safety policy issue than traffic volume.

Mr. Holan explained that there are spacing standards in the TSP for collector and local access streets. He said the police mentioned a concern about a cul de sac at Hartford Dr. He explained that there are issues with the alignment of Nichols Lane. Holan said doing a north-south access on “B” St. and Main St. is doable, but staff would be concerned about increased traffic in front of the elementary school on “B” St. He said Main St. does not have that problem. Holan said the area north of David Hill Rd. will in some part come in as Urban Reserve, which would mean jobs and truck traffic.

Mr. Robbins stated that Nichols Lane is a better connection.

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Chairman Beck said he does not want to run Hartford Dr. through school property, because there is a safety issue.

Chairman Beck stated that doing Nichols Lane and putting a north-south connector on the east side of the high school property would be the best that could be done if Hartford Dr. was not put through. Beck asked the School District to have the information to staff in preparation for the January 18<sup>th</sup> meeting.

**PROPOSERS:** None.

**OPPOSERS:** None.

**OTHER:**

**David Morelli, 1320 Cedar St., Forest Grove, OR 97116.** Mr. Morelli showed another option for the School District proposal. Morelli stated that if Hartford Dr. were put through, parking was on the north side of the property, and the athletic fields were placed on the south side, the School District could begin building tomorrow. Morelli gave a handout to the Commissioners showing corrections to the TSP. He explained that details are quite appropriate in the TSP, and gave examples of details already in the TSP. Morelli asked that the Commission consider adding the Minority Report as a fixed part of the TSP, and the map showing traffic backup. He stated that the land needed for the extension of the couplet is currently vacant and land prices are low, so this would be a good time to buy. Morelli said putting in a median does not allow eastbound traffic access to property to the north of Pacific Ave., and selling the Chevrolet property would be difficult. Morelli discussed timed signals and traffic flow as stated in the Minority Report, and summarized by stating that the goal is to move traffic.

Mr. Robbins stated that the appendix to the TSP does include the queuing report.

**Chairman Beck continued the hearing to January 18, 2011.** Beck said the Commission will want to see changes to the draft TSP, and the School District information. He explained that there needs to be a specific plan for the high school area to pass along to the City Council.

**2.3 ACTION ITEMS:** None scheduled.

**2.4 WORK SESSION ITEMS:** None scheduled.

**3.0 BUSINESS MEETING:**

**3.1 APPROVAL OF MINUTES:** Commissioner Nakajima made a motion to approve the minutes of the November 15, 2010, meeting. Commissioner Arnott

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seconded. Motion passed 5-0 with a voice vote.

- 3.2 **REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:** None.
- 3.3 **DIRECTOR'S REPORT:** Mr. Holan gave a brief update on the Reserves process.
- 3.4 **ANNOUNCEMENT OF NEXT MEETING:** Next meeting will be held on Tuesday, January 18, 2010, due to the holiday.
- 3.5 **ADJOURNMENT:** The meeting was adjourned at 9:45 p.m.

Respectfully submitted by:  
Marcia Phillips  
Assistant Recorder

PLANNING COMMISSION MEETING MINUTES  
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1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:00 p.m.

**Planning Commission Present:** Tom Beck, Carolyn Hymes, Fred Smith, Al Miller, Lisa Nakajima, Luann Arnott and Charles Kingston.

**Staff Present:** Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Rob Foster, Director of Engineering & Public Works; Derek Robbins, City Engineer; Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:**

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

2.2 **PUBLIC HEARING:**

A. **Transportation System Plan (TSP) remand from City Council  
(continued from December 6, 2010).**

Chairman Beck asked staff for an update.

Mr. Holan gave each of the Commissioners a copy of a letter from ODOT, dated 1-14-2011 (Handout # 1), regarding the Transportation System Plan and ODOT paying project.

Mr. Holan stated that Kittelson and Associates provided a report giving more information regarding circulation around the high school, and based on their analysis the report stated five conclusions:

1. David Hill Rd. needs to be extended to Highway 47.
2. There is a need for an east-west connection
3. Nichols Lane would provide the best connection
4. Main and “B” Streets should extend to David Hill Rd. with discouragement of through vehicular traffic on “B” St.

