

CITY COUNCIL MONTHLY MEETING CALENDAR

April-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 FG Conversations Town Hall 7pm - Comm Aud Planning Comm 7pm	2	3 Municipal Court JOINT WORK SESSION Council & Rural Fire Bd 6:00 pm - Fire Conf Room RWPC-CTC 1:30pm RWPC-EC 5:30pm	4 State of WA County Address 7:30am Nike Campus Work Force Summit-11am FGSD EDC Noon Chamber Network 4pm Friends of Fernhill 7pm	5 Firefighter's Assoc Awards Banquet 6 pm - Sonrise Ford Institute Leadership - Comm Aud	6 Walk The Trails 9am-Fernhill Wetlands
7	8 Smart Climate Mtg 9:30am Portland CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (litigation) 6:00 PM - WORK SESSION (Transit Study) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Port Portland Lunch-11:30am Library 6:30pm	10 MPAC 5pm	11 PAC 5pm Sustainability 5:30pm LOC Board Mtg - Salem	12 JWC Noon	13
14 If I Were Mayor Contest Deadline	15	16 COUNCIL SPECIAL MEETING CEP Presentations 6:00 pm - Comm Aud	17 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	18 Friends of Library 2nd Annual Meet & Greet 5:30pm-RogersRm Fernhill Wetlands 5pm CCI 5:30pm	19	20 Earth Day Project 9am-Stiles Park Sustainability Summit 9am-Senior Ctr Bonamici's Town Hall 4pm-Comm Aud
21 CFC Tree Planting Arbor Day-10am Rogers I	22 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	23	24 BUDGET COMMITTEE Informational Meeting 7:00 pm - Comm Aud PSAC 7:30am MPAC 5pm	25 WEA Bkft Forum 7:30 am Sustainability 5:30pm	26 Council CEP WS Due LOC Board Mtg Salem Conf Ctr	27
28 Starr's Town Hall 6:30pm - Com Aud	29	30				

May-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Dairy Creek/Sustainability OPB Forum 6pm - Comm Aud Rural Fire Bd 8pm	2 EDC Noon Friends of Fernhill 7pm	3	4
5	6 Planning Comm 7pm	7	8 Municipal Court MPAC 5pm	9 PAC 5pm	10	11
12	13 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	14 Library 6:30pm	15 P&R 7am CFC 5:15pm CWAC 5:30pm	16 Fernhill Wetlands 5pm CCI 5:30pm	17	18
19 Chamber Luncheon - Noon Senior Ctr Bd 6:30pm Planning Comm 7pm	20	21	22 Municipal Court PSAC 7:30am MPAC 5pm	23 BUDGET COMMITTEE MTG 7pm - Comm Aud WEA Bkft Forum 7:30 am Sustainability 5:30pm	24	25
26 CITY OFFICES CLOSED	27	28 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM HLB 7:15pm	29	30 BUDGET COMMITTEE MTG 7pm - Comm Aud	31 Deadline Submit App Form For Nyuzen Visit 2013 Delegation Ford Institute Leadership - Comm Aud	

June-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Ford Leadership
2 Red Cross Blood Drive 11am - 4pm Comm Aud	3 Planning Comm 7pm	4	5 RWPC-CTC 1:30pm RWPC-CB 7pm Rural Fire Bd 8pm	6 Employee Bkft-7am Fire Station EDC Noon Friends of Fernhill 7pm BUDGET COMMITTEE MTG 7pm - Comm Aud - TBA	7	8
9	10 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11 Library 6:30pm	12 Municipal Court MPAC 5pm	13 PAC 5pm	14 JWC Noon - TBA	15
16 Chamber Luncheon - Noon Senior Ctr Bd 6:30pm Planning Comm 7pm	17	18 ODF Mtg 8am - Comm Aud	19 P&R 7am CFC 5:15pm CWAC 5:30pm	20 Fernhill Wetlands 5pm CCI 5:30pm	21	22
23	24 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	25 HLB 7:15pm	26 Municipal Court PSAC 7:30am MPAC 5pm	27 WEA Bkft Forum 7:30 am Sustainability 5:30pm	28	29
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FOREST GROVE CITY COUNCIL

Monday, April 8, 2013

Meeting Agenda

5:30 PM – Executive Session (Litigation)
6:00 PM – Work Session (Transit Study)
7:00 PM – Regular Meeting

Community Auditorium
1915 Main Street
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 L. Johnston, Council President
Richard G. Kidd III
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.

Michael Sykes
City Manager

5:30

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

The City Council will convene in the Community Auditorium – Conference Room to hold the following executive session(s):

In accordance with ORS 192.660(2)(h) to discuss Council's legal rights and duties with regard to current litigation or litigation likely to be filed.

