

**CITY COUNCIL MONTHLY MEETING CALENDAR**

**April-12**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Joint Work Session Council / Rural Fire Board 6:00 pm - Fire Station Water Providers-CTC 1:30pm Water Providers-EC 5:30pm	5 EDC Noon	6 Red Cross Blood Drive 1pm - 6pm Community Auditorium	7
8	9 CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (Prop) 6:00 PM - WORK SESSION (26th Ave) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	10 Library 6:30pm	11 LOC Regional Mtg Noon - Library Rogers Room MPAC Watershed Ad-Hoc 5:30pm	12 PAC 5pm	13 JWC Noon	14 Arts In The Grove Community Invite UCC 3-5pm
15 Dist 29 Candidate Forum 4pm - Senior Ctr	16 Chamber Luncheon - Comm Aud Senior Ctr Bd 6:30pm Planning Comm 7pm	17 Council Special Mtg CEP Presentations 6pm - Comm Aud CCI 5:30pm	18 P&R 7am CFC 5:15pm	19 Prevent Drug Abuse 6:30pm - FG High Sch Fernhill Wetlands 5pm	20 <i>Ford Institute Leadership Classes</i>	21 Earth Day 9am Thatcher Pk Rep. Brewer 9am - BJ's Coffee
22	23 CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (Labor) 6:00 PM - WORK SESSION (Subdivision) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	24 Disaster Drill Training Fire EOC 8:30am-1:30pm HLB 6pm	25 PSAC 7:30am MPAC Watershed Ad-Hoc 5:30pm	26 Sustainability 5:30pm	27 Council CEP Worksheets Due	28 Prescription Drug Turn-In 10am-2pm
29	30					

**May-12**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Rural Fire Bd 8pm	3 EDC Noon	4 <i>Ford Institute Leadership Conference</i> <i>Skamania - Stevenson, Washington</i>	5 HLB Fair 9am - Central Sch
6	7 Planning Comm 7pm	8 Library 6:30pm	9 MPAC Watershed Ad-Hoc 5:30pm	10 Tualatin River Watershed 7pm - Comm Aud PAC 5pm	11	12
13	14 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	15 Primary Election Day CCI 5:30pm	16 P&R 7am CFC 5:15pm	17 Fernhill Wetlands 5pm	18	19 Rep. Brewer 9am - BJ's Coffee
20	21 Chamber Luncheon - Comm Aud Senior Ctr Bd 6:30pm Planning Comm 7pm	22 Notary Training Seminar 1pm - 4pm Community Auditorium Downtown Revitalization 6pm HLB 6pm	23 PSAC 7:30am MPAC Watershed Ad-Hoc 5:30pm	24 Sustainability 5:30pm	25	26
27	28 CITY HALL CLOSED HOLIDAY	29 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	30 1st BUDGET COMM MTG 7:00 pm - Comm Aud 2nd BUDGET COMM MTG 7:00 pm - Comm Aud	31		

**June-12**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Planning Comm 7pm	5 Rural Fire Bd 8pm	6 Water Providers-CB 7pm 3rd BUDGET COMM MTG 7:00 pm - Comm Aud	7 EDC Noon	8 JWC 12:30pm - TBA	9
10	11 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	12 Library 6:30pm	13 Water Providers-CTC 1:30pm MPAC Watershed Ad-Hoc 5:30pm	14 PAC 5pm	15	16 Rep. Brewer 9am - BJ's Coffee
17	18 Chamber Luncheon - Comm Aud Senior Ctr Bd 6:30pm Planning Comm 7pm	19 CCI 5:30pm	20	21 Fernhill Wetlands 5pm	22	23
24	25 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	26 Red Cross Blood Drive 1pm - 6pm Comm Aud Downtown Revitalization 1pm HLB 6pm	27 MPAC Watershed Ad-Hoc 5:30pm	28 Sustainability 5:30pm	29	30



# FOREST GROVE CITY COUNCIL

## Monday, April 23, 2012

### Meeting Agenda

5:30 PM – Executive Session (Labor)

Community Auditorium

6:00 PM – Work Session (Subdivision Analysis)

1915 Main Street

7:00 PM – Regular Meeting

Forest Grove, OR 97116

Forest Grove City Council Meetings are televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming, Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-programming/government-meetings/forest-grove>.

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.

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

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Brenda Camilli Human Resources Manager Paul Downey Administrative Services Director Michael Sykes City Manager	<b>5:30</b>	<p><b><u>EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.</u></b>                  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. <b><i>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.</i></b></p>
Jon Holan, Community Development Director	<b>6:00</b>	<p><b><u>WORK SESSION: SUBDIVISION ANALYSIS</u></b>                  The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).</p>

- 7:00    1. **REGULAR MEETING:**    Roll Call and Pledge of Allegiance
1. A. **PROCLAMATION:**
- *National Travel and Tourism Week*
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 4
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:**
- 7:10    5. A.            • *Community Garden Organization*
- 7:20    5. B.            • *Clean Water Services (CWS) Fernhill Wetlands Improvement Project*

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|--|------|--|
| Tom Gamble, Parks and Recreation Director<br>Paul Downey<br>Administrative Services Director | 7:35 | 6. <b><u>PUBLIC HEARING AND RESOLUTION NO. 2012-28 SETTING FEES AND CHARGES FOR AQUATIC CENTER, EFFECTIVE JULY 1 2012, AND REPEALING RESOLUTION NO. 2011-29</u></b>  |
| Paul Downey<br>Administrative Services Director  | 7:45 | 7. <b><u>RESOLUTION NO. 2012-29 TRANSFERRING APPROPRIATIONS WITHIN THE BUILDING FUND FOR THE FISCAL YEAR 2011-12 TO FUND ADDITIONAL EXPENDITURES DUE TO INCREASED BUILDING ACTIVITY</u></b>  |
| Michael Sykes, City Manager  | 7:55 | 8. <b><u>DEPARTMENT WORK PLANS FOR FY 2012-13</u></b> <ul style="list-style-type: none"><li>• Fire Department</li><li>• Engineer/Public Works Department</li><li>• Administrative Services Department</li><li>• Community Development Department</li><li>• Legislative and Executive</li></ul> |
| Michael Sykes<br>City Manager  | 8:30 | 9. <b><u>CITY MANAGER'S REPORT:</u></b>  |
|  | 8:45 | 10. <b><u>COUNCIL COMMUNICATIONS:</u></b>  |
|  | 9:00 | 11. <b><u>ADJOURNMENT</u></b>  |

**FOREST GROVE CITY COUNCIL AGENDA**  
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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Executive Session (Real Property and Litigation) Meeting Minutes of April 9, 2012.
  - B. Approve City Council Work Session (Reconstruction of 26<sup>th</sup> Avenue, between Hawthorne Street and Juniper Street)
  - C. Approve City Council Regular Meeting Minutes of April 9, 2012.
  - D. Approve City Council Work Session (CEP Presentations) of April 17, 2012.
  - E. Accept Public Arts Commission Meeting Minutes of March 15, 2012.
  - F. Library Department Monthly Circulation Statistics Report for April 2012.
  - G. Endorse Change of Ownership Liquor License Application (Limited On-Premises Sales) for La Hacienda, 2020 Main Street (Applicant: Alejandro Tinoco).
  - H. **RESOLUTION NO. 2012-27 MAKING APPOINTMENTS TO PUBLIC ARTS COMMISSION (APPOINTING BARB HELVI SMITH, AT-LARGE, TERM EXPIRING DECEMBER 31, 2014, AND APPOINTING LAURA FRYE, FOREST GROVE SCHOOL DISTRICT REPRESENTATIVE, TERM EXPIRING DECEMBER 31, 2014, AND REPEALING RESOLUTION NO. 2012-26.**
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# Memorandum

**To:** City Council  
**From:** Jon Holan, Community Development Director  
Michael Sykes, City Manager  
**Date:** April 23, 2012  
**Re:** Work Session on Subdivision Process Analysis

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Attached is a white paper prepared by staff analyzing the City's subdivision review process. It was prepared by the Community Development Director and reviewed by staff involved in the subdivision review process in Community Development and Engineering. In addition, the City Attorney's office also participated in the review. The attorney from CIS involved with the lawsuit also reviewed the document to determine if it is appropriate to release the document in light of potential appeals.

As noted in the paper, the subdivision review process was selected because, in part, due to the lawsuit. However, it is also the most comprehensive review process conducted by the City. Thus, it touches on how the City approaches other land use permits and where potential pitfalls may exist. It contains 27 recommendations and raises several issues for discussion and thought. These issues include:

- Should the City require Engineering certification regarding the availability of offsite services prior to tentative map submittal;
- Should conditions of approval be used to meet approval criteria versus the application meeting the criteria as proposed (i.e. how should the City approach project review and approvals);
- Should improvements be installed prior to final plat review and approval; and
- What are the appropriate instruments (i.e. method) to guarantee installation of improvements?

## Executive Summary

This white paper is intended to review the City's current subdivision requirements under the Development Code. This analysis is in part in response to the outcome of the Parks lawsuit. However, that project was approved under the previous Land Division and Zoning ordinances. The subdivision review process is important to evaluate because it is the most comprehensive permit process the City provides. The subdivision process addresses the preliminary review, construction phase and final plat approval procedures. No other permit covers that entire span of the development process. Portions of the process reflect processes for other land use permits. It is also the most common permit type the City reviews aside from Site Development Review which applies to the construction of any new structure. Further, the subdivision process is also subject to provisions of state law.

The major areas of analysis include:

1. State Legal Requirements;
2. Overall Subdivision Process;
3. General Provisions;
4. Tentative Map Application Submittal;
5. Tentative Map Approval Criteria;
6. Time Limits on Preliminary Approval;
7. Final Plat Overall Process;
8. Final Plat Application Requirements;
9. Final Plat Review Criteria;
10. Installation of Improvements;
11. Final Plat Approval and Recording; and
12. Public Improvement Standards (Article 8).

The analysis goes into detail on various aspects of the subdivision review process which results in 27 recommendations. Those recommendations are summarized after the analysis. Also presented are four major policy issues relating to:

- Engineering certification regarding the availability of offsite services prior to tentative map submittal;
- The use of conditions of approval to meet approval criteria versus the application meeting the criteria as proposed (i.e. how should the City approach project review and approvals);
- Timing of improvements in relation to final plat review and approval; and
- Appropriate instruments (i.e. method) to guarantee installation of improvements.

The following is an overall schematic of the subdivision process to help understand the process. This process reflects the City's current practice rather than code requirements. The code does allow recordation of the final plat if public improvements are guaranteed. Also, keep in mind that the following process is not always sequential but has concurrent elements, particularly after the preliminary plat has been approved. Regarding appeals, although this process schematic only identifies one point in the process for an appeal, any administrative decision is subject to an appeal, particularly once the preliminary plat has been approved.

### **Preliminary Review**

1. Pre-Application Review
2. Preliminary Plat (also known as Tentative Map) Application Submittal
3. Determination of Completeness made by entire City Staff  
(within 30 days of submittal)
4. Application is Complete
5. Distribute to Departments for Review  
(Departments include: Police, Fire, Light and Power, Engineering, and Community Development - Planning and Building Divisions, ODOT if state highway and Washington County if County Road)
6. Send out notices to residents and property owners within 300 feet of boundary of project site
7. Receive comments and conditions for approval from each review Department and comments from public
8. Prepare staff report incorporating comments
9. Staff Report (letter of approval/denial) with Findings and Conditions of Approval sent to applicant and Notice of Action sent to interested parties
10. Appeal Period  
(all review, action and local appeals must be completed within 120 days of complete application)

### **Installation of Public Improvements**

11. Applicant develops engineering drawings for Public Improvements
12. Once drawings are accepted, applicant enters into Agreement to Install Public Improvements with Engineering Department including surety (typically bonds) for installation of improvements, liability insurance and deposit for City engineering services
13. Applicant obtains grading and erosion control permits from Building Division
14. Applicant installs public improvements and requests acceptance by the City (Engineering Department)

### **Final Plat**

15. Applicant prepares Final Plat (also known as Final Map)
16. Final Map reviewed by the City (Community Development) and County (Surveyors Office)
17. Map gets recorded with Washington County which creates legal lots

**Begin submitting building permits for individual dwellings or structures**

## Development Code Review Analysis

This analysis is intended to evaluate the requirements in and implementation of the Development Code. While this evaluation is in part in response to the outcome of the Parks lawsuit, its focus is on the current Development Code. The current Development Code was adopted and became effective in March, 2009. It was intended to address a number of short-comings of the previous ordinances while bringing the code up-to-date relating to common practices and current city policies.

Many of the subdivision projects in the City were approved under the Land Division and Zoning ordinance in effect prior to 2009. While not the focus, the analysis will include discussion of the previous Land Division and Zoning ordinances to identify significant differences between current and previous requirements. Throughout this document, the term "code" refers to the current Development Code while the term "ordinance" refers to the previous Land Division or Zoning Ordinance.

As noted above, the focus of this analysis is on the subdivision process and requirements for several reasons. The subdivision provisions reflect the most comprehensive aspect of the development review process. The process addresses the preliminary review, construction phase and final plat approval processes. No other permit covers that entire span of the process. Portions of the subdivision process reflect the process for other permit types. For example, the review of a preliminary plat is similar in terms of purpose to the review of a conditional use permit, although the required findings are different. It is also the most common permit type the City reviews aside from Site Development Review, which applies to the construction of any new structure. Further, the subdivision process is also subject to provisions by state law. In short, it is the most comprehensive permit process the City has.

Please keep in mind that there are two methods to divide land: subdivision and partition. The main difference is a partition is the division of land into two or three parcels while a subdivision creates four or more lots. The standards and process are the same for each.

### **STATE PROVISIONS**

#### **General Provisions and Authority**

Before reviewing each portion of the process, a brief summary is provided to understand the overall process and overarching requirements for subdivision review. Some of these requirements are applicable to all land use permit reviews such as conditional use permits, site development review and design review.

State law (ORS 92) establishes the state regulations relating to subdivisions. Local requirements must be consistent with these requirements. ORS 227 establishes land use planning requirements for cities.

The subdivision process generally includes reviewing a proposed division of land, the installation of improvements and recording of a plat map to create "lawfully established units of land" or "lots." Some important definitions from ORS 92.010 are as follows:

"Plat" includes a final subdivision plat, replat or partition plat.

"Subdivision" means either an act of subdividing land or an area or a tract of land subdivided.

"Subdivision plat" includes a final map and other writing containing all the descriptions, locations, specifications, dedications, provisions and information concerning a subdivision.

It should be noted that there is not a definition in either state law or local regulations that defines a "tentative" plan or map. Typically, a tentative plan is the map and other descriptive material that describes the preliminary design of a project. A final plat is the instrument that gets recorded and creates the lots. By law, a lot cannot be sold until the final plat is recorded. ORS 92.025.

According to ORS 92.044, a city must adopt standards and procedures governing the submission and approval of tentative plans and plats of subdivisions. ORS Section 92.044 (1)(b) specifies the standards that apply to a division of land (subdivision or partition), taking into account the location and surrounding area, including requirements for:

- (A) Placement of utilities subject to subsection (7) of this section, for the width and location of streets or for minimum lot sizes and other requirements the governing body considers necessary for lessening congestion in the streets;
- (B) Securing safety from fire, flood, slides, pollution or other dangers;
- (C) Providing adequate light and air including protection and assurance of access to incident solar radiation for potential future use;
- (D) Preventing overcrowding of land;
- (E) Facilitating adequate provision of transportation, water supply, sewerage, drainage, education, recreation or other needs; and
- (F) Protection and assurance of access to wind for potential electrical generation or mechanical application.

Another important concept from state law is the 120 day rule. ORS 227.178 requires a city to make a final decision (including all local appeals) on a land use permit application (typically, those are the permits authorized by the Development Code – with one exception that will be discussed below) within 120 days after the application is deemed complete. The city has 30 days after receiving the application to determine what information, if any, is missing. The applicant is not obligated to furnish the information. If the application was complete when submitted or the missing information is submitted within 180 days of the application submittal, then the requirements in effect at the time of submittal apply to the city's review of the application (i.e. the application becomes "vested" in the criteria). However, pursuant to ORS 92.100 (7) and 197.015, a city decision to approve or reject a final plat is not a "land use" decision. This means that the 120 day review process does not apply to final plat review and any appeal goes to the circuit court instead of the Land Use Board of Appeals (LUBA). In addition, an application that requests an amendment to the city comprehensive plan also is not subject to the 120-day rule.

**Analysis – Development Code:** There is one issue related to determining completeness of an application. That is, what is subject to completeness determination? State law appears to intend that information as required for tentative map submittal is subject to completeness. Staff has indicated that the review is not only for information but also an applicant statement as to compliance with the review criteria. State law or the City's Development Code does not require such analysis as part of a submittal (see discussion on "Application Submittal" below). Therefore, the City may be violating law by *requiring* such analysis as part of completeness review (or at any time for that matter). Typically, an applicant does provide (and wants to provide) such a statement so it has not been an issue with past applications. While the City does have the authority to require additional information to address circumstances for a particular project, this particular information is not unique to a particular circumstance. Thus, staff recommends adding this requirement to the list of information for required submittal. It is not a big issue since applicants typically submit this narrative.

## CITY REVIEW PROCESS

### Overall Process

Generally, the overall process can be summarized as a three step process:

- Review of tentative plat;
- Installation of public improvements; and
- Recording of the final map (i.e. Final Plat process).

The Code is organized to include the installation of improvements as part of the Final Plat process.

The purpose of the Tentative Map process is to focus on the design and feasibility of a project, with enough detail to allow the city to determine whether the project will comply with the code requirements. This will generally include such things as the design of the subdivision, proposed improvements and maintenance of common facilities (i.e. privately owned lands held in common such as a playground area), impacts on the environment and community, street size and location, bike and pedestrian ways (i.e. location and width), lot size and locations, density, connectivity to nearby properties, availability and feasibility of public services intended to serve a site and other factors. The specific lot layout (i.e. actual lot location and dimensions through surveying), construction design of improvements, etc. are addressed through the Final Plat process.

A tentative map is governed by the provisions of Development Code Sections 10.6.100 to 10.6.115 and 10.8.900 to 905. The review procedure for a tentative plat is Type II (see Section 10.1.500 et. seq.). This means that staff makes the initial decision on the application, which may be appealed to the Planning Commission. Notice of the application is mailed to property owners within 300 feet of the perimeter of the subject property and any recognized interested party. Such a party are those interested in receiving notices and residents (if different than property owners) who live within 300 feet.

The final plat is reviewed under the provisions of Section 10.6.120 to 165. According to the Code, it is processed under a Type I process, administrative review. As a Type I process, it indicates the final plat is a limited land use review although state law has changed and is not now considered a land use review.

Section 10.6.150 addresses installation of required improvements. This section will be discussed as part of the public improvements discussion below (see Analysis under "Installation of Improvements").

**Analysis – Development Code:** The Development Code was created at a time the final plat was considered a land use decision. Due to subsequent amendments to ORS 92.100 and 197.015, that is now not the case. Therefore,

the Development Code should be revised to either eliminate or modify the reference to a Type I process.

**Analysis – Land Division Ordinance:** The overall process is clearer under the current Development Code than under the previous Land Division Ordinance. An interpretation of the previous Land Division Ordinance was necessary to require the installation of improvements after the preliminary plat was approved. As further discussed below (see Analysis under “Installation of Improvements”), the ordinance did not specify when the improvements were required except that building permits would not be issued until improvements were installed.

### **General Provisions**

Section 10.6.005 establishes general requirements for land divisions. Two key provisions are as follows:

- A land division must meet the applicable design and construction standards in Article 8 and any applicable construction specifications adopted by the City outside the Development Code; and
- Phased subdivisions may be approved but the total time for all phased projects shall not exceed five years.

The Development Code at the beginning of Article 8 (Section 10.8.005) adopts the following construction standards by reference:

- City of Forest Grove “Standards and Specifications for Public Improvements;”
- Washington County “Uniform Road Improvement Design Standards” as may be applied by the Forest Grove Public Works Department; and

**Analysis – Development Code:** The phasing time limit requirement is new to this Code. The reason for it is that it establishes a time certain for the completion of the project under the standards that were established when the project was submitted (i.e. vesting). Standards change over time and establishing a time limit allows the application of new standards (through a new land use application). The opposing view is that it is difficult to determine when a new phase will begin because it is market driven.

The previous ordinances did not prescribe a time limit. There are two projects since Year 2000 that have been approved as phased projects under the old ordinances: Oak Hill Settlement (2003) and Pacific Crossing (2006). There are no time limits that were specified with either project.

It should be remembered that the phasing approval for Oak Hill Settlement project significantly contributed to the issues associated with the Parks development. Oak Hill Settlement phasing had no time limits associated with it. In addition, the approval did not require dedication of public rights-of-way for the entire project during the first phase. If it had, the right-of-way needed for access and sewer extension to the Parks development would have been provided. The reason for not requiring the dedications is that they were not needed for the phase being implemented.

From a broader perspective, not requiring the dedications put a constraint on other properties to develop, as in the case of the Parks development. Thus, should the City require all public dedications as part of the first phase? Is five years too short or should there be a time frame? In discussions with the City Attorney, it is recommended that the time frames should be maintained but perhaps over a longer period of time (e.g. 8 years) with an opportunity to have a lengthier time extension provision (e.g. 4 years). In addition, it is recommended that dedications for all public rights-of-way for the entire project be required as part of the first phase.

**Analysis – Land Division Ordinance:** The prior Zoning and Land Division ordinances did not adopt any County construction standards although they were used by Engineering (also, there was no adoption in the Municipal Code). Thus, construction specifications were imposed by the Engineering Department although standards were not adopted.

### **Application Submittal**

Section 10.6.105 specifies the application requirements for tentative plat review. Generally, the information is categorized into graphic and narrative materials. The graphic information for a tentative map includes:

- a. Name and address of owner(s) of record, applicant, and registered land surveyor who prepared the plat;
- b. Sufficient description to define location and boundaries of the development site;
- c. Location and use of adjacent structures within 150 feet of the development site;
- d. Number of lots and their dimensions including frontage, depths, and area in square feet;

- e. General locations of existing and proposed structures including building types and gross density per acre and proposed use restrictions. An indication of approximate building envelopes may be required where necessary to evaluate building relationships;
- f. General location and size of areas to be conveyed, dedicated, or reserved as common open spaces, public parks, recreational areas, school sites, and similar public and semipublic uses;
- g. Existing and proposed general circulation system including bikeways, off-street parking areas, service areas, loading areas, and major points of access to public rights-of-way. Notations of proposed ownership (public or private) should be included where appropriate;
- h. Existing and proposed general pedestrian circulation system, including its interrelationship with the vehicular circulation system and indicating proposed treatments of points of conflict;
- i. Existing and proposed utility systems including sanitary sewer, storm sewer, drainageways, and water;
- j. Identification of significant natural features including heavily wooded areas and significant trees;
- k. Topographic contours at two (2)-foot intervals for slopes under 20% and at five (5)-foot intervals for slopes at or greater than 20%. Where the grade of any part of the subdivision exceeds 10% or where the subdivision abuts existing developed lots, a conceptual grading plan may be required to show features adjacent to or within a reasonable distance from the subdivision that would affect the subdivision and adjacent areas. If a grading plan is required, it shall show how runoff or surface water from individual lots will be managed and ultimate disposal of all subdivision surface waters;
- l. Approximate location of proposed easements and/or dedications for drainage, sewage, or other public utilities;
- m. Location of waterways and drainageways, showing top of existing banks and channel depth, and if requested, a separate sheet showing cross section at fifty (50)-foot intervals of all such watercourses; and
- n. For residential development, identification of which lots are intended to have solar access protection.