Mr. Holan said these recommendations have been incorporated into the TSP.

Mr. Foster said staff had met with ODOT, and ODOT is opposed to placing a traffic light at Yew St. with concerns about the capacity of the highway. Foster said ODOT has offered some suggestions to improve the Yew St. intersection.

Chairman Beck asked the Commissioners if they had questions about the high school situation.

Commissioner Nakajima asked whether or not the sidewalk will be built on the high school side of Nichols Lane.

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Commissioner Arnott stated that the sidewalk is currently on the other side of the street, and people should not have to jump back and forth.

Chairman Beck said this was a very good point. The Commission's goal is to have sidewalks on at least one side of the street, especially collector streets, and Nichols Lane is a collector street.

Mr. Foster said he could see a functioning street with sidewalks on one side, and this sidewalk would probably be extended to Brooke St.

Mr. Holan said this would be a discussion to have when the Conditional Use Permit comes before the Planning Commission. Holan said Nichols Lane is not identified as a collector street past Brooke St.

Chairman Beck stated that Nichols Ln. should be identified as a collector street to Brooke St. because that is its function. Beck said the plan from the high school is very reasonable.

Chairman Beck said the revised Map 8-6 has red dotted lines, and he did not remember talking about these lines at the previous meeting.

Mr. Holan explained that staff understood from the previous meeting that the green arrows on this map were to be removed, and the red lines were put there instead.

Chairman Beck asked staff to talk about the remaining green arrows, which indicate roads the Commission had not discussed.

Mr. Holan indicated the road running north along the cemetery, and explained that there is a corridor of land between the cemetery and the UGB that could be developed. Holan said this road would provide connectivity.

Mr. Foster said it made sense to connect this road to Goff Rd.

Chairman Beck said the green arrow indicating a road by Fern Hill off of Poplar St. runs through either the Clean Water Services treatment plant or the Fern Hill wetlands. Beck said this road would probably never be built, so why have it on the TSP.

Mr. Holan explained that the road line is not exactly where this road would be built. Holan said staff believes there may be opportunities further south for this road, but the line could be deleted if the Commission agrees.

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Chairman Beck took a voice vote, and the Commission decided 5-3 to keep the line which indicates a road.

Chairman Beck said the pedestrian plan is shown on some roads but not others, and as a process this should be consistent. Beck said on the east side of Fern Hill Rd. there is an existing sidewalk to the edge of the CWS driveway just past Taylor Way, but on the map is shown as proposed. Beck said this should be corrected.

Chairman Beck said on Map 3-6 Richie Rd. west from “E” St. should be shown as a county road.

Chairman Beck said on Page 2-10, Policy G, Sidewalks he would suggest rewording to say “for collectors and local streets”. He explained that way the City would not have to build sidewalks on both sides, so more sidewalks could be built.

Commissioner Arnott suggested adding the word “continuous sidewalks”.

Chairman Beck pointed out that the text on Page 11 should go away if the plan being submitted by the high school is accepted. Beck explained that the study has already been done. Beck said on the next page the study areas are written like a decision instead of as a study area with no resolution. Beck suggested these need to be edited to be more neutral.

Mr. Foster showed a map of the improvements on Yew St. as suggested by ODOT. Foster explained that the improvements include restraint lines and right turn lane striping.

Commissioner Miller said there is a driveway on Adair St. from the 7-11 Store very near this intersection. Miller said this makes going north on Yew St. very difficult. Miller asked if lowering the speed limit would help.

Mr. Foster explained that typically a speed study is requested by the local jurisdiction. Foster said the speed limit could be lowered clear to Quince St.

Chairman Beck stated that he wants a light on Yew St.

Commissioner Miller stated that paint will not solve the issue.

Commissioner Kingston agreed that he would like to see a light at Yew St.

Mr. Holan asked the Commission as a whole if they were in agreement with a light at Yew St. The Planning Commissioners said they were in agreement.

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Mr. Foster said ODOT is suggesting pedestrian islands at Quince St. Foster explained that ODOT is going to resurface the road and has agreed to include the pedestrian island on the southeast corner of the intersection. Foster said the islands on the northern part of the intersection would require purchasing property. Foster encouraged the Planning Commission to keep in mind our consultant for the TSP says currently this intersection does not fail. Foster explained that it is possible to make some suggested improvements in the TSP as well as have it as a study area.