Jon Holan, Community
Development Director

6:00

WORK SESSION: TRANSIT STUDY

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)

7:00

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

1. A. **PROCLAMATIONS:**

- *Child Abuse Prevention Month*
- *Arbor Week, Tree City USA*

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:**

7:05

5. A. • *Open House Schedule on Infrastructure Improvements for Annexation Areas*

Rob Foster, Public Works Director
Susan Cole, Administrative
Services Assistant Director
Derek Robbins, Civil Engineer

- | | | |
|---|------|--|
| Jon Holan, Community
Development Director | 7:15 | 6. <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2013-03 AMENDING FOREST GROVE DEVELOPMENT CODE, CHAPTER 10 ZONING TEXT AMENDMENT FILE NO. ZNC-12-01070</u> |
| Jon Holan, Community
Development Director | 7:20 | 7. <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2013-04 AMENDING FOREST GROVE CODE SECTION 3.105, MODIFYING THRESHOLD COST AND ADDING CRITERIA FOR THE INSTALLATION OF SIDEWALKS; AND REPEALING ORDINANCE NO. 1976-27. FILE NO. ZNC-12-01070</u> |
| Tom Gamble, Parks and
Recreation Director
Jeff King, Economic Development
Coordinator | 7:25 | 8. <u>RESOLUTION NO. 2013-24 AUTHORIZING THE CITY OF FOREST GROVE TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF A MULTI-USE TRAIL IN THE OLD TOWN/B STREET OPEN SPACE AREA</u> |
| Michael Sykes, City Manager

George Cress
Light and Power Director
Tom Gamble
Parks & Recreation Director
Janie Schutz
Police Chief
Jeff King
Economic Development
Coordinator
Jon Holan
Community Development Director | 7:30 | 9. <u>DEPARTMENT WORK PLANS FOR FY 2013:</u> <ul style="list-style-type: none"> • <i>Light and Power Department</i> • <i>Parks and Recreation Department</i> • <i>Police Department</i> • <i>Economic Development</i> • <i>Community Development</i> |
| Michael Sykes
City Manager | 8:15 | 10. <u>CITY MANAGER'S REPORT:</u> |
| | 8:30 | 11. <u>COUNCIL COMMUNICATIONS:</u> |
| | 8:45 | 12. <u>ADJOURNMENT</u> |

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Executive Session (Litigation) Meeting Minutes of March 18, 2013.
 - B. Approve City Council Executive Session (Labor) Meeting Minutes of March 18, 2013.
 - C. Approve City Council Work Session (Times Litho) Meeting Minutes of March 18, 2013.
 - D. Approve City Council Regular Meeting Minutes of March 18, 2013.
 - E. Accept Historic Landmarks Board Meeting Minutes of January 22 and February 26, 2013.
 - F. Accept Library Commission Meeting Minutes of February 19, 2013.
 - G. Accept Parks and Recreation Commission Meeting Minutes of February 20, 2013.
 - H. Accept Resignation on Community Forestry Commission (Mindy Laird-Garcia, Term Expiring December 31, 2015).
 - I. Accept Resignation on Historic Landmarks Board (Kevin Kamberg, Term Expiring December 31, 2014).
 - J. Accept Resignation on Historic Landmarks Board (Ernest Walston, Term Expiring December 31, 2016).
 - K. Endorse Liquor License Renewal Applications for Year 2013:
 - 1. Tienda La Rosa (Off-Premises Sales)
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City of Forest Grove

Local Transit Study

City Council Work Session – April 8, 2013



WORK SESSION:

Presentation Outline

- Service Alternatives
- Governance
- Funding
- Next Steps

Key Findings (Existing Conditions)

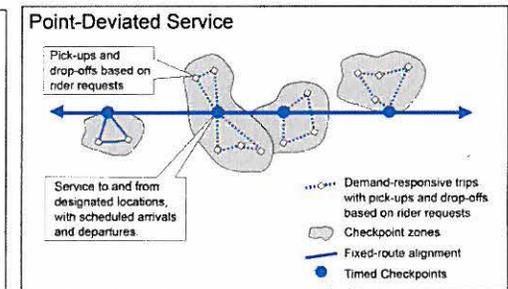
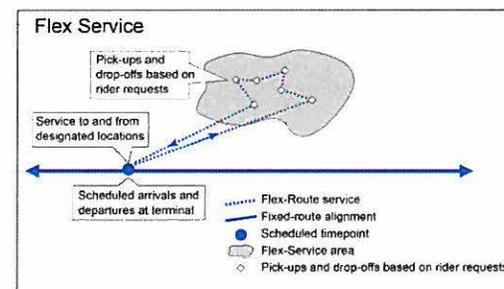
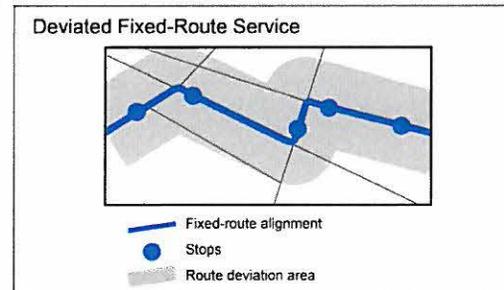
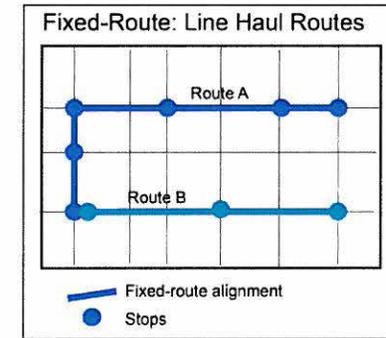
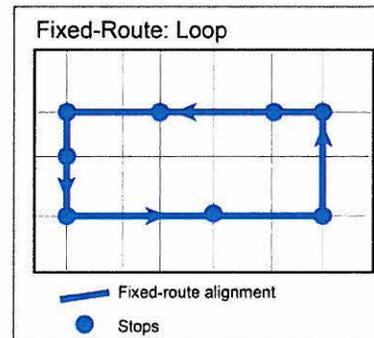
- Regional connectivity is of high importance for work trips
 - Both Forest Grove residents and non-residents who work in Forest Grove
- TriMet Line 57 provides a high level of regional service to Forest Grove
 - But limited local circulation/coverage
- Some peers achieved a high level of local service by leaving regional systems (Canby, Savage) but sacrificed quality of regional connections
- Burlington and Golden balanced local and regional service through regional partnerships