Narrative information includes written statement including:

1. Proposed uses and development objectives;
2. Statement of improvements to be constructed or installed and date of their anticipated completion including:
  - a. Provisions for domestic water supply;
  - b. Provisions for sewage disposal, storm drainage, and flood control;
  - c. Provisions for improvements and maintenance of common areas, if proposed; and
  - d. Proposed landscaping.
3. General description of intentions concerning timing, installation and maintenance responsibilities, and assurances for all public and non-public improvements and facilities, such as irrigation, private roads and drives, landscape, and open space, water quality and stormwater detention facilities and sensitive land buffers;
4. General data not included on the tentative plat such as:
  - a. Total number and type of dwelling units;
  - b. Lot sizes;
  - c. Proposed lot coverage of buildings and structures where known;
  - d. Densities per net acre;
  - e. Total amount of open space (lands not designated for buildings or vehicle parking and maneuvering areas); and
  - f. Total amount of nonresidential construction.
5. Any proposed Conditions, Covenants and Restrictions (CC&Rs)

**Analysis – Development Code:**

Approval Criteria as part of Completeness Review: As discussed above, there is no requirement to address the approval criteria. Staff recommends including approval criteria as part of the narrative submittal.

Lack of off-site easements for utilities serving a development: Another issue is that several developments including Gales Creek Terrace (2007) and The Parks (2005) relied upon the extension of services, particularly sewer service, across other property to reach the sites. The informational requirements are silent on addressing off-site easements. The graphic information requires the approximate location of proposed easements or dedications but does not specify whether that is limited to the project site or include off-site easements. Even if

staff applied it to off-site situations, there is no requirement for the submittal of actual easements to allow the services to be extended to the site. The issue here is how stringent should the City be in requiring the demonstration of services to a site? Based on the Court decision, the time spent for the applicant to negotiate offsite connections with other property owners constitutes an unreasonable delay.

Hillsboro Service Certification: The City of Hillsboro (Subdivision Ordinance Article III, Section 1(A)) requires certification of sewer, water and storm water available to the site before the tentative plat application is submitted:

“Section 1. Application Procedure and Submittal Requirements. To initiate a subdivision within the City of Hillsboro the following procedures must be followed: (Amended by Ord. No. 4466/8-96.)

(A) Obtain certification from the City Engineering Department on forms provided by the City that the following are available to the site:

- (1) Municipal water with sufficient volume and pressure to serve the proposed development.
- (2) Sanitary sewer with sufficient treatment plant capacity and line capacity to serve the proposed development.
- (3) Storm sewer with sufficient line capacity to adequately provide the necessary drainage.

If any of these certifications cannot be made because the utilities cannot be provided at the property boundary, the City Engineer shall state on the form whether the utilities could be provided by extension or replacement of existing lines or construction of pumping stations and will provide an estimate of the cost of extension, replacement or the pump station. A signed statement by the developer that it is his intent to advance the funds necessary for the required extension, replacement or pump station will be acceptable in conjunction with the Engineers’ statements to serve in lieu of a full certification. If certification or statement in lieu of certification cannot be given due to a lack of utilities, further processing of the proposed subdivision can proceed only if the developer furnishes a statement that he fully realizes that no development of the tract can proceed until utilities are available and that no time schedule for their availability can be provided.”

It is recommended that a similar provision be added. The City Attorney concurs with the recommendation but indicates that an additional provision be added

that certification includes legal access to the property in addition to the physical requirements it specifies. One option on this provision to consider is that an application will only be considered when services are certified by the City Engineer. No certification could also be the basis for denying the application. The advantage of this latter option is that it gives the developer an opportunity to resolve issues during the preliminary plat review process.

### **Design and Construction Requirements**

Subdivision design requirements are provided in Article 10.8 which will be addressed after final plat provisions.

### **Tentative Plan Review Criteria**

Section 10.6.110 establishes the review criteria by which a tentative plat is evaluated:

- A. The tentative subdivision plat complies with all applicable requirements for submittal.
- B. The subdivision plat complies with all applicable standards and design requirements of this Code.
- C. Any special features of the site (such as topography, floodplains, wetlands, vegetation, historic sites) have been adequately considered and addressed in the design of the tentative plat.
- D. All lots shall be suitable for their intended use. No parcel shall be of such size or design as to be detrimental to the health, safety, or sanitary needs of the occupants of such lot or subdivision.
- E. Development of any remainder of property under the same ownership can be accomplished in accordance with this Code.
- F. Adjoining land can be developed or is provided access that will allow its development in accordance with this Code.
- G. The proposed street plan provides safe, convenient and direct options for pedestrian, bicycle and vehicular circulation.
- H. Adequate public facilities are available or can be provided by the applicant to serve the proposed subdivision.

This compares with the previous Land Division Ordinance which had the following review criteria (Section 9.104 (2) c) for tentative maps.

When the Community Development Director does approve a tentative plan, the following affirmative findings shall accompany such approval:

- i. The tentative plat application complies with all applicable requirements for submittal;
- ii. The tentative plat is consistent with all policies, standards and provisions of the Forest Grove Comprehensive Plan, the Zoning Ordinance, and this ordinance;
- iii. There will exist an adequate quantity and quality of water and an adequate sewerage disposal system, as determined on the basis of preliminary utility plans, to support the proposed use of the land described on the plat.
- iv. Approval will not impede the future best use of the remainder of the property under the same ownership or adversely affect the safe and healthful development of such remainder or any adjoining land or access thereto.

### **Analysis – Development Code - General:**

Meeting Criteria by Condition versus Denial: Before discussing specific findings, there is a broader issue about approvals. That is, to what degree does a development need to meet a criterion rather than establishing a condition of approval to meet the criterion? For example, one criterion states:

“All lots shall be suitable for their intended use. No parcel shall be of such size or design as to be detrimental to the health, safety, or sanitary needs of the occupants of such lot or subdivision.”

Assume through the review process that one or more lot(s) on a tentative map were found not to be suitable. This deficiency could be addressed through a condition of approval. Should the City deny the project as designed or should the City approve the project with a condition of approval which would change the design to address the deficiency? Under the previous Ordinance, conditions of approval were encouraged to be used to make needed findings (Section 9.104 (2) c)).

“Conditions may be attached to approval of a tentative plan when such conditions are consistent with the purposes and intents of this and other ordinances, and when necessary to carry out the provisions of such ordinances.”

Thus, historically, staff has established conditions of approval rather than deny projects to allow the applicant the opportunity to resolve the issue to make the project work. There is no similar provision under the current Development Code.

This question was central to the review and approval of the Parks (2005) tentative map. Sewer was not present to the site but three alternatives were identified that appeared plausible from staff's perspective. Rather than deny the project, City staff approved the project to allow the applicant to proceed to resolve the issue.

This approach is consistent with current practices by the City as evidenced in recent approvals for Juniper Gardens (2011) development (offsite storm water and sewer). Other examples under the previous ordinance includes Giltner Glen (2006), Karen's Glen (2006) (offsite storm water, sewer and road improvements) and Gales Creek Terrace (2007) (offsite sewer and road improvements) as well as the Parks.

Taking this approach has resulted in a jury declaring unreasonable delays even if not caused by the City. Thus, a stricter standard (e.g. utilities with capacity must be available and adjacent to the subdivision) that would preclude delays may need to be imposed. An analysis of this may need to be completed to determine where conditions of approval may be acceptable and where not. For example, Gales Creek Terrace had a number of offsite improvements to be resolved. However, many of these improvements were to occur within existing right-of-way. These may be acceptable to condition since there are no constraints to make the improvements (except for funding). This compares with the lack of sewer service to the Parks subdivision which required additional right-of-way or offsite easements to extend the service to the site. In this instance, the constraint is more than funding to achieve the needed outcome and could be beyond the applicant's control unless the needed right-of-way was obtained. Thus, the probability of success (or the nature of the constraints to achieve success) should be used as a measuring stick to determine if a condition of approval or denial is appropriate to meet the requirements.

### **Analysis – Development Code – Specific:**

Review Criteria Addressing Availability and Ability to Obtain Offsite Services: The review criteria of the current Code, depending on its interpretation, could address the availability of offsite services (Section 10.6.110 H). The services must either be available or can be provided by the applicant. Thus, the criterion specifically establishes that the applicant is responsible for providing the services. It does not distinguish between onsite and/or offsite services but it could be applied to both. In addition, it doesn't address the degree of difficulty or probability for providing the services.

To illustrate, Karen's Glenn was approved with all but four feet of road right-of-way on adjacent property owners land. (There was an easement on the adjacent property but it was not for public access.) It was unlikely that adjoining property owners would give their consent to make their land available for the street. This is because it would mostly be placed on their property rather than a more shared arrangement. So, if it is unlikely that such a proposal would work, should the City have approved the project? This is parallel with the Parks Subdivision where the most likely sewer extension along Brooke Street would not occur until the last phase of the Oak Hill Settlement was developed.

While Karen's Glenn project was approved under the previous Land Division and Planned Development requirements, it raises the question whether this would meet the approval standards under the current Code (i.e. could the *applicant* provide the adequate public road facilities). Historically, the City has approached this (and other similar) issues with "it's the applicant that is taking the risk and we rely on his or her judgment that the issue can be resolved." Based on this approach, the City would approve the project with conditions of approval or as proposed by the applicant. As can be seen from the experience with the Parks project, the time required to resolve those issues became the responsibility of the City even if the applicant made an unreasonable proposal (after all, the City did approve the project). Thus, it points to the approach the City should take in approving projects.

Frontage Street Standards: Frontage street means a street that is located along the boundary of a development and is needed to provide access to the site. Under the current or previous standards, there is no requirement that specifies the percentage of the street to be located on the applicant's property and the amount to be located on adjacent property. Also, there is no requirement as to the width of the street. It has been city policy that for a residential development, the project must provide a 24 foot wide minimum street width in those circumstances. This is the minimum width needed for two way traffic with no parking. A standard for this situation needs to be added to the Development Code. The standard (or approval criteria) needs to specify that such an improvement should be located on the project site. This issue is discussed further under the discussion of Article 8 below.

### **Analysis – Land Division Ordinance:**

Frontage Street Standards: The current code criteria specify that public facilities must either exist or be provided by the applicant. Thus, the criteria clarifies that it is the applicant's obligation to provide the facilities. Under the previous ordinance, the criterion pertaining to roadways states:

"The tentative plat is consistent with all policies, standards and provisions of the Forest Grove Comprehensive Plan, the Zoning Ordinance, and this ordinance."

Since there was no standard, the amount of roadway along the edge of an applicant's site is not addressed as part of the criteria. Given the outcome of the recent court case, this could have exposed the City to a lawsuit.

Sewer Requirements under Approval Criteria: Regarding the sewer discussion, the previous Land Division Ordinance had a different set of approval criteria. The standard was that sewer facilities will exist based on preliminary utility plans. It does not specify who will provide the facilities or the likelihood that offsite extensions could be achieved so long as it appears on the utility plans. Under the current Code, the review criteria (Section 10.6.110 H.) specify that the applicant install the improvements.

### **Time Limits on Preliminary Approval**

Section 10.6.115 specifies that the applicant has two years from the date of tentative plat approval to submit the final plat. Section 10.1.135 allows for a one year time extension through a Type I review (i.e. administrative review and no public notice). There are no criteria for approval of an extension. The Section does specify that an extension will not be approved if the project violates the provision of the Code, as amended. A new application (i.e. new tentative plat) can be required (as opposed to granting a time extension) if conditions on the site or adjacent properties have changed substantially since the original approval was given.

Pursuant to Section 10.1.135, the tentative plat approval expires at the end of approval period including time extensions unless Section 10.1.130 E.1. or 2 is met:

1. Substantial construction or operation of the development has begun within that time and has continued toward final completion; or
2. Development is proceeding in accordance with an approved phasing plan;

**Analysis – Development Code:** There are three potential issues with the time extension provisions:

- Section 10.1.135 states that, "In no instance shall the extension(s) exceed a total of two (2) years from the effective date of project approval."

Given that approval of a tentative map is for two years, this provision would prevent any time extension for a tentative map approval.

- There is no expiration of the approval when substantial construction has begun and has continued toward final completion. If a developer is installing public improvements as part of the final map requirements, it could be argued that the time limits for final map submittal in essence are eliminated (the two year time period for a tentative map). This issue also brings up the issue of when a project application has been “perfected” and “use inaugurated” and the application approval has been met and time limits do not apply. This conflict should be clarified as to intent (i.e. should the time period be suspended if improvements are being installed, and if so, do the time limits get re-imposed once the improvements are completed).

There are potential vesting issues associated with this issue. That is, does the installation of some type of improvements signify vesting (i.e. requirements are established and the application is deemed implemented). In discussion with the City Attorney, there is no conclusion on the vesting question.

Based on discussion with the City Attorney, subject to the vesting question, it is suggested that the time lines should be suspended during substantial, good faith construction of improvements but ceases when construction stops. In addition, additional language should be added to the code that the project is deemed complete when public improvements have been accepted and the final plat recorded.

- The final issue concerns phasing. As previously mentioned, a phased project has five years to complete (Section 10.6.005 D.). This is a potential conflict with subsection 2 which eliminates the time limits if the development is proceeding “in accordance with an approved phasing plan.” Historically, where a phased subdivision was approved, no time frame was established since it is market driven. In addition, how does staff determine if a project is proceeding with a phased program? Some clarification is needed between phasing provision in Article 10.6 and the time extension provisions in Article 10.1.

**Analysis – Land Division Ordinance:** The Land Division Ordinance had a one year time limit to submit for the final plat. An applicant was eligible for six month extension(s) past the one year. The problem was the ordinance did not specify the number of time extensions allowed. In other words, an applicant could continue requesting time extensions unless there has been a substantial change to the Comprehensive Plan, ordinances or the site or adjacent properties.

In dealing with requests for time extensions, the Planning Commission adopted a policy that extensions totaling no more than three years (excluding the initial one year time period) be approved.

### **Final Plat – Overall Process**

The final plat is the document that will establish the legal lots of record that can then be sold. Its focus is on surveying and engineering requirements. The design of a subdivision, availability of services, connectivity to the surrounding area, etc. is addressed as part of the tentative map review. Sections 10.6.120 to 10.6.165 are the provisions for final plats. The review for a Final Plat is a Type I process (administrative review with no public notice.) This is because the final plat review is considered ministerial based upon specific criteria where no discretion is involved (i.e. the criteria is objective and is either met or not met.)

As a result, several of these sections pertain to specific and generally objective requirements that have not resulted in any issues or require any further discussion. This includes:

- Dedications and public utility requirements (Section 10.6.130)
- Design and conveyance of reserve strips (Section 10.6.135)
- Monumentation requirements (Section 10.6.140)
- Franchise utility service (10.6.155)
- Effective date (Section 10.6.165)

There are four provisions related to the final plat for further discussion including:

- Submittal requirements and additional materials;
- Review criteria;
- Installation of required improvements, and
- Final plat approval and recording.

This does not mean there are discretionary decisions, rather there are issues associated with each of these four topics.

### **Analysis – Development Code:**

Not a Land Use Decision: The issue is the time frame for the review of a Final Plat. As written, the Development Code treats the Final Plat process as a land use approval. If so, this means, as previously noted, the maximum review time for the final plat review is 120 days after application completeness is determined. The Development Code needs to be revised to clarify that the final plat is not a land use approval.

## Final Plat Application Requirements

Sections 10.6.120 and 10.6.125 establish the submittal requirements for Final Plats. The following is the informational requirements from the Code for Final Plats:

The final subdivision plat and two (2) copies shall be submitted to the Director and meet Washington County's survey and subdivision plat standards and shall conform to the approved tentative subdivision plat and with Article 8 Development Standards, except where modified by a Planned Development approval (See Article 4). The plat shall contain or be accompanied by the following information:

### Section 10.6.120 APPLICATION REQUIREMENTS FOR FINAL PLAT REVIEW

- A. Name of the subdivision;
- B. Date, north arrow, scale, legend, and existing features such as highways and railroads;
- C. Legal description of subdivision boundaries;
- D. Reference and bearings to adjoining recorded surveys;
- E. Exact location and width of streets and easements intersecting the boundary of the subdivision;
- F. Subdivision, block, and lot boundary lines;
- G. Street rights-of-way, center lines with dimensions to the nearest 0.01 foot, bearings or deflection angles, radii, arc, points of curvature, and tangent bearings. Subdivision boundaries, lot boundaries, and street bearings shall be shown to the nearest thirty (30) seconds with basis for bearings;
- H. Name and width of proposed and existing streets (subject to approval by the Director), width of any existing right-of-way, and width on each side of the centerline. For streets on curvature, curve data shall be based on the street centerline. In addition to centerline dimensions, the radius and center angle shall be indicated;
- I. Easements, denoted by fine dotted lines clearly identified and, if already of record, their recorded reference. If an easement is not definitely located or recorded, there shall be a written statement of the easement. The easement's width, length, bearing, purpose and sufficient

ties to locate it with respect to the subdivision shall be shown. If the easement is being dedicated by the plat, it shall be properly referenced in the owner's certificates of dedication. The City Engineer shall approve wording of all easements;

J. Locations and widths of waterway and drainageways;

K. Location and widths of railroad rights-of-way and reserve strips at the end of stub streets or along the edge of partial-width streets on the subdivision boundary;

L. Parcels to be dedicated shall be distinguished from lots intended for sale, with acreage and alphabetic symbols for each parcel;

M. Notations indicating any limitations on rights of access to or from streets and lots or other parcels of land;

N. Clear identification of lots that have solar access height limitations;

O. All certificates, acknowledgements, and other requirements established by State law. Such certificates may be combined where appropriate.

P. Signature line for the Director.

#### 10.6.125 ADDITIONAL MATERIALS

The following additional information shall be submitted to accompany the final subdivision plat:

A. Complete and accurate survey of land to be subdivided made by an Oregon-registered or licensed surveyor;

B. Traverse data on standard-form work sheets or accurate and complete electronic computations, showing closure of the exterior boundaries of the subdivision and of each block in the subdivision;

C. Three (3) copies of all proposed covenants, conditions, and restrictions (CC & Rs), or a written statement signed by the applicant that no such restrictions will be established;

D. Title guarantee by a title company doing business in Washington County, showing names of persons whose consent is necessary for preparation of the final plat and for any dedication to public use, and their

interests therein. This guarantee shall certify, for benefit and protection of the City, that persons therein named are all of the persons necessary to give clear title to streets and other easements therein to be offered for dedication; and

E. Copy of solar envelopes for each lot as necessary for solar access protection consistent with Article 4, Solar Access Standards.

### **Analysis – Development Code:**

Wind: There are several possible issues with these sections. ORS 92.144 makes reference to, “access to wind”. References for wind should be added to these sections even though it is unlikely that such an energy source would be used in Forest Grove due to the inconsistency and overall low level of wind.

Review Criteria: There is no requirement for the applicant to address the review criteria. However, unlike the tentative plat, the criteria for the final plat are fairly straight forward. Thus, it is not recommended to include such a provision.

Final Plat and Public Improvements: The question of whether to connect installation of improvements to the final plat needs to be addressed. If so, then these sections need to be modified to include the public improvement information needed for submittal. *It is staff’s recommendation to link the public improvement installation with the Final Plat for reasons presented in this paper.*

### **Final Plat Review Criteria**

Section 10.6.145 establishes the process and review criteria for the review of final plats. It is reviewed as a Type I process (i.e. administrative review with no discretion or notice) and the criteria are as follows:

- A. The final subdivision plat is in substantial conformance with the approved tentative plat.
- B. Conditions of approval attached to the tentative subdivision plat have been satisfied.
- C. All public facilities serving the subdivision are fully improved and adequate, or full improvement of such public facilities can be provided or guaranteed prior to issuance of any permit for development of any lot in the subdivision.
- D. The final plat shall be checked, and such measurements taken and computations made as necessary to determine that the plat is

correct, and that all requirements of state law and this code are met.

It should be noted that the Community Development Department does not sign the final plat until the Engineering Department provides its authorization. This authorization is presumably to confirm that public improvements are adequately addressed.

### **Analysis – Development Code:**

Not Land Use Decision: As noted previously, state law has been modified to specify that a decision to approve or reject a final plat is not considered a “land use” decision. This means that land use procedural requirements such as notice, 120 day review requirement and appeals to LUBA do not apply unless the city chooses to apply them through its code. Even then, the resulting decision goes to circuit court instead of LUBA. However, there is little policy reason for the city to impose these procedural requirements on itself when not required by state law. Thus, the Code either needs to eliminate the reference to Type I process for final plats or modify the procedural requirements of the Type I process as it applies to final plat review.

Inaccuracies: Legal descriptions on final plats are typically prepared by a surveyor. This includes descriptions for easements and rights-of-way. The Engineering Department notes that at times these descriptions do not match what has actually been installed or submitted in the record drawings. Engineering Department recommends that the project Civil Engineer be required to approve or verify the accuracy of these descriptions provided by the Surveyor.

Public Facility Installation: Another issue pertains to Section 10.6.145 C dealing with the installation of public facilities. The criterion requires the installation or guarantee (e.g. performance bonds) of installation before issuance of any permits for the development of lots. This parallels the approach taken by the previous Land Division Ordinance.

This situation presents several questions. Some of these questions will be addressed as part of the discussion below on Section 10.6.150, Installation of Public Improvements.

- As provided in the Code, should this criterion (Section 10.6.145 C) be part of the final plat criteria? The finding applies to issuance of permits and has nothing to do with final plats. This should be a requirement placed elsewhere in the Development Code and not a criterion for final plat approval (this assumes the present approach of separating public improvements and final plat recordation is maintained). If the City links

the public improvements with the final plat, then this criterion needs to be changed.

- Can the Community Development withhold signature of the final plat if the Engineering Department is not satisfied with public improvement installation? It could be argued that there is no authority. As commented by the previous question, the criterion (Section 10.6.145 C) pertaining to installation of public facilities relates to issuance of permits, not recordation of the final plat. However, Section 10.6.145 B requires that all conditions of approval are met. Typically, subdivision applications are conditioned for all required improvements. While this issue may be more technical in nature rather than substantive, it is staff's position that a formal link between installation of improvements be completed prior to final plat recordation.
- Another question is what permits are being referenced and should the City be required to issue permits if improvements are only guaranteed and not installed? According to discussions with the City Attorney, the term "permits" refers to permits issued in the Development Code. The main land use permit the City issues for a subdivision is the Tentative Map approval. Does permit refer to this process? If so, it is nonsensical. However, there are other permits that can be associated with a development review such as building permits, DSL permits, CWS or ODOT permits.