Chairman Beck asked the Commissioners if they had any other suggestions for staff.

Commissioner Kingston said east of 185<sup>th</sup> Ave. on Highway 8 (Aloha) there is a similar crosswalk to the one at Safeway/Goodwill. Kingston asked whether something like that would work at Adair St.

Mr. Foster explained that these are typically not at intersections, and consists of just a flashing yellow light – it is just a warning – cars can go through it when it is flashing. Foster said cars are supposed to slow and look for pedestrians. Foster agreed that there is a lot of pedestrian traffic at this intersection.

**PROPONENTS:**

**David Morelli, 1320 Cedar St., Forest Grove, OR.** Mr. Morelli said the proposed extension of Heather St. has been shown in the location of an existing service road, which does not go through buildings or through the wetlands.

Mr. Morelli said moving the bus stop on the west side of the Yew St. intersection encourages pedestrians to cross on the west side of the intersection, but cars heading north and turning west on Adair St. will not see those pedestrians. Morelli stated that ODOT says no traffic signals within half a mile of another – ODOT is not consistent. Morelli said there are traffic signals in Cornelius closer than half a mile to one another.

Chairman Beck stated that there are two intersections in Forest Grove that fail, and they are not on the list of projects the City thinks it can do.

**COMMISSION DISCUSSION:**

Commissioner Nakajima asked if ODOT has veto power.

Mr. Foster explained that ODOT would oppose the project and appeal.

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Mr. Holan said the ORS does not indicate a City's TSP has to be consistent with a state highway plan.

Commissioner Smith left the meeting at 8:30 p.m.

Mr. Holan explained that technically ODOT does not have veto power, but a TSP must be consistent with the RTP and the RTP must be consistent with the State Highway Plan. Thus, it may be argued that a TSP must be consistent with the State Highway Plan. Mr. Holan noted that there may be some case law on this, but he is not familiar with all the court cases.

Chairman Beck said in his opinion the Commission should error on the side of what we think is right, and then the City Council will make the decision.

Staff then reviewed the various changes proposed by the Commission.

Mr. Holan said the changes to the TSP are mainly map changes, the first one is the extension of Heather St.

Commissioner Hymes said there should be a connection, but it should not go past the schools.

Commissioner Nakajima said she thought the proposed road should stay, but route it away from the schools.

Chairman Beck took a voice vote and it was decided to leave the Heather St. extension as noted on the map.

Mr. Holan said staff will make changes to the pedestrian map as indicated. Holan said on the jurisdictional map Pacific Ave. to Richey Rd. should be shown as a county road, and Oak St. goes to Hwy 47 and is a county road. Holan said staff will remove the redundant text, make the remaining text more neutral, will amend the sidewalk policy statement, and will extend Nichols Lane as a collector.

**Commissioner Kingston made a motion to recommend approval of the updated to the City of Forest Grove Transportation System Plan with changes as noted. Commissioner Arnott seconded. Motion passed 6-0.**

**2.3 ACTION ITEMS:** None scheduled.

**2.4 WORK SESSION ITEMS:**

Due to the lateness of the hour, the Commission postponed the work session on the Periodic Review – Economic Development.

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**3.0 BUSINESS MEETING:**

Chairman Beck asked for nominations for Chairman of the Planning Commission. Commissioner Miller nominated Tom Beck and Commissioner Kingston seconded. All of the Commissioners were in favor of Tom Beck remaining Chairman.

Chairman Beck nominated Al Miller for Vice Chairman and Commissioner Kingston seconded. The Commissioners were all in favor of Al Miller remaining Vice Chairman.

**3.1 APPROVAL OF MINUTES:** Commissioner Miller made a motion to approve the minutes of the December 6, 2010, meeting. Commissioner Nakajima seconded. Motion passed 6-0.

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

**3.3 DIRECTOR'S REPORT:**

Mr. Holan noted the next meeting will be on the Transit Oriented Development project, otherwise, he said there is nothing on the docket except the Periodic Review. He said at some point there will be a Conditional Use Permit application from the School District, but nothing has come in yet.