SERVICE ALTERNATIVES

Local Service Types

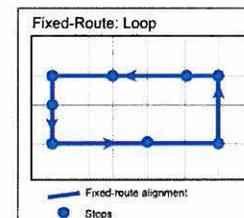
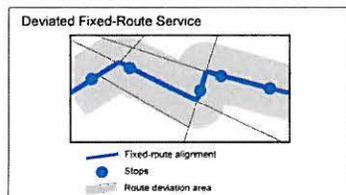
- Local service types reviewed for Forest Grove

Service Type	Description
Fixed Route	Local service with fixed route and schedules (e.g., 30-60 minutes). Requires complementary ADA Paratransit (curbside pickups/dropoffs).
Deviated Fixed Route	Local service with optional deviations (e.g., 3/4 mile area) along the length of a route to make curbside pickups/dropoffs on demand. No ADA requirement.
Flex Route	Local service with curbside pickups/dropoffs on demand in a defined zone. May have some fixed stops or timepoints (point deviation). No ADA requirement.



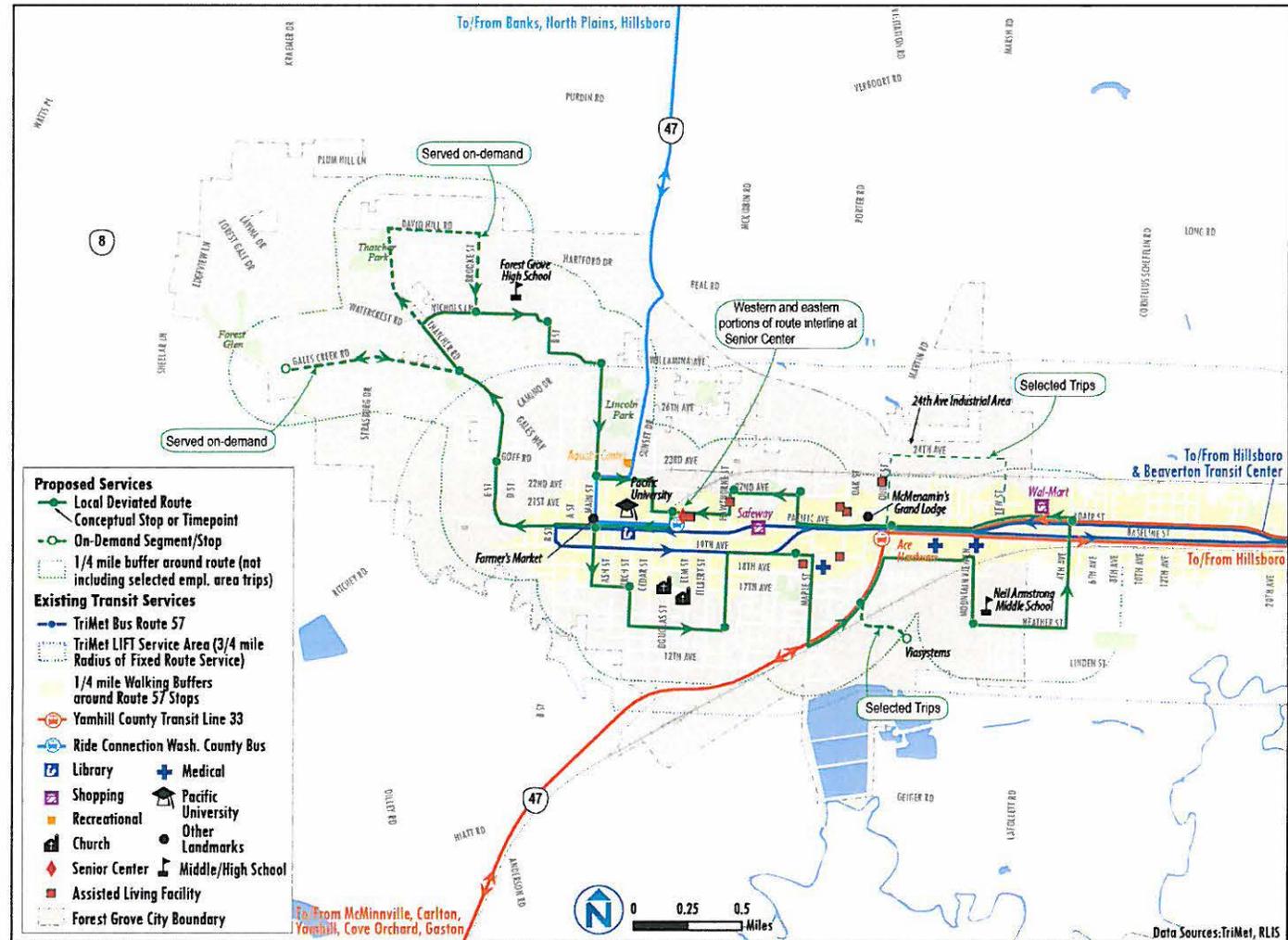
Service Type Tradeoffs

	Flex/Deviated Service	Fixed-Route