The other land use permit that is issued for each house built in a subdivision is the Site Development Review that is part of the Building Permit application. Staff does not issue a separate permit for that process but is part of the Building Permit review. However, a separate fee is collected for this process and conditions of approval (if needed) are added to the Building Permit. Thus a formal, separate land use permit is not issued. Given this approach and the Attorney's interpretation of "permit", would Site Development Review come under the terms of this section? If not, then there is a question whether the City could control issuance of permits for inadequately developed subdivisions. The Code should be modified to clarify what permit(s) it is referencing.

Related to the above issue is the substantive aspect of Section 10.6.145 C and the connection between public improvements and final plats. These will be discussed below.

## **Installation of Improvements**

The installation of improvements is addressed in two different parts under the final plat process. One place is the review criteria for final plats. As presented above, Section 10.6.145 C states:

“All public facilities serving the subdivision are fully improved and adequate, or full improvement of such public facilities can be provided or guaranteed prior to issuance of any permit for development of any lot in the subdivision.”

The other provision is Section 10.6.150 which states:

“Before the approval of the City Engineer is obtained, the applicant shall enter into an agreement with the City Engineer for the construction of all required public and private improvements and shall either install required improvements or have gained approval to form an improvement district for installation of improvements required with the tentative plat approval. This condition is required for acceptance and approval of the final subdivision plat. Procedures for required improvements are more fully described in Article 8.”

### **Analysis – Development Code:**

Process Description: Engineering Department is the primary City staff involved with this step of the process (installation of public improvements). Generally, the Department reviews construction plans submitted by the applicant. The developer then determines costs of the improvements and enters into an Agreement to Construct Improvements (the agreement referenced in Section 10.6.150). The agreement requires a deposit to cover the cost of reviewing projects and some type of surety (i.e. bonds, cash deposit, etc.) for the proper installation of improvements. Based on the construction plans, the developer then installs improvements. Tests of the facilities are then conducted and acceptance of the improvements is made when the final map is recorded. During this time, the applicant obtains a storm water connection permit and 1200C permits from Clean Water Services (CWS) and State Department of Environmental Quality (DEQ). These permits from CWS and DEQ are required before testing and construction is allowed by the City.

There are two comments pertaining to the specific provisions.

Nature of Engineer Approval: First, Section 10.6.150 does not specify what is to be approved by the City Engineer. Presumably, the approval is the final plat but it could also mean approval of improvements or something else. However, the

final plat contents do not require a signature block for the City Engineer (although the application requirements for the final plat require the City Engineer to approve wording of all easements, which implies a signature for such action). If a signature is only for accepting the wording of easements (assuming such a signature is specified), it may be contended that the City Engineer must sign the final plat even if the installation of public improvements are not satisfied. It is recommended that the Development Code be revised to address these two potential issues; to clarify what the City Engineer is approving in Section 10.6.150 and requiring a signature block for the Engineer on the final plat for easements and installation of improvements.

Inconsistency of Two Code Provisions: Also, the two provisions of the two sections appear contradictory. Under Section 10.6.145 C, improvements can be guaranteed without specifying a method (implicitly leaving that determination with the Public Works Director). Section 10.6.150 either requires the construction of the improvements or become part of an improvement district. Thus, it does not specify that the improvements can be guaranteed through some type of financial instrument (e.g. bonds). The code should be revised to address this possible inconsistency.

Availability of Services: This code provision (Section 10.6.145 C) indicates that either the improvements are installed or guaranteed before a permit for development can be issued. It is questionable that there is a requirement for the presence of services (i.e. sewer, water, storm water, power, etc.) before a permit can be issued. Site Development Review findings requires compliance with all applicable standards of the base zone and applicable development standards of Article 8. Article 8 (Sections 10.8.625 A, 10.8.630 A and 10.8.635 A) requires sewer, water and storm water facilities be installed for each new development and that the development must be connected to existing facilities. However, when taken in combination with criterion in Section 10.6.145 C, it could be argued that only the guarantee of such facilities is all that is required and not the actual installation. There is no requirement in the Building Code that a building must have required services. This could result in a developer recording the final plat and selling the lots without the improvements (although with "guarantees"). As will be discussed below, the guarantees the City currently accepts have limitations. At a minimum, the Code may need to be clarified that services must be available before issuance of any land use permit leading to construction.

Type of Guarantee: The problem regarding the guarantee of a facility can be the type of guarantee. Typically, a developer provides a bond as the guarantee for the improvements. Bonds are difficult to collect and can be expensive and time consuming for the City to obtain since bond companies generally will contest payment on the bonds.

To address the surety issue, the City of Tualatin only accepts Corporate Surety Bonds, cash deposits or cash in escrow as guarantees due to the collection issue. An inferior surety instrument could result in the developer selling lots and the City unable to install the improvements. Further, it may mean the City being required to issue permits for homes in a subdivision when services are not available due to the lack of installation. As recommended above, the criterion should be changed to require installation of improvements before permits for development can be issued. Further, City should consider requiring a "higher" form of guarantee if improvements are to be postponed. The countervailing aspect of this issue is that it makes development more costly. The alternative is to require improvement installation as a condition of final plat recordation and not accept any guarantees.

A potential example of this situation is Casey Meadows. The final map has been reviewed and is ready for City signatures for recordation. (As noted above, the City may be obligated to sign-off on the final plat to allow for recordation and the creation of lots of record regardless the condition of public improvements.) The property owner (i.e. bank) has decided not to record the final plat because of higher property taxes.

The developer of Casey Meadows also guaranteed installation of improvements through a bond. While improvements have been constructed, they have not been accepted by the City. Although the City holds bonds designed to guarantee the public improvements, it may be difficult to collect on those bonds and take upwards to one year to resolve. In the mean time, there is no requirement to prevent the City from allowing the recordation of the final plat had they decided to proceed since the improvements had been guaranteed. The lots could have been sold. It is also questionable that the City could prevent development on individual lots. The other complicating factor with Casey Meadows is that until the final plat is recorded, the City cannot accept the improvements because the dedications for the improvement right-of-ways would not be created.

Public Improvements Part of Final Plat Requirements?: The final question is whether the installation of public improvements should be separated from the final plat recordation or should the improvements be installed or guaranteed as a requirement of the final plat process? Staff position is that as a minimum, the improvements should be installed and accepted by the City or allow the proper guarantee before the final map can be recorded.

As previously noted, Section 10.6.150 requires the City Engineer not sign (presumably the final plat although not specified) until the improvements are either installed or guaranteed. However, the final plat criteria do not make such a requirement. The final plat criteria should be changed to make such

requirement. We recognize that historically, the final plat and improvements have been separated. The concern with such an approach is that it is possible to create legal lots of record without the improvements being addressed. Although the City does require a "guarantee," it is questionable whether the City can collect the guarantee in a timely manner or at all. In viewing other communities land division requirements, the cities of Lake Oswego and Tualatin do include public improvements as part of the final plat requirements.

**Analysis – Land Division Ordinance:** It should be noted that the previous Land Division Ordinance did not address public improvements as it relates to final plats. Approval criteria for a final plat (Section 9.105 (3) a) did not include any requirements for public improvement installation. There was no provision similar to Section 10.6.150 under the current Development Code. Thus, there was no authority for Engineering to require the Agreement to Construct document.

The only control on public improvements was the provisions of Section 9.855 (3) of the Zoning Ordinance as follows:

"Public Facility Improvement Requirements: To protect the public health, safety, welfare, economic stability of the community, and maintain and improve substandard conditions of the City's public facilities, the Building Official shall not approve or issue any building permit for any proposed construction, building, or development for which the streets or other public facilities including traffic lights and other traffic control devices, curbs, pavement, sidewalks, water lines, sewer lines, storm drainage lines, and public rights-of-way serving the proposed construction, building, or development are not fully improved or installed to current City standards. Guarantee of full improvement by the formation of a local improvement district, bond, or cash deposit may be substituted for the actual improvement if acceptable by the City Engineer, provided that either (1) the local improvement district is formed by the City Council or that (2) the bond or cash deposit is provided as security for full improvement prior to the issuance of a building permit."

A similar provision was also in the Land Division Ordinance (Section 9.109 (2)). It was clear that the Zoning and Land Division ordinances did not address when public improvements were required in relation to the filing of a final plat. However, the process used by City staff was that once the tentative map was approved, then the applicant would begin working with the Engineering staff on the installation of public improvements (as well as preparing the final plat document). This was achieved through an interpretation of the codes and not an explicit provision. It should be noted that this limitation did not create any issues since this was (and is) a common process used in subdivision development in Oregon (as well as by jurisdictions in Washington and California).

## **Final Plat Approval and Recording**

Section 10.6.160 states as follows:

When all required signatures have been obtained on the final subdivision plat, the applicant shall record the subdivision plat and any required covenants with the County Recorder.

### **Analysis – Development Code:**

The concern is whether the provision establishes time limits for the recording of the final plat. The previous Land Division Ordinance had a similar provision to the current code. Casey Meadows was approved under the old ordinance. A final plat was prepared and reviewed. It is ready for recordation once the signatures have been collected. However, the company went bankrupt and a bank took over the property. It has been several years and the final map has yet to be recorded but could be recorded once signatures are collected. This presents the following potential issues:

- One issue relates to vesting and currency of the map. Changed conditions may make it poor public policy to allow the recordation of a map that does not reflect current conditions or requirements. It is questionable the City could withhold signatures simply because of the length of time between final plat recordation and tentative map approval. As noted above, there is a provision to require a new application rather than a time extension of a tentative map approval where there are changed conditions (Section 10.1.135). The current Development Code or previous Land Division Ordinance did not specify how long a final plat is valid either before or after signatures are collected and/or when the map must be recorded. Without such a time limit, such as with Casey Meadows, it could be years due to tax implications or other reasons before a map gets recorded. Without such a recording, the City cannot accept public improvements because it is the final map that creates the dedications and easements. Further, the situation remains unresolved until the map is recorded. The opposite perspective is not requiring a time limit simply because the final map, regardless of whether it is recorded or not, has value. There are incentives to get the map recorded but extenuating circumstances such as a poor economy may be an appropriate rationale to allow the final map to “float.” This issue should be discussed. If a time limit is established for the final map before recordation is required, a six month to one year time frame may be reasonable.

## **Public Improvement Standards (Article 8)**

The public improvement requirements are in Article 8 of the Development Code. Contrary to the provisions of Section 10.6.150, there are few, if any, procedures for improvements in Article 8. It does include the standards and requirements. For subdivisions, the typical requirements in Article 8 include:

- Adoption of Other Agency Standards by Reference (Section 10.8.005),
- Access and Circulation (Sections 10.8.100 to .150),
- Open Space, Recreational Facilities and Common Areas (Sections 10.8.200 and .205),
- Hazards and Resources (Sections 10.8.300 to .315),
- Public Improvements (Sections 10.8.600 to .685),
- Land Division Standards (Sections 10.8.900 and .905) and
- Covenants, Conditions and Requirements (Section 10.8.1000).

### **Analysis – Development Code:**

Generally, there are few comments associated with the actual improvements. Only for three issues rise to the level of discussion. These issues pertain to street improvements on borders of subdivisions, street standards and the written process.

- Section 10.8.610 et. seq. establishes street standards. Subsection 10.8.610 A. 1 states,

“Streets within a development and streets adjacent shall be improved in accordance with this article;”

However, there are no standards for streets adjacent to a project. It has been City policy that for streets adjacent to a subdivision, half of the right-of-way for the street type (i.e. arterial, collector, local) must be dedicated and a minimum of 24 feet in pavement width must be constructed, plus the sidewalk, curbs and gutters on the development side of the street. For the opposite side of the street, only temporary gutters are required. This standard should be incorporated into the street standards.

- Table 8-8 identifies the right-of-way and pavement widths for various road classifications. This is taken from the previous Land Division Ordinance. However, the table does not make reference to what document the classifications come from (there is a reference in Subsection 10.8.610 E.1.a but does not reference that to the table). The classifications are intended to come from the Transportation System Plan (TSP). However, the classifications given in the table do not match up with the

classification terms given in the TSP. In addition, the TSP provides cross-sections for certain street (e.g. David Hill Road) but those cross-sections are not referenced in the Development Code. The Code should be revised to bring consistent with the TSP.

- The final issue is the lack of a written process for public improvements. Historically, there has not been any written description of the process for public improvement review. The Associate Engineer prepared an outline of the process about three years ago (see Attachment 1). However, this outline has never been vetted or adopted in any manner. This should be done either as a stand alone document or as an appendix to the Development Code.

## Recommendations

Based on the preceding analysis, the following are recommended actions that should be pursued to address identified deficiencies.

1. Add definition for tentative map or plat. Possible definition is: a tentative plan is the map and other descriptive material that describes the preliminary design of a project.
2. Revise final map process to specify that it is not a land use decision.
3. Revise phasing time limits.
4. Add evaluation of project to approval criteria as part of the tentative map submission requirements.
5. Add service certification requirement to be satisfied prior to submission of tentative map application similar to City of Hillsboro. Include legal access to the site as part of the certification. Consideration should be given that denial is required where offsite services are not available to the site.
6. Consider approaching development more stringently in terms of meeting approval criteria by not relying on meeting conditions of approval to meet criteria. A performance consideration (i.e. how likely can the condition be met) to determine if a condition is appropriate or some other action such as denial is appropriate.
7. Clarify the approval criteria to address availability of services both to and within the development. The criteria should also address the likelihood of extending to the site.
8. Establish standards in Article 8 for frontage road improvements to be a minimum pavement and right-of-way width for a project. The standard (or possibly improvement criteria) should specify that the frontage road needs to be accomplished on the project site.
9. Clarify the time limit and time extension requirements under Section 10.1.130 and 10.1.135.
10. Clarify or revise the "substantial construction" provision for time limits for subdivisions.
11. Revise code to suspend time limits during installation of improvements and reassert time limits when it stops.
12. Add language to indicate that project is deemed complete when public improvements are accepted and final plat is recorded.
13. Clarify phasing requirements (see Recommendation Number 3 above).
14. Add access to wind as part of the tentative and final map requirements to comply with ORS 92.144.
15. Add a signature line on the final plat map for the Civil Engineer verifying the legal descriptions for all easements and rights-of-way for improvements installed.
16. Revise the Development Code to require installation of improvements as part of the final plat approval requirements.

17. Consider clarifying final plat requirements to assure applicable Development Code requirements apply to final maps.
18. Relocate the current Section 10.6.145 C to another portion of the Development Code and add a revised final plat approval criterion addressing installation of improvements as part of the Final Map (see Recommendation Number 14 above).
19. Clarify what the City Engineer is certifying on the Final Plat and incorporate in that signature the acceptance of public improvements made by the subdivision (see Recommendation Number 14 above).
20. If current Section 10.6.145 C is retained in the Development Code, clarify which permits are being referenced.
21. Clarify potential inconsistency between Sections 10.6.145 C and 10.6.150 as to the allowance of guarantee of public improvements.
22. Revise requirements to assure that services must be available to the development and to each lot prior to issuing building permits within the subdivision.
23. Add a provision to specify acceptable types of guarantees, which should include only Corporate Surety Bonds (?), cash deposits or cash in escrow.
24. Discuss and determine if time limits should be established for recording Final Plat map after review has been completed.
25. Update Table 8-8 to correspond to the street classification used in the Transportation System Plan (TSP).
26. Incorporate the cross-section specifications identified in the TSP into Article 8.
27. Review, adopt by resolution and reference in the Development Code the written process developed by the Engineering Department.

## Attachment 1

# CITY OF FOREST GROVE

## DEVELOPMENT REVIEW PROCESS

Applicability of Site Development Review – 10.2.410

### 1. Project Planning – Plan Review Board

- Usually you will receive a very general plan to review prior to the meeting.
- Look for extension of utilities.
- Look for frontage improvements.
- Sidewalk Code Requirement and Deferral code provisions.
- Exchange contact info.
- Discuss importance of developer getting understanding early on CWS requirements.

### 2. Service Provider Letter – CWS

- General plan with little detail.
- Goes straight to CWS and not thru City.
- When does CWS need to review – Single residential lot does not need review most of the time (unless older lot w/ issues), commercial does most of the time. Impervious surface design will need a soils perk test (follow CWS guidelines) for City review.

### 3. Land Use (LU) Application – Planning

- LU Completeness Review
  - LU Completeness application to James. James will not accept until Service Provider Letter process is completed.
  - Does not require a full set of plans.
  - Timing depends on Type I – V process as laid out in the Development code.
  - Not looking at actual detail. Focusing on connectivity to frontage (James is a good source of help on this).
  - James sends us completeness form to fill out (I have reviewed with no or yes comments).
  - Start Keeping track of time.
  - Send application back to James.
- LU Conditions of Approval
  - Depending on Type I – V process as determined by James may run concurrent with completeness review part.
  - May have more detailed plans at this stage.
  - This is a more detailed review concentrating on frontage improvements, off site improvements, utility extensions, CWS

compliance, and Roads etc. Pay close attention to the Public Improvement Section of the Development Code.

- Remember catchall condition – Must comply with all master plans including water, storm, ss, and transportation.

#### 4. Public Improvement Review – Engineering

- Keep Track of time usually about 3 weeks.
- Need a good first set of plans (9 copies).
- ASAP turn around full plan set copy to Building, Fire, L&P, Planning, Police, PW.
- Give review team 2 weeks review with a disclaimer if no comments we will assume no change.
- Check profiles to make sure elevations match slopes.
- Do match lines and MH correspond from sheet to sheet?
- Check pipe sizes.
- Make sure updated City details are on plans.
- Building official will issue grading plans permit.
- Make sure there is no trapped water (i.e. existing drainage is not blocked, min. and max. slopes).
- Look for drainage extents/tie-in to adjacent property.
- Show future extensions per City code distance.
- Assemble all comments into one set of plans. Good idea to go thru comments with review team.
- Request back from developer: remit 3 revised sets plus redlines.
- Check off old comments.
- May need to set up meeting with CWS and developer if it looks like there is going to be some complicated issues with development near floodplain, River Crossing etc.

#### 5. Storm Connection Permit – CWS (Marvin Spiering, David Schweitzer)

- Plan set successfully reviewed/correction made sent to Marvin for review.
- Marvin sends letter back to City (timing depends, but in general 15 days).
- City passes on to Eng./Developer.
- Marvin will issue connection permit.
- Developer Engineer will do storm drainage analysis and design quantity/quality facilities to meet CWS standards. CWS will review to ensure compliance.
- Request Storm Water Quality Facility Inventory Data

#### 6. 1200C Permit – CWS, DEQ (Jackie Humphries)

- Storm connection permit needs to be done first.
- Work through Marcia (Lucs form)
- Developer or representative fills out form from Marcia
- James Signs Form
- Hand deliver to Clean Water Services
- Refer to CWS web site: Checklist/Template, go thru format and make sure eng./dev. does too. Sign off on the Checklist form.

## 7. Public Imp. Plan Approval – Engineering

- Once plans have been approved prepare a draft construction agreement. Ask for review comments from owner engineer or representative.
- Use boiler plate agreement language. Tailor A & B to fit project.
- Need construction cost estimate from developer engineer or representative. Needs to include construction administration, survey, etc.
- 3-sets of engineering approved drawings at least.
  - 1 for building department, 1 for developer, 1 for Engineering

## 8. Permit to Construct Public improvements

- Advance Deposit – Ranges from 2 to 5% of const. cost. Most projects have been around 2.5%.
- Insurance
- Performance bond - needs to cover 125% of the project construction cost estimate (extra because City ends up finishing project under BOLI wage for one).
- Easement Dedications and/or lot line adjustments

## 9. Pre-Construction Meeting

- Building Official, L&P, sometimes Lonny, Fire (Dave), Comcast, Verizon, NW Natural, Developer, Engineer Contractor.
- Developer Engineer or Representative set this up and runs it.
- City hosts meeting.

## 10. Close-Out

- Standard Forms in agreement need to be processed.
- Walk – Thru
- Time Sheet processed
- Record Drawings.
- Confirm Storm Water Quality Facility Inventory Data

# PROCLAMATION



WHEREAS, travel matters to the nation's economic prosperity and its image abroad, to business wealth and to individual travelers; and

WHEREAS, travel is among the largest private-sector employers in the United States, supporting 14.4 million jobs in 2011, including 7.5 million directly in the travel industry and 6.9 million in other industries; and

WHEREAS, travelers' spending directly generated tax revenues of \$124 billion for federal, state and local governments, funds used to support essential services and programs; and

WHEREAS, Washington County, Oregon, offers a wealth of attractions that are appealing to visitors: wine, golf, tax-free shopping, natural areas and more, generating a total direct travel spending of \$566 million in 2010; and

WHEREAS, the City of Forest Grove's annual travel-generated spending was \$16 million in 2010, and

WHEREAS, travelers collectively spend millions of dollars on lodging, camping, dining, shopping and entertainment benefiting the community as a whole – spurring countless benefits to travelers' creativity, cultural awareness, education, happiness, productivity, relationships and wellness; and

WHEREAS, meetings, events and incentive travel are core business functions that help companies strengthen business performance – averaging a return on investment of \$12.50 in profits and \$3.80 in revenue for every dollar spent on corporate travel – align and educate employees and customers, and reward business accomplishments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM *May 5 – 13, 2012*, as *"Travel and Tourism Week"* in Forest Grove, and we urge the community to wholeheartedly support their local businesses and observe this week with appropriate ceremonies and activities.



WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Forest Grove, Oregon, to be affixed this 23<sup>rd</sup> day of April, 2012.

*Peter B. Truax, Forest Grove Mayor*

3A

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION  
ORS 192.660(2)(E) REAL PROPERTY  
ORS 192.660(2)(H) LITIGATION  
APRIL 9, 2012 – 5:30 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Executive Session to order at 5:33 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr. (declared a potential conflict of interest), Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Tom Gamble, Parks and Recreation Director; Rob Foster, Public Works Director; and Anna Ruggles, City Recorder.

**2. EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

ORS 192.660(2)(e) to deliberate with persons designated by the governing body to negotiate in real property transactions.

ORS 192.660(2)(e) to discuss Council’s legal rights and duties with regard to current litigation or litigation likely to be filed.

**3. ADJOURNMENT**

Mayor Truax adjourned the Executive Session at 6:30 p.m.

Respectfully submitted,

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

3B

**FOREST GROVE CITY COUNCIL WORK SESSION  
(RECONSTRUCTION PROJECT)  
APRIL 9, 2012 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 6:34 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Rob Foster, Public Works Director; Jon Holan, Community Development Director; Derek Robbins, Civil Engineer; and Anna Ruggles, City Recorder.

**2. WORK SESSION: RECONSTRUCTION PROJECT**

Foster, Robbins, and Sykes facilitated the work session, noting the purpose of the work session was to discuss the proposed plans for the City to reconstruct 26<sup>th</sup> Avenue, between Hawthorne Street and Juniper Street, through a Reimbursement District. Staff reported the City has been working to resolve issues associated with 26<sup>th</sup> Avenue substandard conditions, noting 26<sup>th</sup> Avenue lacks the necessary street improvements and right-of-way for additional traffic and also lacks street improvements for further development in the area. Staff referenced a map, attached to staff report, showing the area boundaries, noting if the City initiates the 26<sup>th</sup> Avenue Reconstruction Project, the City would need to:

- 1. Obtain necessary right-of-way to reconstruct 26<sup>th</sup> Avenue.
- 2. Begin design and construction.
- 3. Establish a Reimbursement District to recuperate costs.