Mr. Riordan said the next Transit Oriented Development meeting (aside from the upcoming Planning Commission meeting) will be held on March 3, 2011.

**3.4 ANNOUNCEMENT OF NEXT MEETING:** Next meeting will be held on February 7, 2011. Commissioner Miller said he would not be able to attend the meeting. Chairman Beck said he would be absent for the second meeting in February and possibly for the first meeting in March.

**3.5 ADJOURNMENT:** The meeting was adjourned at 9:17 p.m.

Respectfully submitted by:  
Marcia Phillips  
Assistant Recorder

February 14, 2011

## REPORT ON REQUEST TO INITIATE A STREET VACATION

**PROJECT TEAM:** James Reitz, Senior Planner  
Rob Foster, Public Works Director  
Jon Holan, Community Development Director  
Michael Sykes, City Manager

**ISSUE STATEMENT:** In 2008 a segment of Osburn Street and a segment of 27<sup>th</sup> Place were deeded as public right-of-way as part of the Karen's Glenn PRD (see attached Exhibit B from the dedication document). That project is now defunct. The right-of-way was never improved with streets or utilities; it exists only on paper.

The site has been sold to a new developer who proposes to use it for an apartment project. While the applicant's project could be designed using the existing right-of-way, staff believes that the right-of-way should be redesigned to provide for better traffic flow in the neighborhood. To do so would require vacation of the existing right-of-way. Approval of the apartment project would be conditioned on the dedication of new right-of-way.

**RECOMMENDATION:** Staff recommends that the City Council initiate the right-of-way vacation.

**BACKGROUND:** Vacation of right-of-way is regulated by ORS Chapter 271. In the usual case, an applicant files a petition with the City. This petition must have the signatures of the owners of all abutting properties, plus the owners of at least two-thirds of a defined area (ORS 271.080). Statute also provides an alternative to initiate vacation proceedings: ORS 271.130 allows the City Council to initiate and make such vacation without a petition or consent of the abutting property owners.

The applicant proposes to develop the site for a farm worker housing complex, and has made this known to residents in the neighborhood. According to the applicant, at least one neighbor expressed a negative opinion about the prospective residents. Because this neighbor owns property in the vicinity of the existing unimproved right-of-way, the applicant fears that the neighbor would be unwilling to sign the vacation petition and thus significantly delay the project (see attached letter). Staff believes that the vacation and subsequent apartment project should be considered on their own merits, and is therefore taking the unusual step of recommending this action.

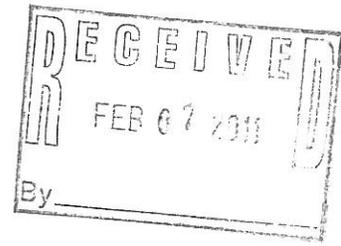
If the Council chooses to initiate the vacation, a public hearing on the actual vacation would still be required. In order to provide adequate notice, the earliest that hearing could be scheduled is March 14, 2011. State statute requires that notice of the proposal is posted on and near the site as well as published at least twice in the newspaper. City ordinance also requires that public notice be mailed to owners and residents within 300 feet of the proposal. Neighbors would then have the opportunity to express their opinions on the merits of the proposed right-of-way vacation.

If the Council chooses to not initiate the vacation, the existing right-of-way would remain and the applicant would design their proposal accordingly.



# Bienestar

Building housing, hope and futures



February 3, 2011

Mr. James Reitz  
Senior Planner  
City of Forest Grove  
1924 Council Street  
P.O. Box 326  
Forest Grove, OR 97116

Re: Juniper Gardens, Street Vacation/Access Issues

Dear James,

We are in receipt of your messages of January 25<sup>th</sup> and 27<sup>th</sup> indicating that the City is planning to require street vacation of a currently platted street before our affordable housing project can move forward. We are quite concerned about the feasibility of successfully vacating Osburn Street, as it intersects through our property, within a reasonable time frame. We are hopeful that the other option you are exploring as noted on 1/27 can be discussed with us this week and provide an alternative direction.