Cost	Lower due to no ADA paratransit requirement	Higher due to ADA paratransit requirement within 3/4 mile of fixed-route (about 6,000 residents outside current LIFT boundary and within 3/4 mile distance of proposed route)
Convenience	Some fixed stops allow for spontaneous travel (no reservations)	Greater walking access time required to access fixed stops
Directness	Provides some fixed stops and/or routing (better than purely demand-responsive). Can serve outlying areas as needed.	Fastest and most direct, but can be challenging to provide adequate coverage based on land use
Land Use Requirements	As low as 0.5 persons per acre	Minimum 8+ persons per acre for 60-minute service



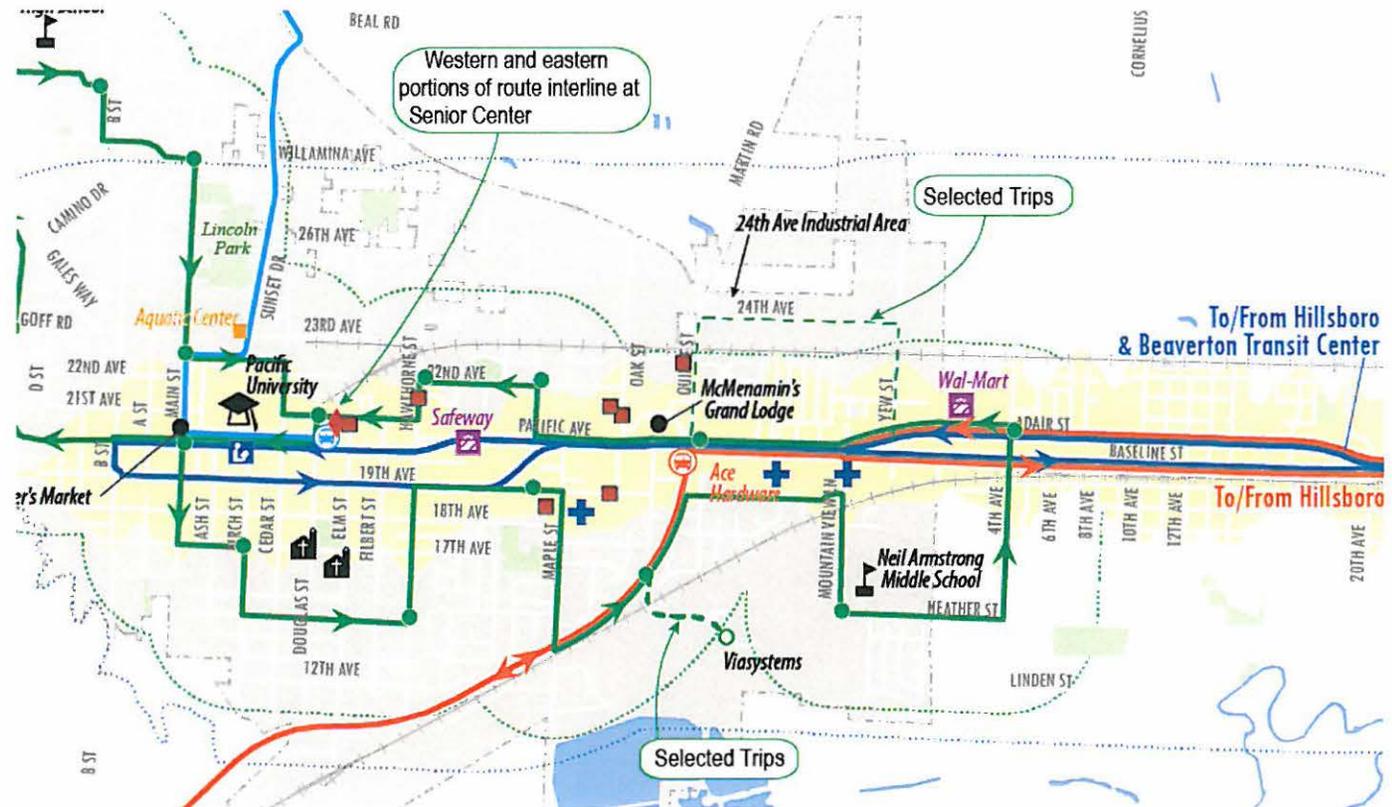
General Service Concept

- “Interlined” east and west loops
- ~20 fixed stops at key locations – no advance reservations
- Ability to deviate off-route between stops
- Deviation can be 1/4 mile from route – but no specific requirement
- Two zones on west side served on-demand