Staff indicated the City has begun preliminary correspondence with property owners on right-of-way needs, noting the engineering design work would need to begin soon. Staff outlined the purpose of a Reimbursement District, noting pursuant to City Code Section 3.10, Reimbursement Districts, staff is proposing the following schedule as follows:

- 1. June 11, 2012, City Council Meeting to consider adopting Engineer Report on proposed Reimbursement District.
- 2. End of June, 2012, schedule an Informational Public Open House to seek input on proposed Reimbursement District and project design and construction details.
- 3. July 9, 2012, City Council Meeting to consider holding Public Hearing and

**FOREST GROVE CITY COUNCIL WORK SESSION  
(RECONSTRUCTION PROJECT)  
APRIL 9, 2012 – 6:00 P.M.  
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adopting resolution establishing 26<sup>th</sup> Avenue Reconstruction Project Reimbursement District.

4. If Council approves to proceed with a Reimbursement District, 26<sup>th</sup> Avenue is anticipated to be reconstructed by October, 2012.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the City self-initiating the 26<sup>th</sup> Avenue Reconstruction Project Reimbursement District. Staff responded to various inquiries, concerns, and scenarios Council presented, noting the project consists of a 26' roadway and sidewalks on both sides, with no parking on either side. Staff explained pursuant to City Code, the right to reimbursement is 10 years unless it is renewed by Council for one additional 10-year period. In addition, staff advised Council has sole discretion, after its Public Hearing, to decide whether or not the District should be formed, noting the City will be reimbursed by adjacent property owners and new development benefiting from the construction of the street improvements.

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

**3. ADJOURNMENT**

Mayor Truax adjourned the work session at 6:56 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder



**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 9, 2012 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 7:00 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Kerry Aleshire, Police Chief; George Cress, Light and Power Director; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Tom Gamble, Parks and Recreation Director; Colleen Winters, Library Director; Jeff King, Economic Development Coordinator; Aaron Ashbaugh, Police Captain; Richard Matzke, Light and Power Engineer Manager; Keith Hormann, Light and Power Superintendent; and Anna Ruggles, City Recorder.

**1. A. EMPLOYEE RECOGNITIONS:**

Mayor Truax presented a Certificate of Appreciation and plaque honoring Joan Vandehey, Library Assistant, for 25 years of dedicated service to the City.

Mayor Truax presented a Certificate of Appreciation and plaque honoring Colleen Winters, Library Director, for 30 years of dedicated service to the City.

**1. B. PROCLAMATIONS:**

National Library Week

Mayor Truax publicly proclaimed April 8 – April 14, 2012, as “National Library Week in Forest Grove”. Mayor Truax presented the proclamation to Nancy Combs, Library Commission Chair, who accepted the proclamation on behalf of the Library.

Arbor Day

Mayor Truax publicly proclaimed April 7, 2012, as “Arbor Day” in Forest Grove. Mayor Truax presented the proclamation to Mindy Laird-Garcia, Community Forestry Commission (CFC) Chair, who received the proclamation on behalf of CFC. Mayor Truax noted this is the 22<sup>nd</sup>

**FOREST GROVE CITY COUNCIL REGULAR MEETING**  
**APRIL 9, 2012 – 7:00 P.M.**  
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consecutive year the City has received the national “*Tree City USA*” award recognition. In addition, Laird-Garcia reported CFC and Oregon Department of Forestry jointly held an Arbor Day Tree Planting Event on Saturday, April 7, 2012, at Tillamook Forestry Center.

2. **CITIZEN COMMUNICATIONS**: None.
  
3. **CONSENT AGENDA**: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
  - A. Approve City Council Work Session (B&C Interview) Meeting Minutes of March 26, 2012.
  - B. Approve City Council Regular Meeting Minutes of March 26, 2012.
  - C. Accept Community Forestry Commission Meeting Minutes of February 15, 2012.
  - D. Accept Economic Development Commission Meeting Minutes of October 6, November 3, December 1, 2011, and January 12 and February 2, 2012.
  - E. Accept Historic Landmarks Board Meeting Minutes of February 28, 2012.
  - F. Accept Parks and Recreation Commission Meeting Minutes February 15, 2012.
  - G. Accept Public Arts Commission Meeting Minutes of January 21 and February 9, 2012.
  - H. Community Development Department Monthly Building Activity Informational Report for March 2012.
  - I. **RESOLUTION NO. 2012-26 MAKING APPOINTMENT TO PUBLIC ARTS COMMISSION (APPOINTING LAURA FRYE, AT-LARGE, TERM EXPIRING DECEMBER 31, 2013).**
  - J. Accept Resignation on Public Safety Advisory Commission (Randall Roedl, At-Large, Term Expiring December 31, 2012). ***(Removed from Consent Agenda)***
  - K. Endorse Change of Ownership Liquor License Application (On-Premises Sales and Off-Premises Sales) for Urban Decanter, 2030 Main Street (Applicant: Rebecca Kramer).

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*(Added to Consent Agenda)*

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

**3. J. ACCEPT RESIGNATION ON PUBLIC SAFETY ADVISORY COMMISSION (RANDALL ROEDL, AT-LARGE, TERM EXPIRING DECEMBER 31, 2012)**

Council President Johnston removed the above item from the Consent Agenda and expressed his appreciation to Roedl for his dedicated service on the Public Safety Advisory Commission (PSAC), noting Roedl has served on PSAC since the commission was formed in 2006.

**MOTION:** Council President Johnston moved, seconded by Councilor Lowe, to approve Consent Agenda Item 3. J. MOTION CARRIED 7-0 by voice vote.

**4. ADDITIONS/DELETIONS:**

Ruggles requested to add Consent Agenda Item 3. K. as noted above.

**5. PRESENTATIONS:**

**5. A. Audit Report for Fiscal Year Ending June 30, 2011**

Downey introduced Gary Iskra, ISLER, CPA, who presented the Financial Audit Report for period ending June 30, 2011. Iskra outlined the audit process, noting the General Fund reported a balance of \$4,434,290, which is an increase of \$60,480 from the prior year. Iskra reported nothing came to their attention that caused them to believe the City was not in substantial compliance with certain provisions and laws. In conclusion of the above-noted presentation and in response to Council inquiries, Iskra commended staff for their assistance and support during the audit process, noting no difficulties were encountered in dealing with City staff during the preparation and completion of their audit.

**6. DEPARTMENT WORK PLANS FOR FISCAL YEAR 2012-13:**

Library Department:

Winters presented a PowerPoint presentation outlining the Library

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Department's Work Plan for 2012-13 as noted in her staff report. Winters's report focused on the Library Department's implementation of a county-wide RFID self-check conversion program, installation of security gates for the system, and work flow assessment once the new system is installed; Library Foundation's accomplishments and campaign efforts; assisting Library Commission with its mission statement completion; and provided an update on the status of the Stewart History Room, noting the Library will be planning a ribbon-cutting ceremony in the near future. In addition, Winters reported on other various department-related projects and goals and responded to Council inquiries pertaining to services and programs for Latino patrons and networking with Washington County.

Light and Power Department:

Cress, Matzke, and Hormann presented a PowerPoint presentation outlining the Light and Power Department's Work Plan for 2012-13 as noted in the staff report. Cress's report focused on substation equipment replacement projects; aging pole replacement program; energy conservation programs; administrative forms standardization update; cable replacements projects; Light and Power Facility Master Plan modifications and improvements; Supervisory Control And Data Acquisition System (SCADA) installation program; installation of electric vehicle charging stations; and potential sites for a future solar generation facility. In addition, Cress reported on other various department-related projects and goals and responded to Council inquiries pertaining to transmission lines; distribution of power; and City offering a financing program, similar to the sidewalk improvements program, for residential solar installation.

Parks and Recreation Department:

Gamble presented a PowerPoint presentation outlining the Parks and Recreation Department's Work Plan for 2012-13 as noted in his staff report. Gamble's report focused on various ongoing Aquatic Center-related programs; park-related projects; Parks Master Plan update; Parks and Recreation Commission-related projects and implementation of a Volunteer Recognition Program; exploring and pursuing property acquisitions; exploring and pursuing various trails development; pursuing various grant opportunities; and exploring youth-related programs. In addition, Gamble reported on other various department-related projects and goals and provided an update on Fernhill Wetlands.

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Police Department:

Aleshire and Ashbaugh presented a PowerPoint presentation outlining the Police Department's Work Plan for 2012-13 as noted in the staff report. Aleshire's report focused on police-related activities and programs; community outreach programs; police-related training; and collaboration with various county-wide agencies. In addition, Aleshire reported on other various department-related projects and goals and responded to Council inquiries pertaining to Forest Grove High School incident command response-related access.

Mayor Truax called for Council consensus to suspend Council's 9:00 p.m. curfew rule, to which, Council collectively agreed to continue the meeting.

Economic Development:

King presented a PowerPoint presentation outlining the Economic Development's Work Plan for 2012-13 as noted in his staff report. King's report focused on the Economic Development Commission's priority goals; business recruitment efforts; business retention efforts; expanding tourism and marketing opportunities; small/new business collaboration efforts; downtown revitalization; and commercial corridor marketing strategies. In addition, King reported on various grant-related opportunities and other various department-related projects and goals.

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

City Manager Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and events. In addition, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and other upcoming city/community-wide events. In conclusion, Sykes commended the department directors for presentation of Work Plans, noting he is pleased to be able to share the various work plans with Council.

**8. COUNCIL COMMUNICATIONS:**

BeLusko reported on Public Arts Commission-related activities, noting PAC is inviting everyone to attend its Arts In The Grove event on Saturday, April 14, 2012, noting the event is open to the public and there is no admission fee to attend. In addition, BeLusko reported on other matters of interest and upcoming meetings he was planning to attend.

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COMMUNITY AUDITORIUM  
PAGE 6**

Council President Johnston reported on the Joint Work Session with the Forest Grove Rural Fire Protection District Board, which was held April 4, 2012, noting Chief Kinkade provided a presentation on the Fire Department's volunteer program. Johnston provided an update on kickoff plans for the City's Public Safety and Community Services Levy Ballot Measure 34-196, noting the levy is on the ballot May 15, 2012, Primary Election. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on upcoming meetings she was planning to attend

Miller reported on upcoming meetings she was planning to attend.

Thompson reported on Forest Grove Senior and Community Center-related activities, noting Mayor Truax conducted a levy presentation at First Friday dinner. Thompson reported on Community Forestry Commission (CFC)-related activities, noting the 2012 Arbor Day Celebration, which was held at Tillamook Forestry Center, was well attended. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported on Historic Landmarks Board (HLB)-related activities, noting HLB hopes to disburse its remaining grant funds this spring. Uhing invited everyone to attend the upcoming Historic Landmarks Board Preservation Fair on Saturday, May 5, 2012, 9:00 a.m. at Central School, noting the event is open to the public and there is no admission fee to attend. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings and community-related events he was planning to attend. Mayor Truax reported he conducted a levy presentation to Forest Grove Senior and Community Center, noting he has scheduled levy presentations with Adelante Mujeres, Rotary, and Public Arts Commission. In addition, Mayor Truax highlighted various upcoming Council Calendar events and other community-related matters of interest, noting the League of Oregon Cities Regional Meeting will be held in Forest Grove on Wednesday, April 11, 2012, at Noon, in the Library Rogers Conference Room. In conclusion, Mayor Truax fondly remembered Ted Schlapfer, who recently

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 9, 2012 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 7**

passed away, noting Mr. Schlapfer was a long-time forester.

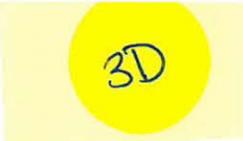
**9. ADJOURNMENT:**

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

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder



**FOREST GROVE CITY COUNCIL WORK SESSION  
(CEP PRESENTATIONS)  
APRIL 17, 2012 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by the Council.*

**1. ROLL CALL:**

Mayor Truax called the Work Session to order at 6:00 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas BeLusko, Jr., Thomas Johnston, Council President, Victoria Lowe, Camille Miller, Ronald Thompson, Elena Uhing, and Mayor Peter Truax. **COUNCIL ABSENT:** None. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

**2. CITIZEN COMMUNICATIONS:** None.

**3. PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECT APPLICATIONS FOR FISCAL YEAR 2012-13:**

The following organizations presented their projects to be considered for CEP funds:

<b>PROJECT</b>	<b>SPONSOR</b>
Housing Rehab, Repair & Access Modifications	Rebuilding Together * Washington County by Joan Goldhammer
Emergency Overnight Housing	St. Vincent dePaul Society by Barbara Chapman
Old Glory	FG Firefighters Association by Sharon Cox
Sidewalk Chalk Art Festival	Valley Art Association by Roylene Read and Philip Thias
Food Service Equipment Replacement/Conversion	FG Senior & Community Center by John Schallberger
FGSD Mentoring Program	Big Brothers Big Sisters Columbia NW by Audrey Riggs & Gladis Valdez
Football Tackle Dummies/Blocking Sleds	Little Guy Football by Ed Galvez
WESTCO	Community Action Organization by Judy Schilling

**FOREST GROVE CITY COUNCIL WORK SESSION  
(CEP PRESENTATIONS)  
APRIL 17, 2012 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

Sustainability Assessment for FG Community	Pacific Univ Environmental Studies by Elaine Cole & Deke Gunderson
Downtown Attraction / First Wednesday The Main Course - A Celebration of NW Wine & Food	City Club by EJ Baeza FG Foundation Main Course Team by Jarod Sherwood Historic Landmarks Board by Holly Tsur and Neil Poulsen West Tuality Habitat For Humanity by Randy Roedl, Jim Cain, Richard Kidd Theatre in the Grove by Jeanna VanDyke
HLB Renovation Grant Program	Adventures Without Limits by Doug Knighton
Building Permit Fees for Low Income Housing	Public Arts Commission by Kathleen Leatham and Dana Zurcher
Ticket Booth Renovation	Community Garden Committee by Walt Wentz
Youth Empowerment Program	Valley Art Association by EJ Baeza
Art Alive in Forest Grove FG Community Garden -- Maintenance & Compost	Community Forestry Commission by Mindy Laird-Garcia
Art Education in Forest Grove	Friends of Historic Forest Grove by Skip Buhler and Dan Skinner
Register of Significant Tree Inspections	Adelante Mujeres by Kaely Summers
Old Train Station Exterior Renovation Farmers Market Revitalization: Increasing Community Opportunities	Adelante Mujeres by Cecilia Giron
Adelante Chicas Summer Day Camps	Forest Grove Little League Did Not Present
FGLL Uniforms & Gear Fernhill Wetlands Viewing Shelter Replacement	Fernhill Wetlands Council by Eric Brattain

**FOREST GROVE CITY COUNCIL WORK SESSION  
(CEP PRESENTATIONS)  
APRIL 17, 2012 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 3**

Sykes noted City staff were involved with the sustainability efforts and recommended that funds for the proposed assessment be included in the City's proposed budget; therefore, removing the project from consideration for CEP funds. Council concurred and took no more formal action nor made any formal decisions during the work session.

**4. ADJOURNMENT:**

Mayor Truax adjourned the Work Session at 8:24 p.m.

Respectfully submitted,

---

Beverly Maughan, Executive Assistant to City Manager

**Minutes approved by the PAC on April 12, 2012.**

- 1) CALL TO ORDER:** Kathleen Leatham called the meeting to order at 5:00 p.m.  
PRESENT: Kathy Broom, Linda Taylor, Dana Zurcher, Kathleen Leatham, Pat Truax, Jim Flory, and Colleen Winters. ABSENT: James Friend, Tom Gamble, Bev Maughan, and Council Liaison Tom BeLusko, Jr.
  
- CITIZEN COMMUNICATIONS:** None.
  
- 2) APPROVAL OF PAC MEETING MINUTES OF** February 9, 2012. Jim Flory moved and Kathy Broom seconded the approval as revised. The vote was favorable.
  
- 3) ADDITIONS/DELETIONS**
  
- 4) BUSINESS:**
  - a) Mini-Grant Request:** The FGS&CC Bike Rack Celebration from Dairy Creek Community Food Web mini grant was approved with Jim making the motion and Dana seconding the motion. Jim Flory and Kathleen will contact Ellen Hastay regarding the approval. Funds for this grant will come from our CEP grant.
  - b) WCVA Grant Application :** This application to the Washington County Visitors Association was completed as a collaborative effort from our grant writer David Maile, with Linda Taylor and city staff stepping up to assist. Kudos to our well oiled team. Pat moved and Kathy seconded the approval of this grant. The vote was favorable. Discussion followed regarding specific aspects of the grant which will wait until the WCVA has made their decision. Recipients of this grant will be made known in May and awarded in June.
  - c) Arts in the Grove Preparations:** Jim Flory shared student art work that will be used as posters and placards for this event. As our next regular meeting is so close to our event a work party is planned for Friday, March 23, at 6:00 pm at Kathleen Leatham's home. An appetizer potluck will be held to finalize all plans and activities for the April 14<sup>th</sup> event. A mailing party for invitations, postcards and posters will take place following this meeting.
  - d) Discussions item:** A discussion was held regarding the formation of an Art Foundation. Colleen said that she would ask Mike Moore questions to guide us in this path. As much paperwork and organization needs to take place, this topic will be reserved for a later date.
  
- 5) COMMISSIONERS COMMENTS:** None at this time.
  
- 6) STAFF COMMUNICATIONS:** None at this time.
  
- 7) ADJOURNMENT:** The meeting adjourned at 6:30 p.m. The next meeting will be a work party appetizer potluck on Friday, March 23, at 6:00. Kathleen has volunteered her home. The next regular meeting will be Thursday, April 12, at 5:00.

Submitted by  
Pat Truax

**FOREST GROVE CITY LIBRARY  
CIRCULATION STATISTICS REPORT: APRIL 2012**

	MAR 2012	FEB 2012	MAR 2011
<b>MONTHLY TRAFFIC</b>			
Eye Count (Daily count of patrons for month)	17,792	17,153	21,586
Number of Days Open to the Public:	26	25	27
New Registrations (New Patron card issued)	103	141	158
<b>CIRCULATION:</b>			
Total Check-outs:	35,266	33,104	38,329
Total Check-ins:	25,488	23,191	27,342
ILLs (Inter-library loans/out of county):	118	144	137
<b>COURIER:</b>			
Intra-library Holds to Forest Grove:	13,538	13,644	15,327
Intra-library Holds from Forest Grove:	10,319	9,742	10,593
<b>PROGRAMS:</b>			
Adult Programs	6	6	8
Adult Attendance at Adult Programs	101	95	130
Teen programs	0	0	0
Teen attendance at Teen Programs	0	0	0
Children's Programs	19	23	27
Children's Attendance at Children's Programs	171	221	316
Adult Attendance at Children's Programs:	104	135	190
# of families at Early Childhood Discovery Time	11	28	17
<b>REFERENCE:</b>			
Reference Questions	NA	NA	NA
<b>SELF CHECK-OUT:</b>			
Self-Check Out Patrons Accepted	892	921	1,063
Self-Check-Out Patrons Denied	274	359	427
Self-Check-Out Total Items	3,770	3,638	4,147
Self-Check-Out Items Denied	45	69	70
Self Check-Out Items Renewed	18	18	55
<b>VOLUNTEERS:</b>			
Number of volunteers	52	52	45
Volunteer hours	529	508	506
<b>COMPUTER USE:</b>			
# of sessions	2,793	2,605	3,219
Total user hours	1,611	1,585	1,854
Average session time in minutes	35	37	34



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:** La Hacienda (Applicant: Alejandro Tinoco)

**APPLICANT/BUSINESS ADDRESS:** 2020 Main Street – Forest Grove

**EVENT DATE/LOCATION:** Private Reception Hall/Holds Private Parties and Events

**CITY BUSINESS LICENSE:** BL-001018

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> <b>New Application</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 checked="" type="checkbox"/> F - CLU Private Club (Parties & Events) <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

4-6-17  
**Date**





# OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

La Hacienda Inc

Applicant Name: Alejandro Tinoco

Phone: (503) 359-3890

Trade Name (dba): La Hacienda

Business Location Address: 2020 Main Street

City: Forest Grove

ZIP Code: 97116

## DAYS AND HOURS OF OPERATION

### Business Hours:

Sunday 12 am to 11 pm  
 Monday 12 pm to 10 pm  
 Tuesday 12 pm to 10 pm  
 Wednesday 12 pm to 10 pm  
 Thursday 12 pm to 10 pm  
 Friday 12 pm to 10 pm  
 Saturday 7 am to 12 pm

### Outdoor Area Hours:

Sunday \_\_\_\_\_ to \_\_\_\_\_  
 Monday \_\_\_\_\_ to \_\_\_\_\_  
 Tuesday \_\_\_\_\_ to \_\_\_\_\_  
 Wednesday \_\_\_\_\_ to \_\_\_\_\_  
 Thursday \_\_\_\_\_ to \_\_\_\_\_  
 Friday \_\_\_\_\_ to \_\_\_\_\_  
 Saturday \_\_\_\_\_ to \_\_\_\_\_

The outdoor area is used for:

- Food service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.

\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: Ban on a rental by rental basis

## ENTERTAINMENT

Check all that apply:

- Live Music  Karaoke  
 Recorded Music  Coin-operated Games  
 DJ Music  Video Lottery Machines  
 Dancing  Social Gaming  
 Nude Entertainers  Pool Tables  
 Other: \_\_\_\_\_

## DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday 5 pm to 11 pm  
 Monday \_\_\_\_\_ to \_\_\_\_\_  
 Tuesday \_\_\_\_\_ to \_\_\_\_\_  
 Wednesday \_\_\_\_\_ to \_\_\_\_\_  
 Thursday \_\_\_\_\_ to \_\_\_\_\_  
 Friday 5 pm to midnight  
 Saturday 5 pm to midnight

## SEATING COUNT

Restaurant: \_\_\_\_\_ Outdoor: \_\_\_\_\_  
 Lounge: \_\_\_\_\_ Other (explain): \_\_\_\_\_  
 Banquet: 217 Total Seating: 217

### OLCC USE ONLY

Investigator Verified Seating: \_\_\_\_ (Y) \_\_\_\_ (N)  
 Investigator Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Alejandro Tinoco

Date: 3/29/2012

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

34

**RESOLUTION NO. 2012-27**

**RESOLUTION MAKING APPOINTMENTS  
TO THE CITY OF FOREST GROVE  
PUBLIC ARTS COMMISSION  
AND REPEALING RESOLUTION NO. 2012-26**

**WHEREAS**, Resolution No. 2006-06 has provided for a Public Arts Commission; 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**, the City Council has received applications from citizens desiring to serve on the Public Arts Commission, and subsequently interviewed citizens making application for service on this Commission.