The development team disagrees with the position that the City does not have an obligation to approve the site plan with the streets laid out as previously approved. ORS 92.205 allows a city to vacate a previously approved subdivision plat (and vacate the streets in that subdivision), if it remains undeveloped for 10 years. A plat is not undeveloped, though, if "one or more lots described in the plat of the subdivision have been sold or otherwise transferred prior to the date of the initiation of such review." As you are aware, Bienestar purchased these lots in October, 2010, and therefore should not be required to vacate an already approved and platted street. We understand the City's desire to reconfigure the street grid and consider long range planning goals, however, this project should not be used as a vehicle through which to do so.

Additionally, we believe obtaining the required signatures from neighboring property owners would not be possible. As discussed in our meeting on January 5<sup>th</sup>, based on previous negative communication with the neighbors regarding the project in general, we are aware of their opposition to the development. Attempting to obtain these signatures would cause further delay to the project, and will likely not achieve the desired outcome.

Since our initial due diligence meeting with the City, as well as our first predevelopment conference on 3/24/10, the lack of clear and consistent information regarding street access has directly impacted the projects design, ultimately resulting in increased costs and time delays. Additionally, our outreach to the City has been repeatedly met with long delays in response, and indirect or vague answers. The development team would like to work together cooperatively with the City, however, if the project does not begin on the already delayed schedule, it will lose \$750,000 in HOME funds and will no longer be viable.

We are eager to reach a resolution on this issue and to move forward with a solution that satisfies the City's concerns and keeps our project on track. We would like to request a meeting with the City, as well as the individuals listed below, to discuss the current situation and alternative solutions. The Development Team is available to meet anytime during the week of February 7<sup>th</sup>, 2011.

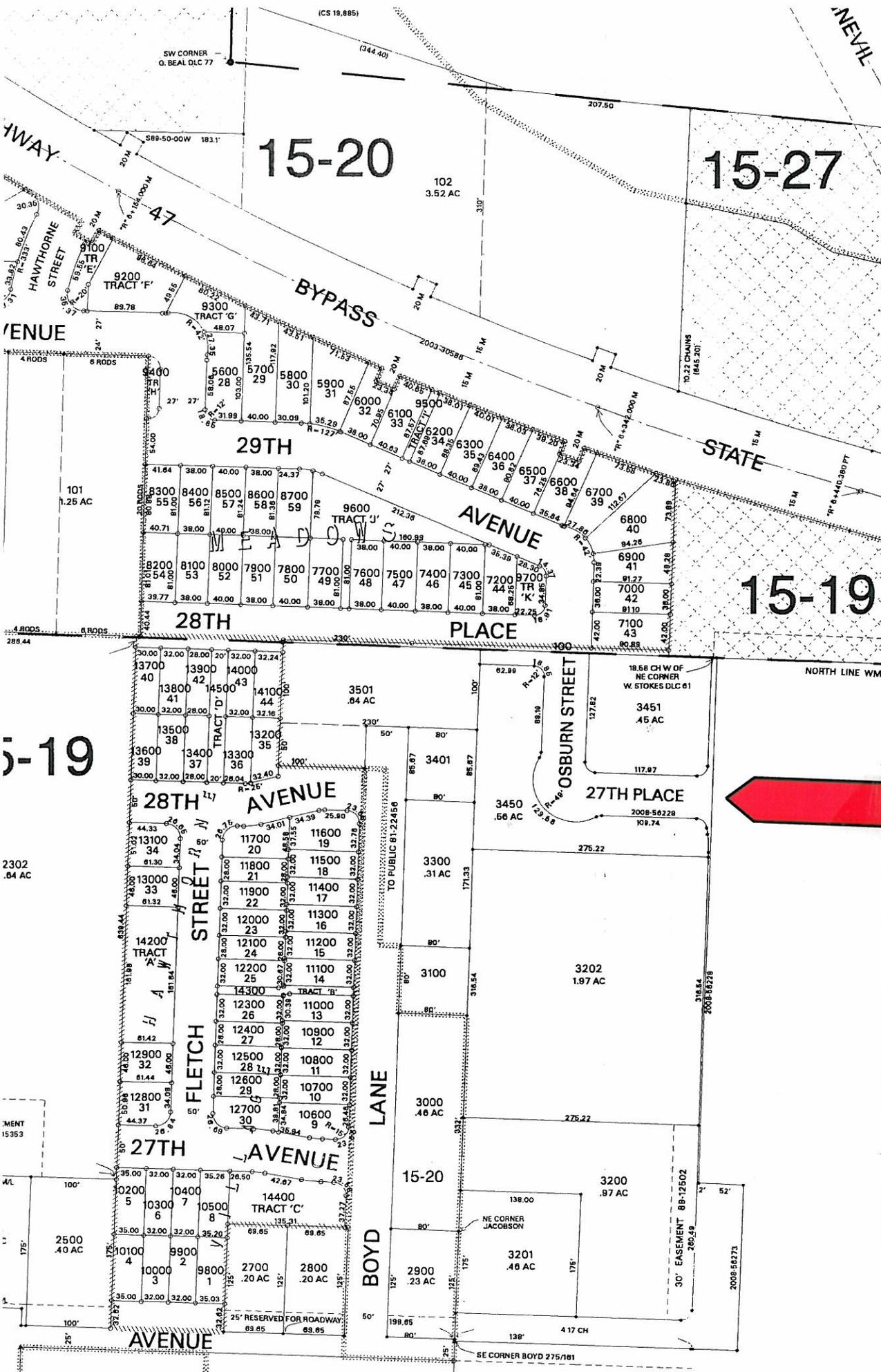
We look forward to a quick response. Thank you.