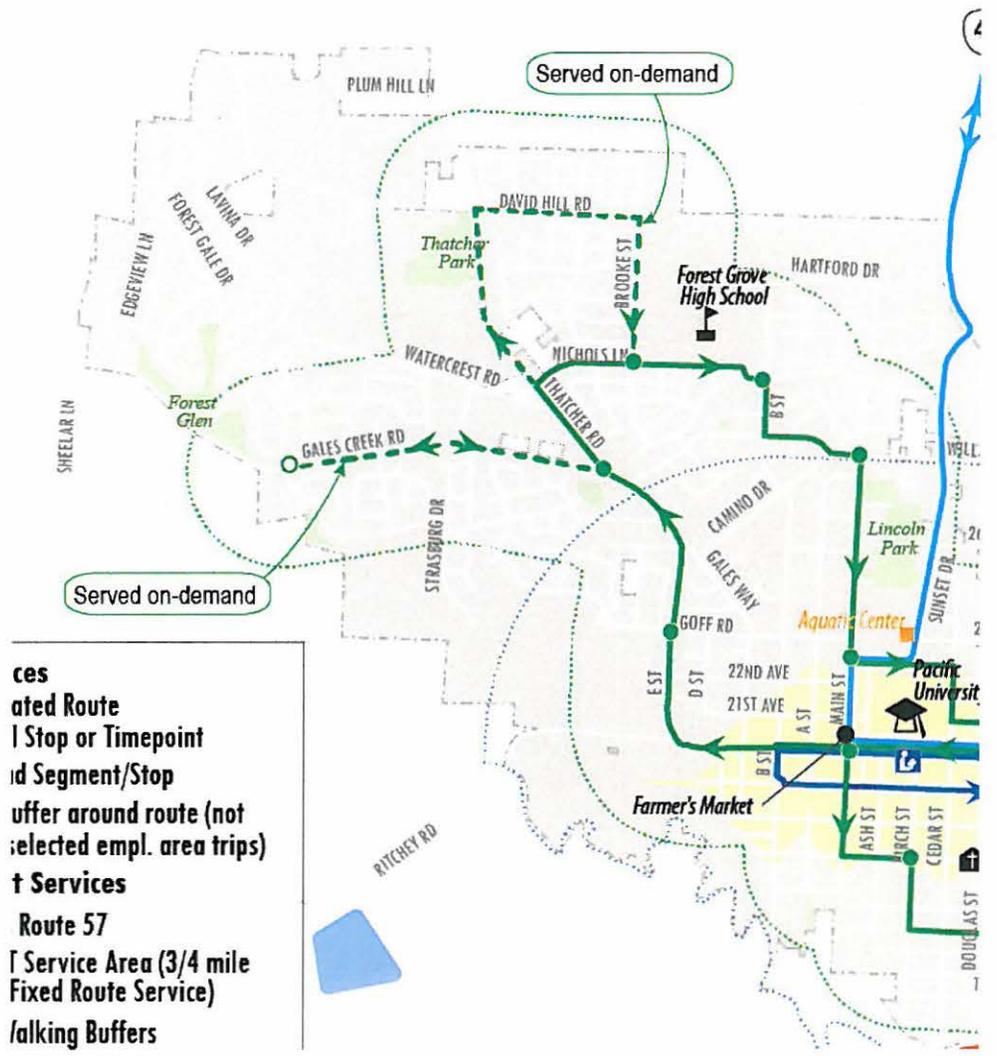
General Service Concept

- East loop
 - Counter-clockwise direction (similar to Line 57)
 - Approx 11,700 people within 1/4 mile distance (8 persons per acre)