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

**Section 1.** That the following person is hereby appointed to the City of Forest Grove Public Arts Commission for the following term (new appointment noted in **BOLD**):

<u>Last Name:</u>	<u>First Name:</u>	<u>Representative:</u>	<u>Term Expires:</u>
Broom	Kathy	At-Large	December 31, 2012
Flory	Jim	Pacific University	December 31, 2013
Friend	James	Theatre In The Grove	December 31, 2014
<b>FRYE</b>	<b>LAURA</b>	<b>FOREST GROVE SCHOOL DISTRICT</b>	<b>DECEMBER 31, 2014</b>
House	Donna	Valley Art Association (Alternate)	December 31, 2012
Leatham	Kathleen	Forest Grove Senior & Community Center	December 31, 2012
<b>SMITH</b>	<b>BARB HELVI</b>	<b>AT LARGE</b>	<b>DECEMBER 31, 2014</b>
Taylor	Linda	At Large	December 31, 2013
Truax	Pat	Valley Art Association (Primary)	December 31, 2012
Zurcher	Dana	Forest Grove Chamber of Commerce	December 31, 2013

**Section 2.** Resolution No. 2012-26 is hereby repealed in its entirety upon the effective implementation date of this resolution.

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

**PRESENTED AND PASSED** this 23<sup>rd</sup> day of April, 2012.

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

**APPROVED** by the Mayor this 23<sup>rd</sup> day of April, 2012.

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

## Memorandum

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**To:** Mayor Truax and City Councilors  
**From:** Anna D. Ruggles, CMC, City Recorder  
**Subject:** Make Appointment to Public Arts Commission  
**Date:** April 23, 2012

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**BACKGROUND:**

Forest Grove School District Superintendent has advised staff they would like Laura Frye, who was interviewed by City Council in Work Session on March 26, 2012, to serve as their representative on Public Arts Commission (PAC); please refer to her attached application.

As a result of Frye's above-noted appointment, staff is recommending to appoint Barb Helvi Smith, who was interviewed by City Council in Work Session on February 13, 2012, to fill the At-Large position on PAC; please refer to her attached application.

**STAFF RECOMMENDATION:**

Staff is recommending the City Council consider approving at the Council meeting of April 23, 2012, a resolution appointing Barb Helvi Smith, At-Large, Term Expiring December 13, 2014, and re-appointing Laura Frye as Forest Grove School District Representative, Term Expiring December 31, 2014; therefore, repealing Resolution No. 2012-26. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.

## CITIZEN ADVISORY BOARDS, COMMITTEES & COMMISSIONS

### REQUEST FOR APPOINTMENT APPLICATION

Please ✓ checkmark the Board on which you would like to serve.  
(If interested in multiple boards, please number 1-10 your order of preference):

- |  |  |
|--|--|
| <input type="checkbox"/> Budget Committee                  | <input type="checkbox"/> Library Commission                |
| <input type="checkbox"/> Committee for Citizen Involvement | <input type="checkbox"/> Parks & Recreation Commission     |
| <input type="checkbox"/> Community for Forestry Commission | <input type="checkbox"/> Planning Commission               |
| <input type="checkbox"/> Economic Development Commission   | <input checked="" type="checkbox"/> Public Arts Commission |
| <input type="checkbox"/> Historic Landmarks Board          | <input type="checkbox"/> Public Safety Advisory Commission |

Name: Laura Frye  
 Residence Address: [REDACTED] Forest Grove  
 Mailing Address: \_\_\_\_\_  
 Employer: retired

Home Phone: [REDACTED]  
 Business Phone: [REDACTED]  
 Phone: cell [REDACTED]  
 E-mail Address: [REDACTED]  
 Occupation Profession: retired

Years lived in Forest Grove? 48 Do you reside within City limits? yes How did you hear of this opportunity? Pat Truax

How would you currently rate the City's performance?  Excellent  Good  Fair  Poor

What ideas do you have for improving "Fair" or "Poor" performance? \_\_\_\_\_

Why are you interested in serving on the advisory Board/Committee/Commission?  
The Public Arts Commission provides opportunities for "artists" to have better exposure and for our community to have greater access to the arts.

What contributions do you feel you can/will make to the Board/Committee/Commission?  
As a life-long musician & appreciator of art I bring experience  
As a retired music teacher in the schools, I bring experience & knowledge of children in the arts.

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission?  
music educator

Previous appointed or elected offices: \_\_\_\_\_

Previous/current community affiliations and activities: Leadership at FG United Church of Christ, Valley Art Volunteer, Pacific University Alum committees

May we keep your name on file if not appointed at this time?  YES  NO (10/10)

*Interviewed  
Feb 13<sup>th</sup>  
@ 5:00pm*

**APPLICATION FOR CITIZENS ADVISORY BOARDS, COMMITTEES & COMMISSIONS**

Please check the Advisory Board(s) on which you would like to serve. (If interested in more than one, please note order of preference):

- |  |   |
|--|---|
| <input type="checkbox"/> Budget Committee                  | <input type="checkbox"/> Library Commission                         |
| <input type="checkbox"/> Committee for Citizen Involvement | <input type="checkbox"/> Parks & Recreation Commission              |
| <input type="checkbox"/> Community for Forestry Commission | <input type="checkbox"/> Planning Commission                        |
| <input type="checkbox"/> Economic Development Commission   | <input checked="" type="checkbox"/> Public Arts Commission <i>★</i> |
| <input type="checkbox"/> Historic Landmarks Board          | <input type="checkbox"/> Public Safety Advisory Commission          |

**SEEKING REAPPOINTMENT:** Reappointments interviewed at Council's discretion.

\_\_\_\_\_ # of term(s) previously served.

\_\_\_\_\_ % of previous attendance.

Name: Barb Helvi Smith Home Phone: cell [Redacted]

Residence Address: [Redacted] Gaston Business Phone: \_\_\_\_\_

Mailing Address: [Redacted] Forest Grove E-mail Address: [Redacted]

Employer: Self employed Occupation Profession: Artist

Years lived in Forest Grove? 15 - but not now Do you reside within City limits? NO How did you hear of this opportunity? Lindsay Taylor

How would you currently rate the City's performance? Excellent Good Fair Poor

What ideas do you have for improving "Fair" or "Poor" performance? \_\_\_\_\_

Why are you interested in serving on the Advisory Board/Commission(s)? I like Art - I like Forest Grove

What contributions do you feel you can/will make to the Board/Commission(s)? I have owned my own business for years and have worked in FG for over 30 years - I think I know how to work with folks.

What qualifications, skills, or experiences would you bring to the Board/Commission(s)? An inquisitive and entrepreneurial spirit. I am a dedicated hard worker too

Previous appointed or elected offices: 8 years Historic Landmarks Board

Previous/current community affiliations and activities: 5 years Valley AA Board of Directors

May we keep your name on file if not appointed at this time?  YES  NO (10/08)

Citizen at-large Term - 12/31/14

Date: April 23, 2012

**FOREST GROVE COMMUNITY GARDEN ORGANIZATION**

The Forest Grove Community Garden Organization would like to give a short presentation to City Council on April 23, 2012.

**Date: April 23, 2012**

**CLEAN WATER SERVICES  
FERN HILL WETLANDS IMPROVEMENT PROJECT**

Clean Water Services staff will present information about the Fernhill Wetlands Improvement Project scheduled to begin this summer. This project is an innovative collaboration with the City of Forest Grove, Fernhill Wetlands Council, Pacific University and many other partners, that will improve water quality while also enhancing habitat for birds, wildlife and people. Clean Water Services' Deputy General Manager Diane Taniguchi-Dennis, Senior Water Resources Program Manager Rich Hunter, and Public Involvement Coordinator Sheri Wantland will present the project goals, design and proposed schedule, and will describe the coordination with partners and stakeholder engagement.

A PowerPoint presentation will be made.

April 23, 2012

## REPORT ON RESOLUTION SETTING AQUATIC CENTER FEES AND CHARGES

**PROJECT TEAM:** Paul Downey, Administrative Services Director  
Tom Gamble, Parks and Recreation Director  
Michael Sykes, City Manager

**ISSUE:** Fee increases are normally brought to the City Council in June for adjustments to be effective as of July 1. Changes in Aquatic Center fees are presented prior to other fee increases so the Aquatic Center can include the revised fees in its summer brochure which is printed in May. Having the correct fees in the brochure reduces confusion for the public. Staff is requesting that the Council establish the new Aquatic Center fees now and has prepared a resolution setting fees for Council consideration.

**DISCUSSION:** City Code Section 2.605 says subsequent fee adjustments prior to completion of the next required cost-of-service study shall be based on the CPI of the percentage of the wage adjustment for City employees.

Staff has prepared the proposed fee schedule using a general wage and benefits increase of 3%. The fees have been rounded up or down where necessary to reduce creating change issues. A proposed fee schedule including the percentage change in the fee is attached. The public swim fees for In-City and Outside City 2-17; Senior or Disabled Veteran are proposed not to change from the current amount of \$3.00 and \$4.00, respectively, due to the change issues that would be created for staff. The fees would have increased by \$0.10 in the coming year. Staff will propose a \$0.25 increase to each fee starting July 1, 2013, to make up for no increase in the coming year.

Instruction fees are being increased by 3% and an additional \$1.00 which is for a new fee that is charged by and paid to the American Red Cross for each participant.

The City Council will be asked to approve increases in the City's other fees at a June 2012 meeting.

**FISCAL IMPACT:** A 3% increase in all fees would mean approximately \$8,000 in additional revenue. Since public swim fees for 2-17 year olds, seniors, and disabled veterans are recommended to remain unchanged for one year, the expected increase in revenue will be less in FY 2012-13.

**STAFF RECOMMENDATION:** Staff recommends that the City Council approve the attached resolution.



April 11, 2012

NewsTimes

Legal Ads/Public Notice

Published: Wednesday, April 18, 2012

**NOTICE OF PUBLIC HEARING  
PROPOSED RESOLUTION INCREASING VARIOUS AQUATIC FEES  
FOR THE CITY OF FOREST GROVE**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing on **Monday, April 23, 2012, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase various Aquatic fees by three (3%) percent or slightly higher for the City of Forest Grove. The proposed fees would be effective upon approval by the City Council and shall become effective July 1, 2012.

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

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

**Published Wednesday, April 18, 2012**



**RESOLUTION NO. 2012-28**

**RESOLUTION SETTING FEES & CHARGES FOR AQUATIC CENTER  
EFFECTIVE JULY 1, 2012, AND REPEALING RESOLUTION 2011-29**

**WHEREAS**, the City Code Section 2.601 requires fees and charges to be adjusted annually in July of each year in accordance with Code Section 2.605; and

**WHEREAS**, the Aquatic Center Fees and Charges have been previously set by Resolution 2011-29; and

**WHEREAS**, staff is proposing fee adjustments in accordance with City Code Section 2.605; and

**WHEREAS**, staff has prepared a resolution with the proposed fees and charges attached as Exhibit 1; and

**WHEREAS**, a duly-noticed Public Hearing was held on April 23, 2012.

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

**Section 1.** The Aquatic Center Fees and Charges listed on Exhibit 1 of this resolution are hereby adopted effective July 1, 2012.

**Section 2.** Resolution 2011-29 is hereby repealed upon the effective date of the foregoing Aquatic Center Fees and Charges listed on Exhibit 1 of this resolution.

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

**PRESENTED AND PASSED** this 23<sup>rd</sup> day of April, 2012.

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

**APPROVED** by the Mayor this 23<sup>rd</sup> day of April, 2012.

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

# Forest Grove Fee Schedule

## Aquatic Center

### Exhibit 1

Adopted Fees - 7/1/11    Adopted Fees - 7/1/12

**Public and Fitness Swim**

In-City under 2 years	0.00	0.00
In-City 2-17 years; Senior or Disabled Veteran	3.00	3.00
In-City 18-64 years	4.35	4.50
In-City Family	10.30	10.60
Outside-City under 2 years	0.00	0.00
Outside-City 2-17 years; Senior or Disabled Veteran	4.00	4.00
Outside-City 18-64 years	6.35	6.50
Outside-City Family	14.50	14.90
Drop-in Aerobic Fee	6.00	6.20

**Membership**

In-City Family	116.50	120.00
In-City Individual	59.00	60.75
In-City Senior/ Disabled Veteran	36.00	37.00
Outside-City Family	159.00	163.75
Outside-City Individual	79.50	81.90
Outside-City Senior/ Disabled Veteran	47.50	48.95

**Punch Pass (10 visits)**

In-City 2-17 years; Senior or Disabled Veteran	24.25	25.00
In-City 18-64 years	36.00	37.00
Outside-City 2-17 years; Senior or Disabled Veteran	32.25	33.25
Outside-City 18-64 years	52.50	54.00

**Pacific University**

Monthly Fee	1,075.00	1,110.00
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**Laminating Service**

Small Card	0.50	0.50
Large	2.00	2.00

**Mat**

Rental	1.00	1.00
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**Instruction**

In-City Member (per session)	30.35	32.25
In-City Non-Member (per session)	44.50	44.50
Non-Member Senior and Disabled Veteran (per session)	36.00	38.00

**Instruction**

Outside-City Member (per session)	29.50	32.25
Outside-City Non-Member (per session)	59.00	61.75

**Lifeguard Training**

Member	124.00	127.75
In-City Non-Member	152.50	157.00
Out-of City	182.50	188.00

**Pool Rental**

1-60 People (per hour)	110.25	113.50
61-100 People (per hour)	129.00	133.00
101-200 People (per hour)	150.50	155.00

**Staff/Classroom (per hour)**

	20.00	20.60
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**Spray Park Rental (per hour)**

	54.00	55.60
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**School District 15**

Fee per Employee per Hour	15.80	16.30
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\* Senior is defined as a person 65 years or older.



April 23, 2012

**RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN THE BUILDING  
PERMITS FUND FOR THE FISCAL YEAR 2011-12 TO FUND ADDITIONAL  
EXPENDITURES DUE TO INCREASED BUILDING ACTIVITY**

**Project Team:** Paul Downey, Director of Administrative Services  
Jon Holan, Community Development Director  
Michael Sykes, City Manager

**ISSUE STATEMENT:** The Building Fund within Community Development Department accounts for all revenue and expenditures for building inspection activities. Building activity has increased this year particularly for the School District which required specialty reviews and inspections that were not included in the adopted budget. These expenditures will cause the Materials and Services section of the Building Permits Fund to be overspent. To prevent the overexpenditure, a transfer from Building Permit Fund Contingency is required. A resolution to allow the transfer from Contingency has been prepared for Council approval.

**DISCUSSION:** As mentioned above, the specialty reviews and inspections required by the School District's buildings were not budgeted. City staff did not have the expertise to do those reviews and inspections, so the review work had to be done by an engineering firm and the specialty inspections were done by Washington County. These reviews were paid by permit fees paid by the school district.

**FISCAL IMPACT:** Local Budget Law requires a budget adjustment be prepared and approved by the City Council prior to the expenditure of the additional funds. Staff is proposing a contingency transfer to appropriate funds for the additional expenditures which were paid by permit fees charged to the school district so there will not be an effect on building permit operations as a result of this transfer. A public hearing is not required for this contingency fund transfer since the transfer is less than 15 percent of the Fund's total appropriated expenditures.

**STAFF RECOMMENDATION:** Staff is recommending that the City Council approve the attached resolution so the additional funds can be expended in accordance with Local Budget Law.



**RESOLUTION NO. 2012-29**

**RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN THE BUILDING PERMITS FUND FOR THE FISCAL YEAR 2011-12 TO FUND ADDITIONAL EXPENDITURES DUE TO INCREASED BUILDING ACTIVITY**

**WHEREAS**, the building activity has increased over the level anticipated when the budget was prepared; and

**WHEREAS**, unexpected specialty reviews and inspections were required due to the increased building activity; and

**WHEREAS**, these additional reviews and inspections were not included in the FY 2011-12 Adopted Budget; and

**WHEREAS**, a contingency transfer is required so the Building Permits Fund does not exceed the legal appropriations for Materials and Services.

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

**Section 1.** Transfer \$30,000 from Building Permits Fund Contingency (line item 205-32-10-580206) to Building Permits Fund Professional Services (line item 205-32-10-521150).

**Section 2.** Transfer \$10,000 from Building Permits Fund Contingency (line item 205-32-10-580206) to Building Permits Fund Intergovernmental Services (line item 205-32-10-520557).

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

**PRESENTED AND PASSED** this 23<sup>rd</sup> day of April, 2012.

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

**APPROVED** by the Mayor this 23<sup>rd</sup> day of April, 2012.

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

## DEPARTMENT PRESENTATIONS

### April 23, 2012

Each year, City Council determines its goals and objectives for the coming year. These goals and objectives are adopted by City Council and become the City's Work Plan and guide for City Council and City staff as they move forward throughout the year. This year, City Council modified and/or identified 16 objectives, of which four (4) were identified as long-term objectives; and carried over 14 pending objectives from the previous year that were identified as active or ongoing for a total of 30 objectives. The objectives have been grouped within one of the three key City Council Goals and City Manager has assigned to staff accordingly.

The following Departments will be presenting their Department Work Plan as follows:

- Fire Department
- Engineering/Public Works Department
- Administrative Services Department
- Community Development Department
- Legislative and Executive Development Department

**FIRE DEPARTMENT**

**2012-13 ACTION PLANS**

**2012-13 WORK PLAN**

# Forest Grove Fire and Rescue Annual Work Plan 2012/13



# Strategic Plan

## Cornelius Fire Department Forest Grove Fire And Rescue Strategic Plan

Develop and maintain the highest possible level of service delivery

Maintain long-term strategic planning

Expand community outreach to meet our vision

Utilize available technology to enhance service delivery and efficiency.

Develop and maintain strategic partnerships

Enhance internal relations, communications and employee development.

**Develop and maintain the highest possible level of service delivery**

**Service Delivery: Meet or exceed emergency response performance objectives**  
Due: Dec 01, 12  
Chief Michael Kinkade

January 2012: Begin evaluating RMS system for data mining and enhancement.

February 2012: Met with Firehouse consultant John Stouffer and reviewed current system, explored options.

February 2012: Met with Solutions Inc. to discuss form input using OCR.

February 2012: Began evaluation of web based RMS Emergency Response with crews

**Vehicle replacement schedule: Review and update the capital equipment cost projections.**  
Due: Dec 01, 11  
Captain Marc Reckmann,  
Chief Michael Kinkade

January 2012: CFD AFG grant application for apparatus still alive, waiting on this and new CM to develop plan. FG schedule complete, replace Water Tender 4 in 2012-13, possible group purchase with other departments in Washington County.

February 2012: Submitted letter to TVFR for surplus Type VI for Cornelius

February 2012: Received notification of Cornelius Type III AFG award.

February 2012: Began research into joint purchase of tender with other Washington County departments.

**Apparatus maintenance: Evaluate our maintenance program and compliance with NFPA standards.**  
Due: Dec 01, 12  
Captain Joe Smith, Division  
Chief Rob Marcoff

December 22, 2011: Acquired copy of NFPA standard, scanning copy for distribution to workgroup.

January 2012: Met with maintenance staff and developed mind map of objectives with task assignments. Created web based apparatus maintenance form.

**Respiratory protection program: Update and review our respiratory protection program**  
Due: Jul 01, 11  
Captain Dwight Lanter,  
Captain Marc Reckmann

January 2012: FG Respiratory Protection Program plan updated and complete - begin process for adoption for CFD.

**SCBA Maintenance: Review our SCBA maintenance program and adopt a best practices for testing and maintenance.**  
Due: Dec 01, 11  
FF/PM Rick Ilg

December 2011: Rick Ilg working on SCBA fit testing for both departments and air pack testing for Cornelius equipment.

January 2012: CFD packs tested.  
FF/PM Rick Ilg

**Firefighter Inspector/Investigation program: Conduct fire prevention classes for operation personnel to increase competency and consistency of services.**  
Due: Dec 01, 12  
Captain Steve Black, Division  
Chief Dave Nemeyer

December 2011: Matt Johnston started with both Cornelius and Forest Grove Fire - began evaluating past Cornelius system and business license system.

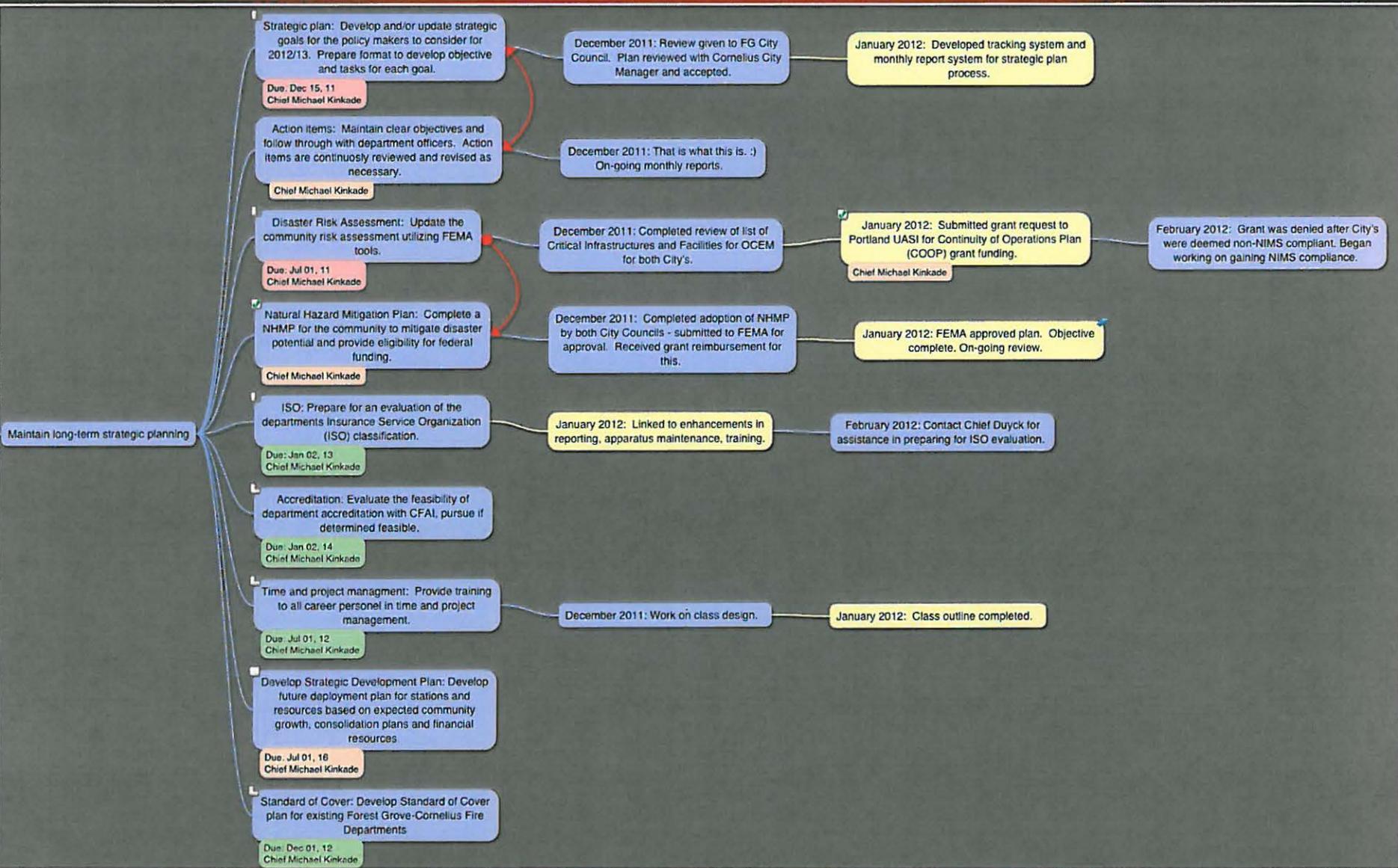
January 2012: Met with Fire Prevention stakeholders - developed mind map of objectives and assignments with tasks assigned.