Yours truly,



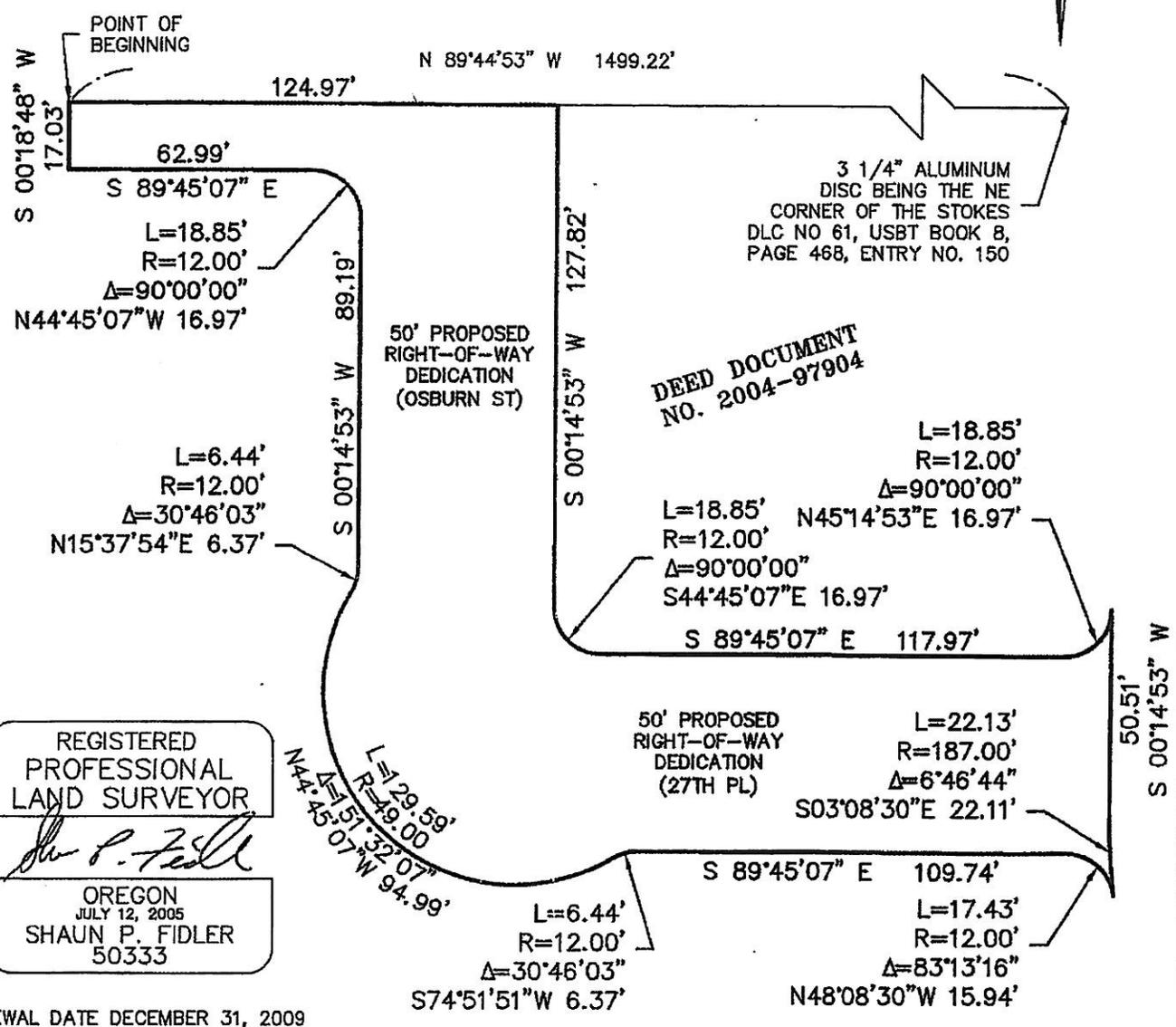
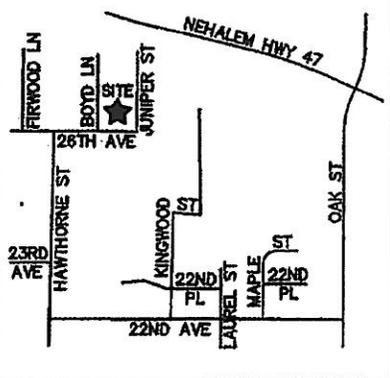
Karen Shawcross  
Executive Director