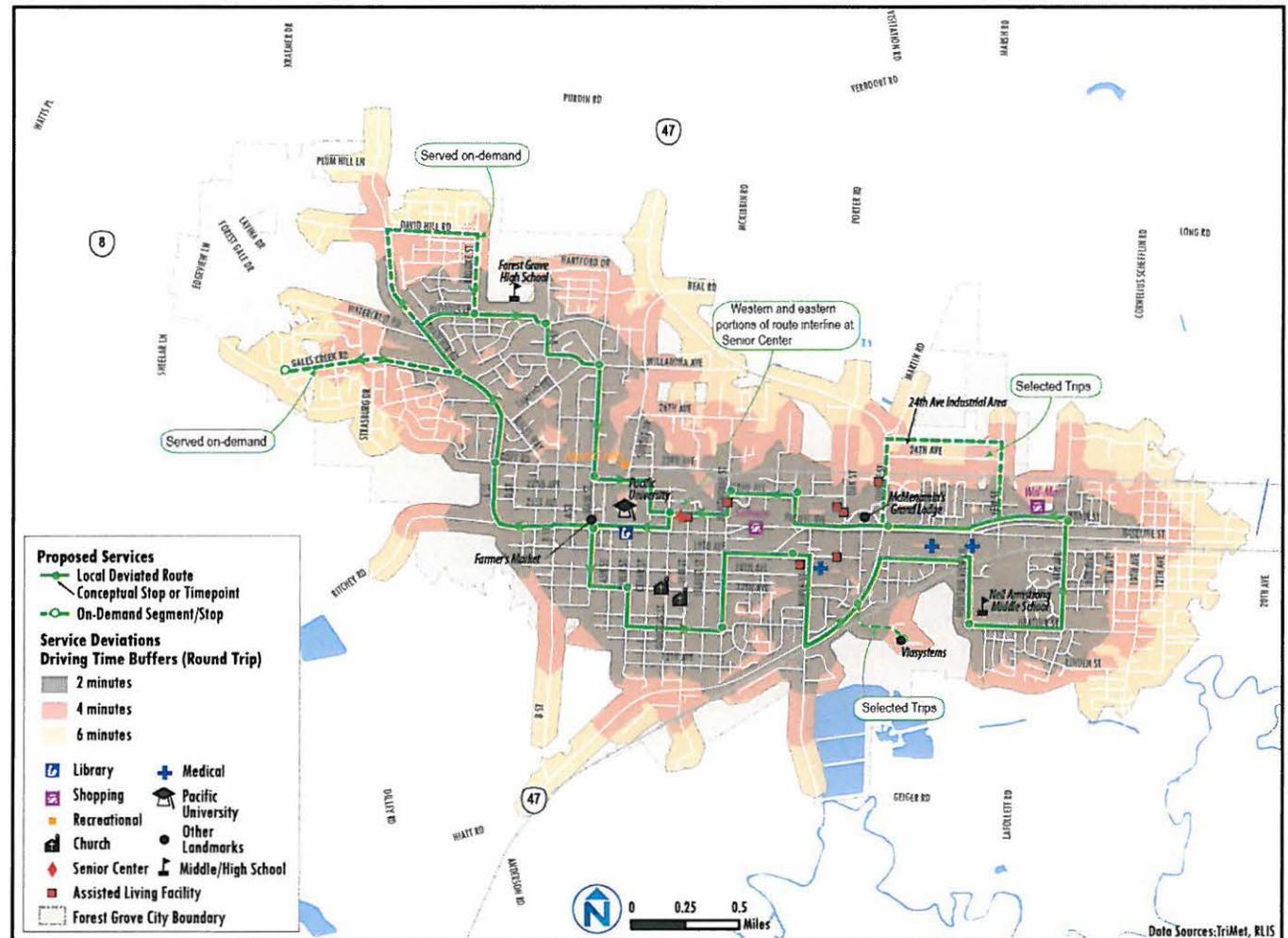
General Service Concept

- West loop
 - Clockwise direction
 - Could operate in reverse direction at some times of day
 - Approx 8,800 people within 1/4 mile distance (6.5 persons per acre)



Flex-Route Capacity for Deviations

- Map illustrates time required for deviations from route
- Generally within about 2 minutes
- On-demand segments (dashed lines) serving outlying areas require a 4-6 minute deviation



General Service Concept: Ridership Estimates

- Estimate 80-125 daily riders (20,000 to 32,000 per year) based on peer data and industry standards
 - Assume a range of 4 to 6.5 rides per service hour initially
 - Industry standards are 5 to 8 rides per hour
 - RTD achieves high-end of range (or better) with Call-n-Ride service
 - Most U-Ride passengers (60+ or with disabilities) traveling within Forest Grove are within 1/4 mile of proposed route. Assume 80% (11 daily riders will use new service)
 - TriMet estimated 31 to 65 daily riders for proposed Forest Grove High School extension in 2009

Employer-Oriented Service Options

- Direct service to employment areas
 - Scheduled trips to Viasystems, 24th Ave Industrial area coordinated with key shift times
 - Service on-demand at other times
- Provide direct light-rail connections?
 - Initially, selected (e.g., employment-oriented) trips could connect to MAX
 - Longer-term, could add additional peak-hour MAX shuttle

Advantages	Disadvantages
<ul style="list-style-type: none">• Lack of transfer could help attract riders• Reduces travel time vs Line 57 (no/limited stops outside of Forest Grove)	<ul style="list-style-type: none">• Duplicative of Line 57 service• Reduces local service resources (longer headway, i.e., time between buses)

Initial and Longer-Term Service Operating Parameters

- What are the goals and service priorities for Forest Grove?