**Pre-plans: Develop pre-incident plans to ensure we have the information necessary to make safe and effective decisions at target hazards.**  
Due: Jul 01, 12  
Division Chief Dave Nemeyer, Lt. George Robards

December 2011: On-going with Captain Dwight Lanter.

February 2012: Chief Nemeyer completed list of facilities for pre-plans in Forest Grove.

**Facilities Maintenance Schedule: Develop a maintenance schedule for our facilities that ensures they are properly maintained.**  
Due: Jul 01, 12  
Captain Marc Reckmann,  
Captain Mike Lanter



Maintain long-term strategic planning

Strategic plan: Develop and/or update strategic goals for the policy makers to consider for 2012/13. Prepare format to develop objective and tasks for each goal.

Due: Dec 15, 11  
Chief Michael Kinkade

December 2011: Review given to FG City Council. Plan reviewed with Cornelius City Manager and accepted.

January 2012: Developed tracking system and monthly report system for strategic plan process.

Action Items: Maintain clear objectives and follow through with department officers. Action items are continuously reviewed and revised as necessary.

Chief Michael Kinkade

December 2011: That is what this is. :) On-going monthly reports.

Disaster Risk Assessment: Update the community risk assessment utilizing FEMA tools.

Due: Jul 01, 11  
Chief Michael Kinkade

December 2011: Completed review of list of Critical Infrastructures and Facilities for OCEM for both City's.

January 2012: Submitted grant request to Portland UASI for Continuity of Operations Plan (COOP) grant funding.

Chief Michael Kinkade

February 2012: Grant was denied after City's were deemed non-NIMS compliant. Began working on gaining NIMS compliance.

Natural Hazard Mitigation Plan: Complete a NHMP for the community to mitigate disaster potential and provide eligibility for federal funding.

Chief Michael Kinkade

December 2011: Completed adoption of NHMP by both City Councils - submitted to FEMA for approval. Received grant reimbursement for this.

January 2012: FEMA approved plan. Objective complete. On-going review.

ISO: Prepare for an evaluation of the departments Insurance Service Organization (ISO) classification.

Due: Jan 02, 13  
Chief Michael Kinkade

January 2012: Linked to enhancements in reporting, apparatus maintenance, training.

February 2012: Contact Chief Duryck for assistance in preparing for ISO evaluation.

Accreditation: Evaluate the feasibility of department accreditation with CFAI, pursue if determined feasible.

Due: Jan 02, 14  
Chief Michael Kinkade

Time and project management: Provide training to all career personnel in time and project management.

Due: Jul 01, 12  
Chief Michael Kinkade

December 2011: Work on class design.

January 2012: Class outline completed.

Develop Strategic Development Plan: Develop future deployment plan for stations and resources based on expected community growth, consolidation plans and financial resources

Due: Jul 01, 16  
Chief Michael Kinkade

Standard of Cover: Develop Standard of Cover plan for existing Forest Grove-Cornelius Fire Departments

Due: Dec 01, 12  
Chief Michael Kinkade

Expand community outreach to meet our vision

Communication: Improve and enhance our communications of services and educational programs with the public.

Captain Steve Black, Chief  
Michael Kinkade, Division  
Chief Dave Nemeyer

December 2011: Completed successful bi-department toy drive. Reached new heights with social media outreach. Contacted OSFM about their mobile public education boards on fire safety.

Community Risk Reduction Program: Every career firefighter is responsible for a community risk reduction program.

Chief Michael Kinkade

December 2011: Child safety seat inspection request from public continues to climb.

Risk Analysis: Complete a community risk analysis of the highest hazards within our community.

Due: Jul 01, 12  
Captain Steve Black, Division  
Chief Dave Nemeyer

December 2011: Completed review of critical infrastructure and facilities list for OCEM. Matt Johnston is compiling a list of facilities for Cornelius.

Public Education Programs: Design/improve public education/awareness programs targeted towards our highest community risk.

Due: Jul 01, 13  
Division Chief Dave  
Nemeyer, Lt. Sheila Jackson

Re-design our fire prevention program to increase effectiveness while maintaining a business-friendly climate.

Due: Dec 01, 13  
Captain Steve Black, Division  
Chief Dave Nemeyer

December 2011: Matt Johnston started as part-time with Cornelius - evaluating present record systems strengths and weaknesses.

January 2012: Met with Fire Prevention stakeholders - developed mind map of objectives and assignments with tasks assigned.

Utilize available technology to enhance service delivery and efficiency.

Firefighter accountability system: Research and review our accountability system in comparison to nationally recognized best practices.

Due: Jul 01, 13  
Division Chief Ian O'Connor

Data analysis: Analyze the reporting features offered by the departments record management system.

Due: Jul 01, 12  
Lt. Phil Duncan, Sharon Cox

Upgrade MDT's and create a user training program.

Due: Jul 01, 12  
Captain Marc Rockmann,  
Division Chief Ian O'Connor

GIS Mapping: Develop and enhance our ability to generate maps to evaluate our performance and provide timely response.

Due: Jul 01, 12  
Lt. Karen Hendrix-Nordstrom

Field data collection: Research and evaluate computer solutions that could streamline data collection and information availability in the field.

Due: Dec 31, 12  
Chief Michael Kinkade

December 2011: Discussion held with Firehouse consultant - meeting scheduled for January. Began evaluation of a web-based solution alternative. Developed joint department internet site for calendaring, training requests, etc.

January 2012: Begin evaluating RMS system for data mining and enhancement.

January 2012: Evaluate MDT air card system for FG. Decision made to return to radio modem system.

February 2012: Placed iPads in service for officers and volunteer coordinator. See link to iPad map.

December 2011: Began researching possible software and hardware solutions for this.

January 2012: Contact made with Hillsboro FD and TVFR, research begun into web based solutions and FireHouse updates.

Develop and maintain strategic partnerships

Intern Program: Evaluate a regional intern program to increase value to the department and the intern.

Due: Jul 01, 12  
Lt. Phil Duncan, Lt. Tad Buckingham

December 2011: Lt. Buckingham and Lt. Duncan continue research into integration. Began intern exchange program to increase familiarization.

January 2012: Interns began joint familiarization training.

Due: Jan 15, 12  
Lt. Phil Duncan, Lt. Tad Buckingham

Training program: Develop and enhance our regional training program to increase quality and quantity of training in the most cost-effective manner possible.

Division Chief Ian O'Connor,  
Lt. George Robards

December 2011: Planning for training classes for upcoming quarter completed. Created automated registration web site to streamline tracking and attendance at training. Implementation scheduled for January.

January 2012: Met with stakeholders in Fire Training - developed goals for improvement, outlined training program for 2012.

Consolidation: Research fire service consolidation with surrounding communities to provide service in the most cost-effective manner.

Due: Jul 01, 13  
Chief Michael Kinkade

December 2011: Continued enhancing and improving integration between departments. Joint web site developed for enhanced communications.

January 2012: Met with Washington County Fire Chiefs on January 6, discussion on fire authority, fire districts and co-op concepts. Presentation scheduled for upcoming joint Fire District Meeting.

Maintenance program: Joint fire apparatus and maintenance and equipment maintenance program.

Due: Dec 01, 12  
Captain Joe Smith, Division Chief Rob Marcoff

December 2011: Scheduled meeting with officers to outline plan.

January 2012: Met with maintenance staff and developed mind map of objectives with task assignments. Created web based apparatus maintenance form.

EMS Improvements: Research partnerships with private ambulance provider and regional healthcare providers to enhance cost effectiveness and quality of emergency response in region.

Chief Michael Kinkade, EMS Officer Will Murphy

December 2011: Filed paperwork for electronic billing of Medicare. Submitted contracts for data sharing with Washington County EMS to FG for review. Received upgrade to monitors (\$6000 value) at no cost. Currently participating in medical studies for ROC, lactic acid. FG assisted and participate in County annual EMS in-service. Researched potential of placing AEDs on Cornelius Police cars. Proceeding to grant request.

January 2012: Fire Chief and Supervising Physician stakeholder meeting for Federal National EMS Grant Project coordinated by OHSU EMS Scientific Review Committee.

Enhance internal relations, communications and employee development.

Volunteer reimbursement program: Provide a streamlined and suitable reimbursement program for volunteer members of the department.

Due: Dec 01, 12  
Division Chief Ian O'Connor,  
Division Chief Rob Marcoff

December 2011: Discussed with OVFA past-president legal requirements for reimbursement programs - determined that our current models meet current tax code.

January 2012: Fire Chief gathered data on current reimbursement programs.

Recruit Training: Review the recruit training program, revise as necessary to ensure the personnel are fully prepared for assignment. Look at regional approaches.

Due: Dec 01, 12  
Division Chief Ian O'Connor,  
Lt. George Robards, Lt. Phil Duncan

December 2011: Began process for spring academy - completed FG interviews of volunteer candidates.

Training program: Evaluate current training program and improve to meet or exceed regional and national standards.

Due: Dec 01, 12  
Division Chief Ian O'Connor,  
Lt. George Robards

December 2011: Developed web-site to automate registration for weekly classes and provide clearer direction; increase employee accountability.

January 2012: Web site goes live - evaluation on-going.

Officer Development Program: Develop a program for firefighters to become qualified as company officers and provides a successful succession program.

Due: Dec 01, 12  
Battalion Chief Rick Schneider, Division Chief Ian O'Connor

December 2011: Developed flow chart of current program, reviewed with shifts. Evaluated programs provided by TVFR and Hillsboro.

January 2012: Chief Schneider and Chief O'Connor work on February AIC test, development of officer program.

Educational Counseling: Provide educational counseling to all interested employees to enhance qualifications, morale, and career growth possibilities.

Chief Michael Kinkade

December 2011: No action taken.

January 2012: Educational counseling provided to 3 career staff, 7 volunteers.

Cross-training: Provide opportunities for cross-training and rotating responsibilities to increase resource depth and career development.

Chief Michael Kinkade

December 2011: Evaluating cross training for interns from both departments.

January 2012: Interns began joint familiarization training.

Due: Jan 15, 12  
Lt. Phil Duncan, Lt. Tad Buckingham

# Other Goals



- Tender Replacement RFP and Purchase



Questions?



# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

This Action Plan Worksheet is intended as a tool for planning and monitoring how management staff will achieve its department work plan and the goal objectives set by City Council. Management staff will complete an Action Plan (Part I) at the beginning of each year after setting its department work plan and Council sets its goal objectives. Management staff will update the Action Plan (Part II) at the end of each calendar year to track the accomplishment of its department work plan task and the Council goal objective. The Action Plan accomplishments will be used as a tool for reporting at the Boards, Committees, and Commissions Reception, Annual State of the City Address, and City Manager end-of-year update to Council.

<b>Department(s) Assigned:</b>	Fire
<b>Lead Person(s)/Organization(s):</b>	Michael Kinkade
<b>List Goal Number Assigned:</b>	Meets Council Goal 1, Goal 2
<b>Describe Objective/Project:</b>	Expand Community Outreach to Meet our Vision

### PART I: ACTION PLAN (*Start of Year*)

#### 1. Background or history of the objective/project:

This action plan reflects the Fire Department Strategic Plan that was completed in 2010.

The objectives for this goal (above) include:

1. Communication: Improve and enhance our communications of services and educational programs with the public.
2. Community Risk Reduction Program: Every career firefighter is responsible for a CRRP.
3. Risk Analysis: Complete a community risk analysis of the highest hazards within our community.
4. Public Education Programs: Design/improve public education/awareness programs targeted towards our highest community risk.
5. Re-design our fire prevention program to increase effectiveness while maintaining a business-friendly climate.

#### 2. Current status of the objective/project:

Status of the Objectives (above):

1. On-going.
2. Due December 2013.
3. Due July 2012.
4. Due July 2013
5. Due Dec 2013.

#### 3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Each objective has a project due date and person(s) assigned responsible for completion. Live progress updates can be viewed at <http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> (see section 6 for printed example).

**4. List potential barriers or challenges:**

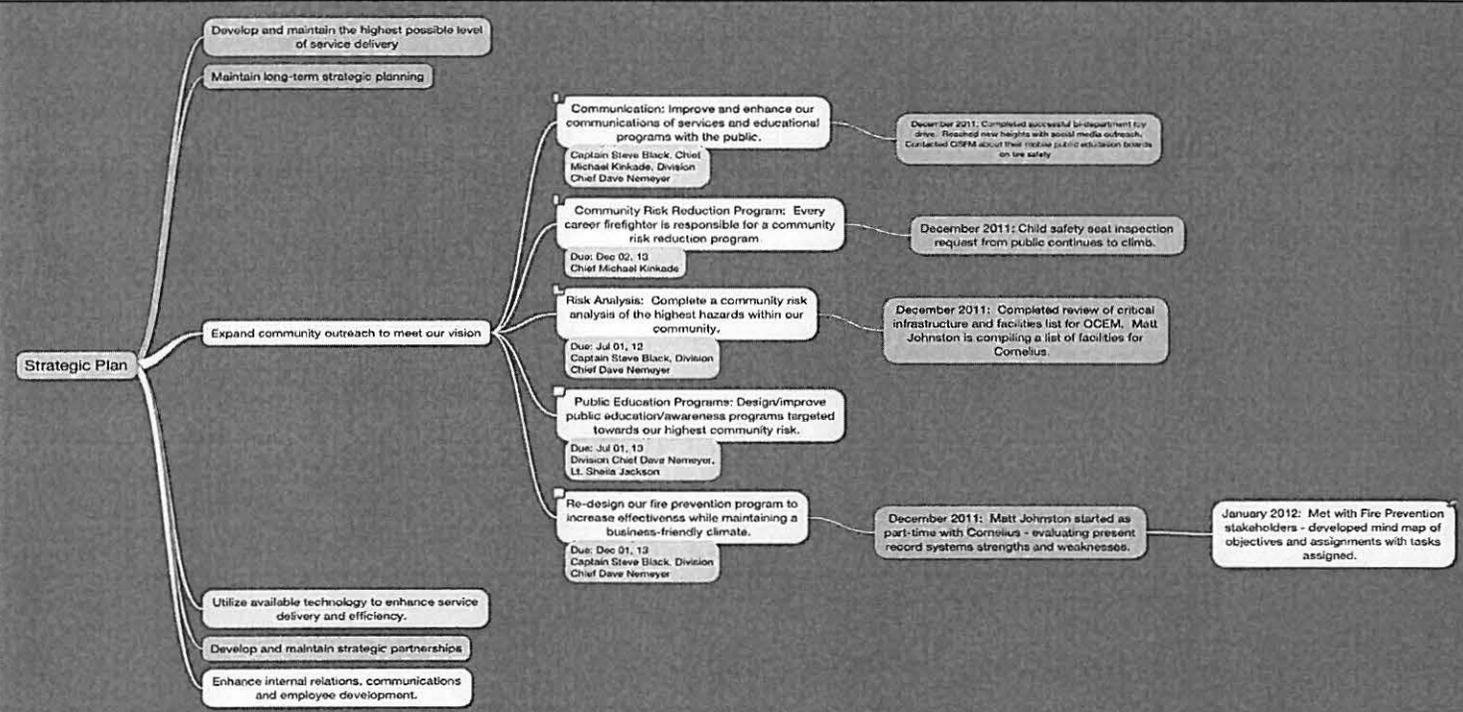
None at this time.

**5. Estimated Cost(s):**

Within existing and/or proposed operating budget.

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Each objective is specific, measured, achievable, realistic and time based. This is tracked by our strategic planning process.



**Timeframe to Complete:**

x    1-3 years                      3-5 years                      5-10 years +                      Ongoing

**PART II: ACCOMPLISHMENT (End of Year)**

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Fire
<b>Lead Person(s)/Organization(s):</b>	Michael Kinkade
<b>List Goal Number Assigned:</b>	Meets Council Goal 1, Goal 2
<b>Describe Objective/Project:</b>	Develop and maintain strategic partnerships.

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

This action plan reflects the Fire Department Strategic Plan that was completed in 2010.

The objectives for this goal (above) include:

1. Intern program: Evaluate a regional intern program to increase value to the department and the intern.
2. Training program: Develop and enhance our regional training program to increase quality and quantity of training in the most cost-effective manner possible.
3. Consolidation: Research fire service consolidation with surrounding communities to provide service in the most cost-effective manner.
4. Maintenance program: Joint fire apparatus and maintenance and equipment maintenance program.
5. EMS Improvements: Research partnerships with private ambulance provider and regional healthcare providers to enhance cost effectiveness and quality of emergency response in Oregon.

#### 2. Current status of the objective/project:

Status of the Objectives (above):

1. Due July 2012.
2. On-going. Currently researching joint training partnership with Banks and Gaston fire departments.
3. Due July 2013.
4. Due Dec 2012.
5. On-going. Completed participation in creation of regional EMS mobile training unit.

#### 3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Each objective has a project due date and person(s) assigned responsible for completion. Live progress updates can be viewed at

<http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> (see section 6 for printed example).

#### 4. List potential barriers or challenges:

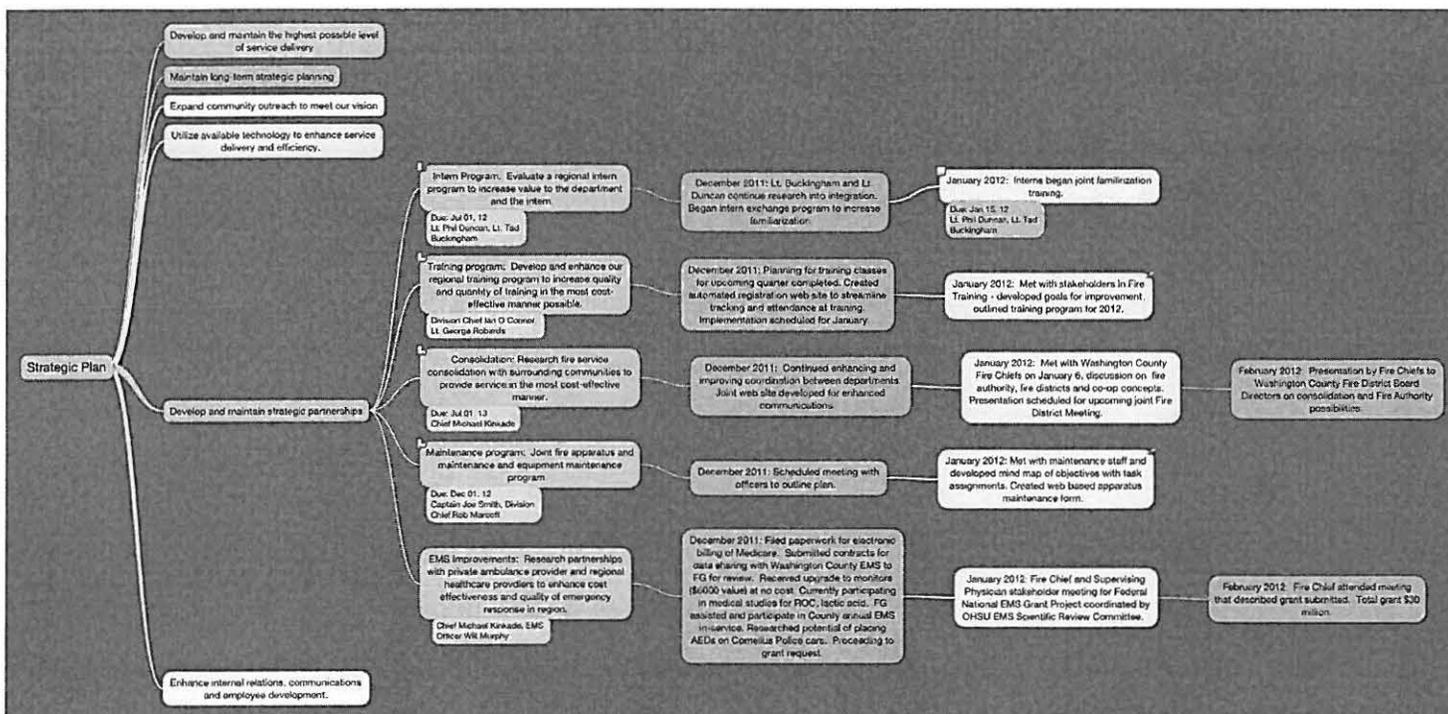
None at this time.

#### 5. Estimated Cost(s):

Within existing and/or proposed operating budget.

#### 6. How will you determine when objective/project is completed and how will you measure if successful?

Each objective is specific, measured, achievable, realistic and time based. This is tracked by our strategic planning process.



#### Timeframe to Complete:

x 1-3 years      3-5 years      5-10 years +      Ongoing

#### PART II: ACCOMPLISHMENT (End of Year)

#### 7. Describe in detail accomplishment of the objective/project:

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Fire
<b>Lead Person(s)/Organization(s):</b>	Michael Kinkade
<b>List Goal Number Assigned:</b>	Meets Council Goal 1, Goal 2
<b>Describe Objective/Project:</b>	Enhance internal relations, communications and employee development.

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

This action plan reflects the Fire Department Strategic Plan that was completed in 2010.

The objectives for this goal (above) include:

1. Volunteer reimbursement program. Provide a streamlined and suitable reimbursement program for volunteer members of the department.
2. Recruit training: Review the recruit training program, revise as necessary to ensure the personnel are fully prepared for assignment. Look at regional approaches.
3. Training program: Evaluate current training program and improve to meet or exceed regional and national standards.
4. Officer Development Program: Develop a program for firefighters to become qualified as company officers and provides a successful succession program.
5. Educational counseling: Provide educational counseling to interested employees to enhance qualifications, morale, and career growth possibilities.
6. Cross-training: Provide opportunities for cross-training and rotating responsibilities to increase resource depth and career development.

#### 2. Current status of the objective/project:

Status of the Objectives (above):

1. Due December 2012.
2. Due December 2012.
3. Due July 2013. Completed major revision of how training is provided.
4. Due Dec 2012.
5. On-going.

#### 3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Each objective has a project due date and person(s) assigned responsible for completion. Live progress updates can be viewed at <http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> (see section 6 for printed example).



# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Fire
<b>Lead Person(s)/Organization(s):</b>	Michael Kinkade
<b>List Goal Number Assigned:</b>	Meets Council Goal 1, Goal 2
<b>Describe Objective/Project:</b>	Maintain Long-Term Strategic Planning

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

This action plan reflects the Fire Department Strategic Plan that was completed in 2010.