Cc: Jon R. Holan, Community Development Director, City of Forest Grove  
Tim Budelman, Bienestar Committee Member  
Lindsay Quartini, CASA of Oregon  
Lisa McClellan, Scott Edwards Architects  
John McMeekan, Bienestar Board President



1N 3 31AC

BEING A PORTION OF  
 DEED DOCUMENT NO. 2004-97904 LOCATED IN  
 THE NORTHEAST 1/4 OF SECTION 31,  
 TOWNSHIP 1 NORTH, RANGE 3 WEST, W.M.,  
 WASHINGTON COUNTY, OREGON



REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

*Shaun P. Fidler*

OREGON  
 JULY 12, 2005  
 SHAUN P. FIDLER  
 50333

RENEWAL DATE DECEMBER 31, 2009

**EXHIBIT 'B'**

February 14, 2011

**REPORT AND RESOLUTION REQUESTING TO CANCEL  
MARCH 14, 2011, REGULAR CITY COUNCIL MEETING**

**Project Team:** Mayor Peter Truax  
Michael Sykes, City Manager  
Anna D. Ruggles, CMC, City Recorder

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**BACKGROUND:**

Section III(1) of the Forest Grove City Council Rules and Procedures requires the Council to designate by resolution the meeting dates of the Council. Council adopted Resolution No. 2011-01 setting Council meeting dates for 2011.

**DISCUSSION:**

Management staff is seeking City Council approval to cancel March 14, 2011, regular City Council meeting due to Councilmembers and management staff who are unable to attend. The next regular City Council meeting is scheduled for March 28, 2011.

**RECOMMENDATION:**

Management staff is requesting that City Council consider approving the attached resolution cancelling March 14, 2011, regular City Council meeting.

**RESOLUTION NO. 2011-19****RESOLUTION APPROVING TO CANCEL  
MARCH 14, 2011, CITY COUNCIL MEETING**

**WHEREAS**, Section III(1) of the Forest Grove City Council Rules and Procedures requires the Council to designate by resolution the meeting dates of the Council; and

**WHEREAS**, Council adopted Resolution No. 2010-01 setting Council meeting dates for 2010; and

**WHEREAS**, the Council desires to cancel the March 14, 2011, regular City Council meeting due to Councilmembers and management staff who are unable to attend this meeting.

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

**Section 1.** The Forest Grove City Council hereby approves cancelling the regular City Council meeting for Monday, March 14, 2011.

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

**PRESENTED AND PASSED** this 14<sup>th</sup> day of February, 2011.

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

**APPROVED** by the Mayor this 14<sup>th</sup> day of February, 2011.

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