The objectives for this goal (above) include:

1. Strategic plan: Develop and/or update strategic goals for the policy makers to consider. Prepare format to develop objective and tasks for each goal.
2. Action items: Maintain clear objectives and follow through with department officers. Action items are continuously reviewed and revised as necessary.
3. Disaster Risk Assessment: Update the community risk assessment utilizing FEMA tools.
4. Natural Hazard Mitigation Plan: Complete a NHMP for the community to mitigate disaster potential and provide eligibility for federal funding.
5. ISO: Prepare for an evaluation of the departments ISO classification.
6. Accreditation: Evaluate feasibility of accreditation with CFAI.
7. Time and project management: Provide training to all career personnel
8. Develop strategic deployment plan for future deployment for stations and resources based on expected community growth, consolidation plans and financial resources.
9. Standard of Cover: Develop standard of cover plan for department.

#### 2. Current status of the objective/project:

Status of the Objectives (above):

1. Complete. On-going tracking and evaluation.
2. Complete: On-going tracking and evaluation.
3. Completed review with update of EOP. Working on development of Continuity of Operations Plan.
4. Complete. On-going review of objectives required to continue.
5. Due January 2013. On-going research into ISO requirements.
6. Due January 2014
7. Due Dec 2012.
8. Due July 2016.
9. Due Dec 2012.

### 3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Each objective has a project due date and person(s) assigned responsible for completion. Live progress updates can be viewed at <http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> (see section 6 for printed example).

### 4. List potential barriers or challenges:

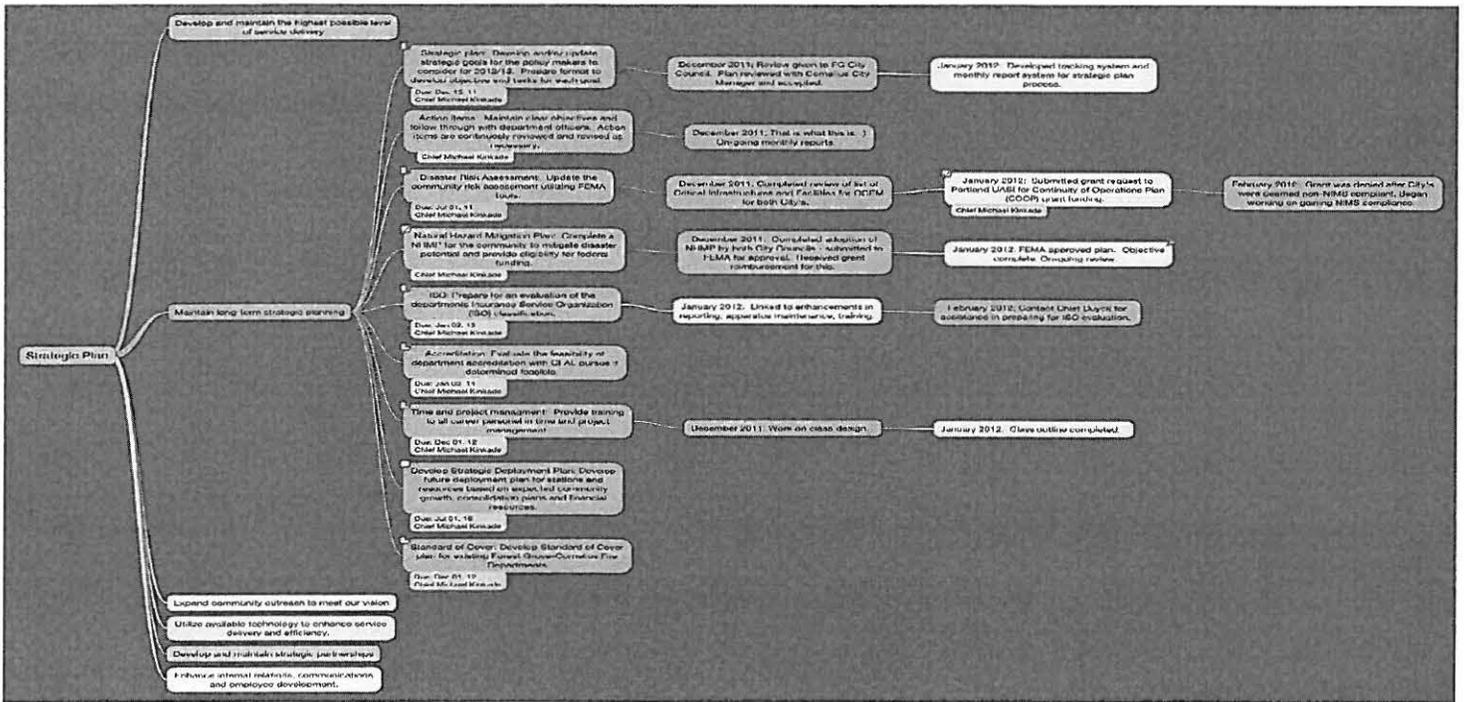
None at this time.

### 5. Estimated Cost(s):

Within existing and/or proposed operating budget.

### 6. How will you determine when objective/project is completed and how will you measure if successful?

Each objective is specific, measured, achievable, realistic and time based. This is tracked by our strategic planning process.



### Timeframe to Complete:

x 1-3 years      3-5 years      5-10 years +      Ongoing

### PART II: ACCOMPLISHMENT (End of Year)

### 7. Describe in detail accomplishment of the objective/project:

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Fire
<b>Lead Person(s)/Organization(s):</b>	Michael Kinkade
<b>List Goal Number Assigned:</b>	Meets Council Goal 1, Goal 2
<b>Describe Objective/Project:</b>	Develop and maintain the highest possible level of service delivery.

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

This action plan reflects the Fire Department Strategic Plan that was completed in 2010.

The objectives for this goal (above) include:

1. Service Delivery: Meet or exceed emergency response performance objectives.
2. Vehicle replacement schedule: Review and update the capital equipment cost projections.
3. Apparatus Maintenance: Evaluate our maintenance programs and compliance with NFPA standards.
4. Respiratory Protection Program: Update and review our respiratory protection program.
5. SCBA maintenance: Review our SCBA maintenance program and adopt a best practices for testing and maintenance.
6. Fire inspection/investigation program: Conduct fire prevention classes for operations personnel to increase competency and consistency of services.
7. Pre-plans: Develop pre-incident plans to ensure we have the information necessary to make safe and effective decisions at target hazards.
8. Facilities maintenance schedule: Develop a maintenance schedule for our facilities that ensures they are properly maintained.

#### 2. Current status of the objective/project:

Status of the Objectives (above):

1. In the process of researching RMS system for data mining and enhancement. Due Dec 1, 2012.
2. Complete. On-going revision and update. Purchase and place replacement water tender in service in FY 12/13.
3. Work group established. Plan due Dec 2012.
4. Complete. On-going revision and update.
5. Complete. On-going revision and update.
6. Work group established. Plan due Dec 2012.
7. Pre-plans being developed. Currently 45% complete. Due Dec 2012.
8. Facilities maintenance schedule. Due July 2013.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

Each objective has a project due date and person(s) assigned responsible for completion. Live progress updates can be viewed at <http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> (see section 6 for printed example).

**4. List potential barriers or challenges:**

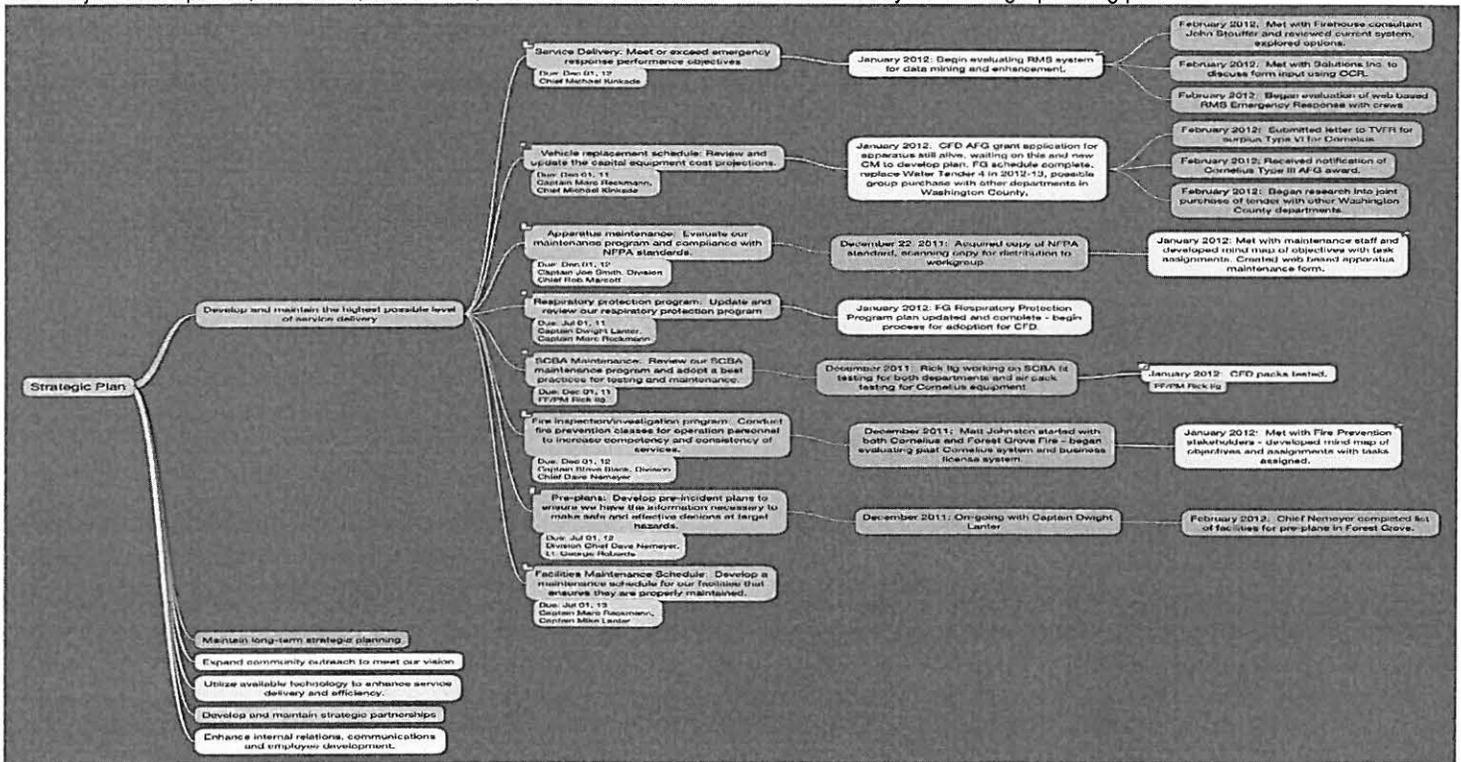
None at this time.

**5. Estimated Cost(s):**

Within existing and/or proposed operating budget.

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Each objective is specific, measured, achievable, realistic and time based. This is tracked by our strategic planning process.



**Timeframe to Complete:**

x 1-3 years                      3-5 years                      5-10 years +                      Ongoing

**PART II: ACCOMPLISHMENT (End of Year)**

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET

## FISCAL YEAR 2012-13

### Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Fire
<b>Lead Person(s)/Organization(s):</b>	Michael Kinkade
<b>List Goal Number Assigned:</b>	Meets Council Goal 1, Goal 2
<b>Describe Objective/Project:</b>	Utilize Available Technology to Enhance Service Delivery and Efficiency

#### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

This action plan reflects the Fire Department Strategic Plan that was completed in 2010.

The objectives for this goal (above) include:

1. Firefighter accountability system: Research and review our accountability system in comparison to nationally recognized best practices.
2. Data analysis: Analyze the reporting features offered by the departments record management system.
3. Upgrade MDTs and create a user training program.
4. GIS Mapping: Develop and enhance our ability to generate maps to evaluate our performance and provide timely response.
5. Field data collection: Research and evaluate computer solutions that could streamline data collection and information availability in the field.

#### 2. Current status of the objective/project:

Status of the Objectives (above):

1. Due July 2013.
2. Due July 2012. Currently nearing completion of RMS evaluation.
3. Upgrade complete; working on user training program.
4. Due July 2013
5. Due Dec 2012. Currently evaluating iPad for this purpose.

#### 3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Each objective has a project due date and person(s) assigned responsible for completion. Live progress updates can be viewed at <http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> (see section 6 for printed example).

#### 4. List potential barriers or challenges:

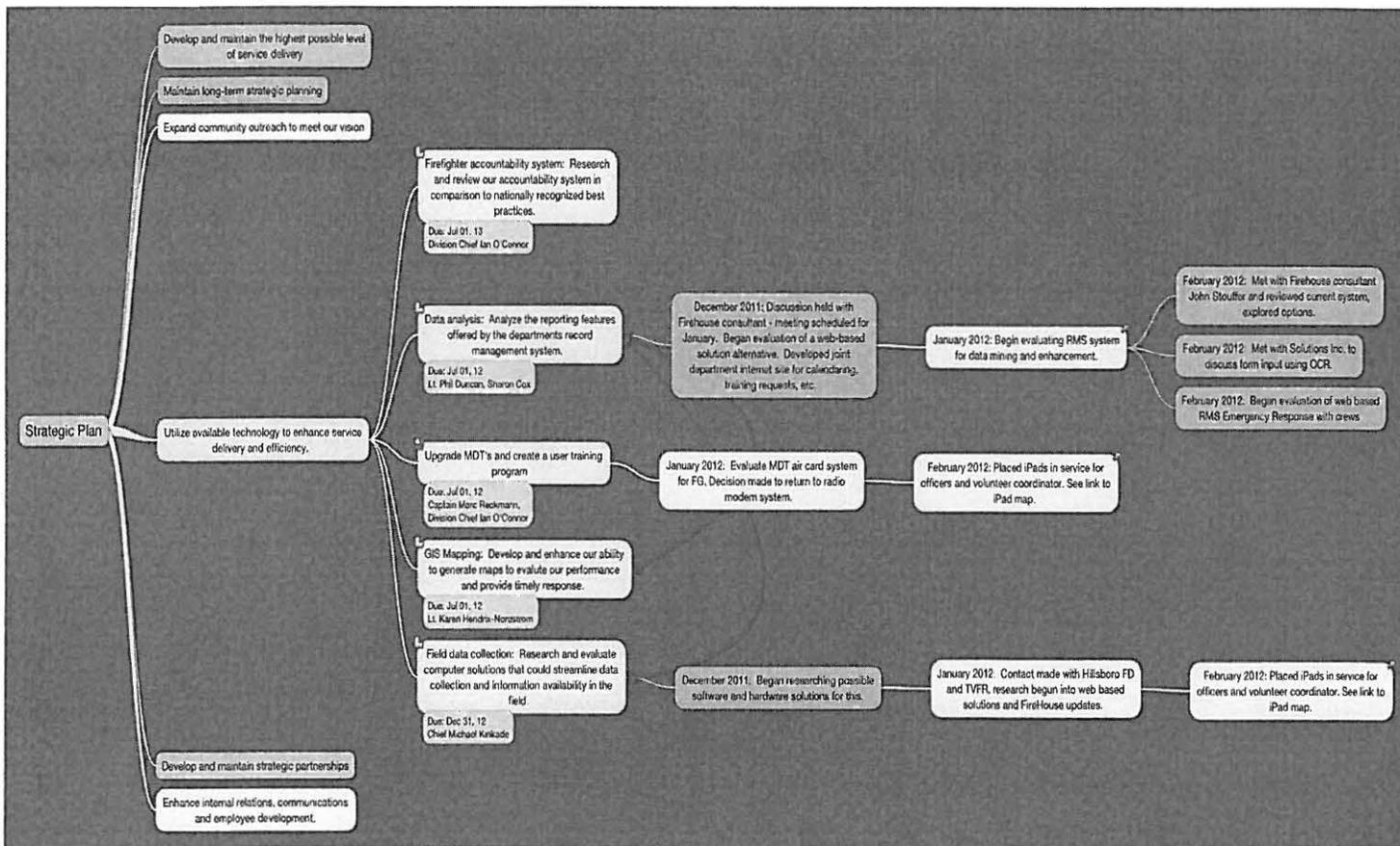
None at this time.

#### 5. Estimated Cost(s):

Within existing and/or proposed operating budget.

#### 6. How will you determine when objective/project is completed and how will you measure if successful?

Each objective is specific, measured, achievable, realistic and time based. This is tracked by our strategic planning process.



#### Timeframe to Complete:

x

1-3 years

3-5 years

5-10 years +

Ongoing

#### PART II: ACCOMPLISHMENT (End of Year)

#### 7. Describe in detail accomplishment of the objective/project:

**ENGINEERING/PUBLIC WORKS  
DEPARTMENT**

**2012-13 ACTION PLANS**

**2012-13 WORK PLAN**

# CITY OF FOREST GROVE PUBLIC WORKS 2012-2013 WORK PLAN

4/11/2012

TRANSPORTATION	Goal #	2012												2013													
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
David Hill Road (extention to Hwy 47)	1-1	WCCC - MSTIP 3D project selection process																									
Ped. Crossing Thatcher Rd & Gales Ck	1-3					Study		Installation																			
Downtown Traffic Study (College Wy.)	1-8					Study																					
Sidewalks near Schools & Bus Stops	1-9	explore funding opportunities																									
High Capacity Transit	1-19	continue pressure for funding planning and design																									
Evergreen Rd.	1-21	explore road extension to Forest Grove																									
Sidewalk Maintenance Program	2-5	Program Development						Implementation																			
Council Creek Regional Trail		Planning & Funding						Preliminary Design																			
Annual Street Resurfacing														maintenance													
Annual Pavement Marking														maint.													
SEWER		2012												2013													
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Sewer Main Replacement (23rd Ave.)														Design		Constructin											
Sewer Main Inspection		maintenance																									
Sewer Main Cleaning		maint.								maintenance										maint.							
Manhole Inspection & Sealing														maint.													
Fat, Oils, and Grease (FOG) Program		Program Development						Implementation																			
WATER		2012												2013													
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Watershed Master Plan Update	#####	Ad-hoc Committee Meetings																									
Water Main Rplcmnt (Baseline Rd.)		Design		Constr.																							
Distribution Main Flushing		maintenance												maintenance													
Leak Detection														maintenance				maintenance									
Valve Locate and Testing		maintenance																									
Backflow Prevention Program		maintenance																									



# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Engineering and Community Development
<b>Lead Person(s)/Organization(s):</b>	Rob Foster
<b>List Goal Number Assigned:</b>	2
<b>Describe Objective/Project:</b>	David Hill Road Extension to Hwy 47 Intersection

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

The City's Transportation Master Plan (TSP) identifies David Hill Road as a thoroughfare connector between Thatcher Road and Highway 47. Seen as a primary improvement to access to State Highway 47, and reduce traffic on County Purdin Road, this project will serve traffic from the north and west section of Forest Grove. Two sections of this road have been completed to date. The first section from Thatcher Road to Brooke Street was constructed by adjacent development. The section was just recently completed as a joint project between The City and Washington County. This section extended through a wetland area and to the east edge of the School District property. There is approximately 1,500 feet remaining that needs to be improved in order to make the connection with Highway 47. This last section follows a line which is in the City's northern urban growth boundary. Existing today along this line is a 40 foot wide County right of way. The property to the south is zoned single family residential and is required to dedicate additional right of way. It is anticipated that the urban growth boundary will expand to the north and at such time that land will also dedicate additional right of way. The final right of way width for David Hill Road is expected to be 70 feet which is consistent with the sections already constructed.

#### 2. Current status of the objective/project:

Currently there exists a gravel drive serving a single residential home. The David Hill Road extension is identified in the City's Transportation System Plan and is in the list of projects identified as financially constrained in other words reasonably likely to be funded.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

1. Obtain funding
2. IGA with County
3. Design
4. Right of Way acquisition
5. ODOT approval
6. Construct
7. Ribbon Cutting

**4. List potential barriers or challenges:**

Three potential barriers exist, first right of way acquisition. Additional right of way is need along the south side and also additional right of way is needed at the intersection with Highway 47. The second potential barrier is the additional funding need to complete the project. The third potential barrier is the ODOT approval to expand the intersection at Highway 47.

**5. Estimated Cost(s):**

The estimated cost identified in the City's TSP is \$7.1 M with \$3.5 M from City TIF funds.

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Ribbon cutting.

**Timeframe to Complete:**

X	1-3 years	3-5 years	5-10 years +	Ongoing
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**PART II: ACCOMPLISHMENT (End of Year)**

**7. Describe in detail accomplishment of the objective/project:**

The section of David Hill Road from Brooke Street to the current east end was completed as a joint effort between the City and Washington County. It is anticipated that this next section will also be a joint effort with the County. City Council has identified this project to be a high priority and as such staff has worked to seek funding. The project is identified on the County's MSTIP 3D project list. This list of projects is expected to receive funding in FY13-18. Projects from the 4 County Districts will compete for approximately \$175 M in total transportation funding from MSTIP. The County Commissioners are expected to vote on the final list of projects in July 2012. Once the funding has been approved the City's Engineering Department along with County Staff will proceed with Engineering Design PS&E, then right of way acquisition, and then construction.

**ADMINISTRATIVE SERVICES  
DEPARTMENT**

**2012-13 ACTION PLANS**

**2012-13 WORK PLAN**



COMMUNITY DEVELOPMENT  
DEPARTMENT

2012-13 ACTION PLANS

2012-13 WORK PLAN

## Department 12-Month Work Plan

DEPARTMENTS / PROJECTS		Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13
Program	Periodic Review (Goal 1- Task 3)																		
	TSP Update																		
	<b>Town Center Revitalization/Plaza (1-8)</b>																		
	<b>Sustainability (1-13)</b>																		
	<b>Urban Renewal Program (1-18)</b>																		
	<b>Island Annexation (2-28)</b>																		
	Transit Implementation																		
	Subdivision White Paper Analysis																		
Development Code Changes																			
Ongoing Tasks	Commission support																		
	<b>Code Enforcement (1-6)</b>																		
	Grading Permits																		
	Erosion Control																		
	Process LU Permits																		
	Process Bldg Permits																		
	Maintain LU Database																		
	Counter Coverage																		
	Tree Permits and Inspection																		
	<b>Public Outreach (1-12)</b>																		
	GIS maintenance																		
	Street Trees																		
	Support for other departments	General Transportation																	
<b>David Hill Connection (1-2)</b>																			
<b>High Capacity Transit - Rail/Bus (1-19)</b>																			
<b>Evergreen Road Extension (1-21)</b>																			
Economic Dev																			
Business License																			
Other	Historic Preservation																		
	Vision Statement Imp.																		
Metro	<b>MTAC/MPAC (3-29)</b>																		
	<b>JPAC/TPAC (3-29)</b>																		
Admin	Greenhouse Gas Reduction																		
	General Mangement/Admin																		

Items in **Bold** are identified Council Goals and Tasks for FY 2012/13

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Planning Division
List Goal Number Assigned:	4
Describe Objective/Project:	Update of Forest Grove Comprehensive Plan

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

State mandated update of the Forest Grove Comprehensive Plan. The Comprehensive Plan was adopted in 1980 and last updated in 1985. The plan requires significant revision. The Forest Grove City Council evaluated the Comprehensive Plan in 2008 and adopted a work program for revision in July 2008. The Oregon Department of Land Conservation and Development approved the work program in April 2010. The mandated deadline for completion of Periodic Review is December 2012.

#### 2. Current status of the objective/project:

To date the Community Development Department has completed a land use inventory, wetland inventory, urban forestry inventory, building capacity analysis, economic opportunity analysis and draft housing and economic development chapters. A series of work sessions have also been held with the Planning Commission. The work sessions focused on each element of the Comprehensive Plan. An assessment of the urban forest has also been completed. This work will support community sustainability efforts. Sustainability is a central tenant of the City's vision statement. The vision statement provides the framework for the comprehensive plan. Finally, significant research and analysis has been completed for a possible transit-oriented development neighborhood located near Oak Street south of Highway 47. Preparation of land use alternatives has begun.

Staff has been working with Metro and Washington County on growth capacity estimates for the City of Forest Grove. The results of this work will lead to a coordinated population forecast for the City to include in the periodic review planning effort.

#### 3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Completion of the following tasks are necessary to accomplish this project:

1. Public Facility and Urban Services Plan. Spring 2012
2. Land Use Alternatives Analysis and Reconciliation of Policies: Spring 2012
3. School capacity analysis per State Law: spring 2012
3. Update to Forest Grove Transportation System Plan: Spring/Summer 2012
4. Urbanization and Growth Management Policies: Fall 2012
5. Revision of Comprehensive Plan Elements to account for final Metro population forecast: Fall 2012

4. List potential barriers or challenges:

Challenges include state review and approval of work products, coordination of work products with Metro and lack of a Metro approved point population and employment forecast for the next twenty-years.

5. Estimated Cost(s):

Estimated cost for direct staff time, consultants and other costs is estimated to be \$178,000 for FY 2012-2013. Other costs include overhead, required printing and publication costs.

6. How will you determine when objective/project is completed and how will you measure if successful?

Completion of required work products within approved timeline. Review and approval of work products by the Planning Commission and City Council. Acceptance of work products by the Oregon Department of Land Conservation and Development.

**Timeframe to Complete:**

X	1-3 years	3-5 years	5-10 years +	Ongoing
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**PART II: ACCOMPLISHMENT (End of Year)**

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Community Development
<b>Lead Person(s)/Organization(s):</b>	Jon Holan/Mike Mullaney/James Reitz/Rich Mead
<b>List Goal Number Assigned:</b>	6
<b>Describe Objective/Project:</b>	Code Enforcement

### PART I: ACTION PLAN *(Start of Year)*

**1. Background or history of the objective/project:** Community Development has provided code enforcement for a number of years. It has evolved from a small portion of a planners work to a large portion of their activity. Over the past several years, the Police Department has been responsible for abandoned vehicles. For FY 11/12, there was a shift in code enforcement responsibilities between Community Development and the Police Department. Code violations related to the Municipal Code such as abandon vehicles and debris on private property is now handled by the Police Department. Code issues related to the Development and Building codes as well as noxious vegetation are still retained by Community Development.

**2. Current status of the objective/project:** This is an ongoing program.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

Continued enforcement

**4. List potential barriers or challenges:**

Adequate fiscal resources

**5. Estimated Cost(s):** \$5500 for property cleanup and \$3000 for potential attorney assistance. Costs do not include any structural demolition which we have avoided in the demo of four houses in the past.

**6. How will you determine when objective/project is completed and how will you measure if successful?** Successfully resolving violations.

**Timeframe to Complete:**

1–3 years

3–5 years

5–10 years +

X Ongoing

**PART II: ACCOMPLISHMENT** *(End of Year)*

**7. Describe in detail accomplishment of the objective/project:**

For the calendar year, the Department has received the following total number and finalized code enforcement cases by type:

	Total	Completed
Debris	33	32
Noxious Vegetation	161	161
Miscellaneous	32	32

Note: the one not completed has been transferred to Police Department

In October, debris code enforcement cases were transferred to Police Department. \$3325 still remains in CD Code Enforcement budget.

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

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<b>Department(s) Assigned:</b>	Community Development
<b>Lead Person(s)/Organization(s):</b>	Holan/Foster/King
<b>List Goal Number Assigned:</b>	8
<b>Describe Objective/Project:</b>	Continue Downtown Revitalization Efforts (identify Town Center Plaza and Downtown Corridor Traffic Flow)

### PART I: ACTION PLAN *(Start of Year)*

**1. Background or history of the objective/project:** There has been a need to create public space in the town center area which lacks such a facility. This was confirmed at a mayors institute sponsored by Metro about three to four years and attended by former Mayor Kidd. This has been a goal of the City Council for at least two years. In addition, concern has been expressed by some members of PSAC that the change in the direction of Council/College Way to one way southbound results in significantly slower emergency response times north of the downtown area.

**2. Current status of the objective/project:**

Staff has engaged the services of Michele Reeves, consultant provided by Metro, to develop a downtown revitalization program. As part of that effort, the plaza and downtown circulation system will be addressed. To assist on the circulation issue, Kittelson and Associates, transportation consultants, have been engaged to perform an analysis of the overall circulation of the downtown area including the emergency vehicle routing.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

- Michele Reeves initiates her revitalization program
- Kittelson conducts their traffic assessment
- Review Kittelson by staff and interested parties
- Circulation analysis given to Ms. Reeves to integrate with her analysis and recommendation
- Commence with implementation

**4. List potential barriers or challenges:** lack of good site for plaza and disagreement with circulation recommendations/conclusions

**5. Estimated Cost(s):**

\$6500 for staff time  
\$4000 for Kittelson study

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Plaza is developed.

**Timeframe to Complete:**

1-3 years

X 3-5 years

5-10 years +

Ongoing

**PART II: ACCOMPLISHMENT *(End of Year)***

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Community Development
<b>Lead Person(s)/Organization(s):</b>	Holan
<b>List Goal Number Assigned:</b>	12
<b>Describe Objective/Project:</b>	Improving Citizen Outreach

### PART I: ACTION PLAN *(Start of Year)*

**1. Background or history of the objective/project:** CCI has obtained space at the Farmer's Market to promote various activities. The space was made available to other boards and commissions. In addition, staff also used the opportunity to provide info on planning related activities.

**2. Current status of the objective/project:** Nothing at this time. Will obtain space at Farmer's Market and sending calendar to each Board and Commission to schedule "table time". CCI will likely reserve all the first Wednesday times.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

Provide table and prepare/obtain handouts to give to interested persons at the market.

**4. List potential barriers or challenges:**

none

**5. Estimated Cost(s):**

Staff time

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Having table at the Farmers Market

**Timeframe to Complete:**

1–3 years

3–5 years

5–10 years +

X

Ongoing

**PART II: ACCOMPLISHMENT *(End of Year)***

**7. Describe in detail accomplishment of the objective/project:**

Through CCI, a space was obtained at the Farms Market. CCI and Community Development staff presented a variety of materials at the booth on first Wednesdays 4 of the 5 opportunities. City information and CCI liaison project was the topic/material provided at the Market.

Historic Landmarks Board and the Forestry Commission, two commissions with Community Development staff liaisons, also used the space to promote their programs.

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Community Development
<b>Lead Person(s)/Organization(s):</b>	Jon Holan
<b>List Goal Number Assigned:</b>	13
<b>Describe Objective/Project:</b>	Establish and implement a program on Sustainability

### PART I: ACTION PLAN (*Start of Year*)

**1. Background or history of the objective/project:** The underlying principle of the City's Vision Statement is sustainability in the community's approach in the future. Based on this direction, the city is in Periodic Review and there will be efforts to integrate sustainable approaches into the community's land use program. Sustainability has also become an important matter statewide and within the region. State requirements mandate the Portland Region to develop strategies to reduce greenhouse gas emissions. The combination of the two presents a good opportunity to explore and develop potential sustainability efforts for the community.

The objective is to establish approaches/future programs for sustainability for the city (as an organization) and community. Subsequent efforts would focus on implementation. An ad hoc committee has been formed that is meeting monthly.

**2. Current status of the objective/project:** Five meetings have been held. A mission statement, SWOT analysis, identification of stakeholders, and five action items have been developed. Now focused on developing an approach to perform baseline assessment for the community and develop a long-term strategy.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

Through the committee:

- Research other efforts,
- Explore potential funding opportunities to provide assistance to committee
- Form community wide sustainability committee
- Develop long-term strategy
- Perform baseline assessment

**4. List potential barriers or challenges:** Potential budget costs for assistance.

Expectations or outcomes for this effort is to develop an approach for integrating sustainability perspective into City programs and decisions and immediate implement those tasks that can be completed. Assign other longer-term tasks to the appropriate person/group for implementation.

**5. Estimated Cost(s): Costs at this time would be for materials and staff time.**

Cost for assistance to be determined based on responsibilities

Staff cost: \$8,500

Materials: \$400

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Development of action program and monitoring criteria

**Timeframe to Complete:**

X 1-3 years                      3-5 years                      5-10 years +                      X Ongoing

**PART II: ACCOMPLISHMENT (End of Year)**

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Planning Division
List Goal Number Assigned:	18
Describe Objective/Project:	Urban renewal feasibility study necessary for establishing an urban renewal district in Forest Grove

### PART I: ACTION PLAN (*Start of Year*)

#### 1. Background or history of the objective/project:

This project addresses the City Council's interest in forming an urban renewal agency and adopting an urban renewal plan to address blighting influences in the City of Forest Grove. This project has its inception with the recent voter approval of a new city charter. The new charter streamlines the process for preparing and implementing an urban renewal program. To begin the process the city applied for and received a grant from Metro, through the Construction Excise Tax program, to fund the preparation of an urban renewal feasibility, plan and technical report.

#### 2. Current status of the objective/project:

As of May 2011, an intergovernmental agreement was prepared by Metro and approved by City Council. A consultant team has been selected to develop a two phased project. The first phase is to determine the feasibility of urban renewal in Forest Grove. The second phase is to develop the plan and associated documents necessary to adopt an urban renewal plan. The first phase of the project has been completed, determining that it is feasible to adopt an urban renewal program.

#### 3. List strategic steps/actions that will be necessary to accomplish this objective/project:

1. Prepare urban renewal plan;
2. Completion of urban renewal plan and required technical report;
3. Planning Commission endorsement of urban renewal plan and adoption recommendation to City Council;
4. City Council action on urban renewal plan and report; and
5. Activation of urban renewal agency

#### 4. List potential barriers or challenges:

There are four identified barriers and challenges associated with this project:

1. Impact on General Fund from tax increment makes adoption of program infeasible.
2. Legal challenge affecting collection of construction excise tax is upheld;
3. Lack of support from potentially affected taxing districts; and
4. Lack of support from potentially affected property owners and general public.

#### 5. Estimated Cost(s):

\$105,000 total project cost:

\$85,000 grant from Metro to prepare urban renewal feasibility study, plan and technical report.

\$15,000 In-kind match for direct salary of city project staff

\$5,000 for overhead and indirect costs including city staff overhead, copies and postage

In addition \$42,500 is budgeted for contingency in the event that the City is obligated to reimburse Metro for expended funds. This contingency is necessary in the event that the construction excise tax challenge is upheld.

6. How will you determine when objective/project is completed and how will you measure if successful?

Success will be measured by:

1. City Council acceptance of urban renewal feasibility study;
2. Support from affected taxing districts;
3. Adoption of urban renewal plan and technical report; and
4. Activation of urban renewal agency.

**Timeframe to Complete:**

X	1–3 years	3–5 years	5–10 years +	Ongoing
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**PART II: ACCOMPLISHMENT** *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Engineering/Community Development
<b>Lead Person(s)/Organization(s):</b>	Foster/Holan
<b>List Goal Number Assigned:</b>	19
<b>Describe Objective/Project:</b>	Continued pressure for High Capacity Transit; and other transportation modes (Note: This Action Plan could be separated into two plans (bus program and corridor program) but combined for two reasons: both are under the same title and it is intended to show the relationship of each other.

### PART I: ACTION PLAN *(Start of Year)*

**1. Background or history of the objective/project:** Since the prior mayor, there has been a community interest in extending light rail or other high capacity transit from Hillsboro to Forest Grove. The City has contracted to prepare a concept analysis prepared by Gerald Fox and has held meetings with other involved communities and with Portland Western Railroad. A draft MOU between the cities and Portland Western has been developed. The City has conducted a survey of businesses as to plans for future demand for rail service. Given the time it appears it will take to extend rail to Forest Grove, there is interest to convert the existing right-of-way to a bus rapid transit in combination with pedestrian and bike trails.

Besides rail transit, two years ago, the City through an ad hoc committee explored improving transit service in the community. While the focus was within the community, another option identified in the study was a area-wide transit service. Conversations at a staff level suggest that Hillsboro, Cornelius and Beaverton may be interested in such an approach due to Tri-Met to initiate additional service expansions in light of budget constraints.

**2. Current status of the objective/project:** The background statement above summarizes the current status of the project at the local level. At the regional level, a proposed system expansion program has been adopted by Metro.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

Rail Corridor

- Determine feasibility of operating new transit in what is currently within Tri-Met jurisdiction (both for intracity and Westside program).
- Perform intracity transit implementation program to determine location and cost of implementing transit in community and complete all elements needed to begin transit operation
- Meet with westside cities to determine interest in area wide transit; also meet with Cornelius and Hillsboro separately to discuss short (bus) and long (rail) term use of the corridor and potential work program
- Perform Westside transit analysis to determine route location (including integration of corridor) and feasibility
- If feasible, complete westside transit implementation program
- Determine feasibility of BRT/Ped-Bike Trail and rail, and examine land use opportunities for bus and rail ridership
- Work toward acquiring Portland and Western operational easements on the line by appraising value and obtaining funding for acquisition
- Meet with Portland Western regarding their easements and operations. Conclude with possible MOU
- Meet with cities to gain agreement about short (bus) and long term (rail) use of the corridor

- Determine operator of bus transit on corridor (Tri-Met versus local operator)
- Seek funding for trail and bus rapid transit conversion
- Begin BRT operations
- Use previous studies to submit to Metro and its System Expansion Policies
- Perform more refine cost estimate for long term use
- Participate in RTP update to move Corridor 12 up the list
- Conduct Alternatives Analysis
- Get the \$\$, build and start running the trains

**4. List potential barriers or challenges:** The most immediate potential barrier for either intracity or Westside transit is the ability to operate a new transit operation in what is now under the jurisdiction of Tri-Met.

The biggest potential barrier is the proposed Metro System Expansion Policy. The SEP is geared to existing conditions and not future. It is intended that the methodology used in the High Capacity Transit be used to evaluate future conditions. This will be biased against the Forest Grove extension due to analysis based on current land uses for the SEP which is not transit supportive in several areas and the excessive cost estimate used for future conditions without the opportunity to provide more specific cost estimates.

Other barriers include:

- resolving Portland Western involvement;
- financial participation by Cornelius and Hillsboro;
- overcoming Metro staff bias against lower priority corridors;
- Gaining commitment from Tri-Met to operate buses on corridor or obtaining funding for local operator.

## **5. Estimated Cost(s):**

For Intracity and Westside Transit:

- Staff time estimated to be \$20,000 (\$9000 for intracity and \$11,000 for Westside)
- Consultant costs dependent on level of program
  - Intracity
    - Basic implementation - \$15,000 to \$30,000
    - More comprehensive with community input - \$30,000 to \$60,000
  - Westside
    - In-house process (limited to work with staff from the various communities)- \$50,000 to \$60,000
    - With Public/Policy Advisory Committee - \$80,000 to \$90,000

For Corridor development:

- Unknown cost to appraise and obtain operating easements
- \$150,000 to perform study on the short and long term use of corridor and land use analysis along corridor
- \$25 million for BRT construction plus \$5 million for engineering
- \$500,000 for engineering cost estimate for light rail
- Unknown cost for conversion to rail
- Staff time

**6. How will you determine when objective/project is completed and how will you measure if successful?**

For bus program: expanded bus operations in Forest Grove  
For corridor: first train trip from Hillsboro to Forest Grove

**Timeframe to Complete:**

1–3 years

3–5 years

X 5–10 years +

Ongoing

**PART II: ACCOMPLISHMENT** *(End of Year)*

**7. Describe in detail accomplishment of the objective/project:**

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2011-12

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Engineering/Community Development
<b>Lead Person(s)/Organization(s):</b>	Foster/Holan
<b>List Goal Number Assigned:</b>	21
<b>Describe Objective/Project:</b>	Explore Evergreen Road Extension

### PART I: ACTION PLAN *(Start of Year)*

**1. Background or history of the objective/project:** Evergreen extension has been identified as a needed connector between Forest Grove and the north industrial area in Hillsboro to develop a more direct and efficient route, reduce traffic on Highway 26, and reduce impacts on county roads and the community of Verboort.

**2. Current status of the objective/project:** Continue monitoring opportunities to promote objective.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

1. discuss proposal with County staff about City interest (this has informally been done in the past)
2. Participate in next County update of its TSP to determine countywide support
3. Determine support from that effort and if support, identify next steps

**4. List potential barriers or challenges:**

No political support for extension and State planning rules potentially preventing new roads in rural reserve areas.

**5. Estimated Cost(s):**

Staff time

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Determine that there is political support. This would enable pursuing further steps including pursuit of amendment of state planning goals that were deferred by DLCD and funding opportunities

**Timeframe to Complete:**

1-3 years

3-5 years

X 5-10 years +

Ongoing

**PART II: ACCOMPLISHMENT** *(End of Year)*

**7. Describe in detail accomplishment of the objective/project:** To date, no action has been taken by Community Development.

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Planning Division
List Goal Number Assigned:	28
Describe Objective/Project:	Completion of Island Annexation Project

### PART I: ACTION PLAN *(Start of Year)*

#### 1. Background or history of the objective/project:

Follow-up to 2006/2007 island annexation project. The objective of this project is to annex the remaining unincorporated areas within the Forest Grove portion of the urban growth boundary currently surrounded by the City. Sites have been identified and process been determined. Analysis of cost/benefit to property owners has also been completed and shared with the property owners.

#### 2. Current status of the objective/project:

The Community Development Department prepared a draft work program to complete the annexation of the remaining unincorporated islands during FY 2010/2011. Pursuant to the work program and discussion with the City Council at their retreat in February, 2011, staff has conducted an open house to answer property owner questions and provide them with comparative tax and water bill information.

#### 3. List strategic steps/actions that will be necessary to accomplish this objective/project:

Completion of the following tasks are necessary to accomplish this project:

FY 2012/2013

1. Preparation of legal descriptions with preliminary review by the Department of Revenue to verify adequacy of the descriptions.
2. Process annexations in compliance with State, Metro and local requirements
3. Process zoning map amendments for territory annexed into the City in compliance with local requirements.
4. Conduct hearing
5. Submit map request to Metro for proper notification
6. Obtain Secretary of State approval

4. List potential barriers or challenges:

Barriers and challenges to this project include potential challenges from property owners opposed to annexations.. State mandated timelines for notification and the Forest Grove Development Code requirement requiring a separate action to rezone territory annexed into the City pose a possible barrier to completing the project quickly.

5. Estimated Cost(s):

For FY 2012/2013, costs are \$4,000 to prepare legal descriptions and \$450 for submission to Metro upon completion of local hearings. For entire project, estimated cost for staff time, public notice and other costs is approximately \$12,500. Approximately 150 staff hours will be required to complete the project. It is anticipated that the project could take at least three months to six months to complete depending on available staff resources and how quickly Secretary of State approves the annexation.

6. How will you determine when objective/project is completed and how will you measure if successful?

Adopted ordinance approving annexations and order approving zoning map amendments. Acceptance of annexations by Metro, Oregon Department of Revenue and Oregon Secretary of State's Office.

**Timeframe to Complete:**

X	1-3 years	3-5 years	5-10 years +	Ongoing
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**PART II: ACCOMPLISHMENT** *(End of Year)*

7. Describe in detail accomplishment of the objective/project:

Postponed Island Annexation to future date after levy option effort completed. Have compiled financial differences (taxes and water costs), sent postcards to property owners so that they could obtain information and survey interest. Also conducted community open house where property owners could drop in (over 20 persons attended).

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2012-13

## Department Work Plan and City Council Goal Objectives

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<b>Department(s) Assigned:</b>	Community Development
<b>Lead Person(s)/Organization(s):</b>	
<b>List Goal Number Assigned:</b>	
<b>Describe Objective/Project:</b>	

### PART I: ACTION PLAN (*Start of Year*)

**1. Background or history of the objective/project:** Two urban reserve areas in the Purdin Road and David Hill area have changed circumstances on the westside of the community. Further, as demonstrated by the David Hill Urban Reserve study conducted by PSU students, the City needs to examine the planned land uses within the current UGB as well as needed circulation for the area. The study area would be north of Gales Creek and include the Purdin Road and David Hill urban reserve areas. This would complete the Metro required concept plans for the two urban reserve areas to allow the city pursuing UGB amendments in the future. Grant assistance would be sought to pursue this project.

**2. Current status of the objective/project:** Proposed; City has conducted preliminary concept planning for Purdin Road Urban Reserve area for industrial use and PSU students conducted preliminary planning analysis for the David Hill Urban Reserve area.

**3. List strategic steps/actions that will be necessary to accomplish this objective/project:**

- Complete inventory and analysis of the area including existing and currently planned land use, traffic, public services, topography and geology and visual;
- Implement public review process through CCI and PC to provide input on background data and thoughts on the area;
- Based on background analysis and public input, prepare alternatives with attendant analysis of each alternative;
- Evaluate alternatives based on set of criteria;
- Solicit public input on alternatives; and
- Recommend appropriate land use and, if needed, other amendments to Zoning Ordinance requirements
- Conduct approval process.

**4. List potential barriers or challenges:**

Biggest potential barrier are property owners that want land uses inconsistent with City objectives.

**5. Estimated Cost(s):** Additional funding could be in the range of \$70,000 to \$90,000 for outreach, geotech consultant and transportation analysis for any revision to the Transportation System Plan.

**6. How will you determine when objective/project is completed and how will you measure if successful?**

Completion of the plan.

**Timeframe to Complete:**

<input checked="" type="checkbox"/>	1-3 years	3-5 years	5-10 years +	Ongoing
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**PART II: ACCOMPLISHMENT** *(End of Year)*

**7. Describe in detail accomplishment of the objective/project:**

LEGISLATIVE AND EXECUTIVE  
DEPARTMENT

2012-13 ACTION PLANS

2012-13 WORK PLAN

# *Forest Grove Legislative & Executive 2012-13 Work Plan*

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- Solicit Accomplishments and Annual Work Plans from Department Directors
- Council Retreat
- Council Goal Setting Sessions
- Develop and Adopt Budget
- Develop and Monitor Work Plans
- Submit Operating Levy Renewal to voters
- Prepare Public Information explaining need for Levy
- Conduct Monthly One-on-One Sessions with 8 Department Directors and Economic Development Coordinator
- Hold Bi-monthly Department Directors meetings to review issues and goals
- Attend all 24 meetings and/or work sessions with City Council
- Negotiate one union contract -- Police
- Organize two regional meetings
- Attend all EDC meetings
- Implement EDC Strategic Plan
- Enhance communication with citizens including regular updates on the website; Face Book, City Scene Update, utility bill inserts, and City ads and articles in the News Times
- Assist with Annual Town Meeting
- Boards & Commissions Recognition Dinner