	Initial Service	Longer-Term
Days of Operation	Weekday Peak and Midday	Add: Evening Service Add: Saturday Service
Local Circulator Service	Flex/Deviated Route (No ADA requirement)	Likely remains appropriate, but can re-evaluate based on travel patterns, land use
Weekday Service Span and Headway	6 AM - 7 PM (13 hours) Peak: 45 min. (2 vehicles) Off-peak: 90 min (1 vehicle)	6 AM – 10 PM (16 hours) Could increase headway to 30 min. peak and 60 min. off-peak (based on demand, funding)
Weekend Service Span and Headway	None	8 AM – 5:00 PM Saturdays 90 min. headways (1 vehicle)
Type of Vehicles	Approx. 14-passenger buses	Potentially move to larger vehicles
Employer-Oriented Service	Selected trips serve employment areas, connect to MAX	Consider expanding peak-hour connections to MAX Future: Direct HCT connection

Service Operating Cost Estimates

- Assumes Ride Connection hourly service cost

Initial Startup and Options	Number of Annual Service Hours	Annual Operating Cost
Initial weekday service from 6 AM – 7 PM	4,850	\$242,000
Option: Extend service until 10 PM	+ 510	+\$26,000
Option: Add Saturday Service (8 AM – 5 PM)	+ 470	+\$23,000
Option: Reduce peak / midday headways (30/60 min), i.e., more frequent service	+ 3,300	+ \$166,000

Estimated Capital Costs (Initial)

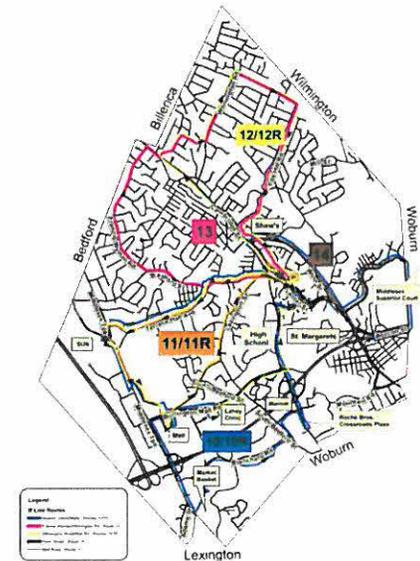
- **Estimated startup costs of \$400-\$500k including:**
- Two new buses (\$300-350k)
 - Assumes Ride Connection can provide third vehicle as a spare
- Stop infrastructure (\$80-100k)
 - Range of amenities
 - Basic stop with concrete pad, seat, signage
 - Higher-amenity stop with shelter/bench
 - Signage and information and/or shelter upgrades at existing stops
 - Can be phased in over time
 - Partner contribution towards cost
 - Pedestrian access requires further assessment, ongoing improvement
- Marketing / Startup (\$20k)



GOVERNANCE/FUNDING

Local Service Models Suggested by Peer Review

- Based on peer review, two potentially applicable service models for Forest Grove:
 - **Partner with regional provider** (e.g., TriMet or Ride Connection) that provides local service at lower cost than TriMet fixed-route
 - Peer example: RTD Call-n-Ride service in Golden, CO
 - **Provide a local overlay service** – contracted out or operated in-house
 - Peer example: Burlington Public Transit in Burlington, MA



Governance and Service Oversight Options

- Four potential institutional models for service oversight

Option 1

Service provided in partnership with Ride Connection

Option 2

Service provided in partnership with TriMet
(assumes a future, lower-cost service model)

Option 3

Service provided by City of Forest Grove – contracted out

Option 4

Service provided by City of Forest Grove – operated in-house

Option 1

Ride Connection Provides Service Through Partnership

Key Assumptions:

- Ride Connection assumes most service delivery functions
- City provides funding and support, oversight of service delivery
 - Non-vehicle facility maintenance (e.g., shelters)
 - Marketing, community outreach
 - Other opportunities for City role, e.g., vehicle maintenance?

Estimated Staffing Requirement:

- Some Forest Grove staff effort for contract management, coordination, and support
- Assume **0.5 FTE**

Option 2

TriMet Provides Service Through Partnership

Key Assumptions:

- TriMet fixed-route service remains infeasible based on service standards
- Contingent on TriMet developing a future, lower-cost alternative service delivery model (brought up in Westside Transit Study)
 - Could range from providing vehicles at reduced cost to providing operators at a lower cost per hour
- Potentially easiest integration with existing TriMet service and fares

Estimated Staffing Requirement:

- Forest Grove staff effort likely similar or less than Option 1
- Similar potential roles in marketing/community outreach or non-vehicle facility maintenance as Option 1

Peer Example: Golden, CO / RTD

Option 3

City Contracts for Service

Key Assumptions:

- City would select most qualified contractor via RFP – not dependent on lowest bid
- City staff would assume new responsibilities for contract monitoring
- City staff would need to ensure coordinated travel connections with TriMet

Estimated Staffing Requirement:

- Moderate level of effort to monitor contractor performance, ensure service quality, manage grants, etc.
- Requires increased transit expertise, some dedicated staff time
- Similar potential roles in marketing/community outreach or non-vehicle facility maintenance as Options 1 and 2
- Assume **1.0 - 1.5 FTE**

Peer Examples: Burlington, MA / MBTA; Canby (1.9 FTE); Sandy

Option 4

City Provides Service Directly

Key Assumptions:

- Assumes an overlay to TriMet regional service
- City fills all personnel assignments in-house
 - Hire/train drivers, procure vehicles and operate service
 - Scheduling and dispatch
 - Vehicle storage, fueling, maintenance
- City assumes all planning and marketing tasks

Estimated Staffing Requirement:

- Assumes 3.0-4.0 FTE for direct operations (flex-route with no ADA)
- Assumes 2.5-3.0 FTE for support functions
- **5.5-7.0 FTE total**

Peer Examples: Wilsonville (SMART)

Comparison of Service Delivery Options

	#1: Ride Connection Partnership	#2: TriMet Partnership	#3: Contracting	#4: In-House
Leverages existing local/regional transit expertise	●	●	●	●
City staffing commitment	●	●	●	●
City flexibility/control	●	●	●	●
Integration with existing regional services	●	●	●	●
Likely cost	●	●	●	●
Current feasibility	●	●	●	●
OVERALL ASSESSMENT	●	●	●	●

Key: ● Most favorable ● Moderately favorable or uncertain ● Least favorable or highest uncertainty

Potential Funding Options

■ Federal Funds

- Three primary Federal Transit Administration (FTA) programs:
 - 5307: Urbanized Area Formula Funds – now includes Jobs Access (JARC)
 - 5310: Enhanced Mobility for Seniors and Individuals with Disabilities
 - 5339: Bus/Bus Facilities Formula Funds
- Local match best used to leverage capital funds
 - 50% operations, 20% capital, or 10.27% for “purchased services” (5310)

■ State Funds

- State Transportation Fund (STF) – formula funds
 - No local match required, and can be used to match federal funds
- STIP Enhance Funds
 - Capital costs, distributed through regional process at Metro

- TriMet (in some cases Metro or ODOT) generally receives funds for region, responsible for facilitating competitive process to sub-allocate some funds

Potential Funding Options

- **Local Funds**

- Dedicated source preferred (stable)
- Example: Local transit access (utility) fee
 - Corvallis: Avg. \$3.73 per month (\$45 per year) per single-family residence
 - Forest Grove: \$1.00 per month per household = \$93,000 per year

- **Employer/Institutional Partnerships**

- Direct monetary contributions for service
- Shelter sponsorships

- **Fares**

- Relatively small component of transit operating costs (~10%)

Source	Key Disadvantages
General Fund	• Lack of stability
Transit "Fee"	• Political feasibility?
Property Tax	• Political feasibility? • Subject to compression
Payroll Tax	• Requires withdrawal from TriMet service district
Partnerships	• None
Fares	• Requires capital infrastructure and staff time to process • Riders transferring to TriMet would pay two fares

Initial Capital/Operating Funding Opportunities

- Grant funding applications submitted by Ride Connection for capital and/or operating startup costs
- Local funding source(s) needed to sustain service beyond startup phase
 - Preferred governance model drives ongoing funding sources
 - 5310 or STF competitive but likely hold some potential
- Key questions for Council and Steering Committee:
 - Sources/level of local funding commitment in Forest Grove?
 - Level of potential ongoing regional commitment?

SUMMARY/NEXT STEPS

Findings/Recommendations

- Forest Grove has relatively limited local service relative to peers; additional local service is feasible in Forest Grove
- Deviated/flex service is appropriate given Forest Grove population density and geography
 - Avoids cost of providing ADA service
 - Maximizes outside funding opportunities
- Loop route design is not ideal, but appropriate given geography and land use
- Based on 2009 survey input, priority is peak-hour service, with reduced service level midday
 - Saturday, early evening service could be additional phases
- Ride Connection is a good partner for this type of service model
 - Dispatch/scheduling capabilities
 - Reduces City staffing requirements and learning curve

Findings/Recommendations

- Given the high level of regional TriMet service in Forest Grove (and other considerations), it not recommended to pursue governance/funding options that impact Line 57 service
 - From a funding perspective these options could enable revenues from payroll tax
- Peer models include examples of regional agencies providing funding contributions for local service or offering a lower-cost service model where fixed-route service threshold is not met
- Federal and state funding sources exist but competition for funding is significant at the regional level
- A stable local transit funding source is required

Steering Committee Input on Service Alternatives

- Transit Steering Committee meeting scheduled for April 4
 - This slide to be updated with initial Steering Committee input prior to Council work session

Next Steps

- Incorporate Steering Committee/Council input into study report (April/early May)
- Grant funding applications for startup costs have been submitted by Ride Connections (Spring 2013)



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Portland, OR 97205
(503) 228-2152
tbrennan@nelsonnygaard.com

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

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

DATE: April 8, 2013

SUBJECT: Proclamation Child Abuse Prevention Month

A formal proclamation has been prepared in recognition of Child Abuse Prevention Month pursuant to a request received from the Department of Human Services, Beaverton Office. The proclamation will be received by Erin Gladstone and Sonya Buchholtz, caseworkers.

PROCLAMATION

Child Abuse Prevention Month Washington County, Oregon

WHEREAS, child abuse and neglect is a complex and ongoing problem in our society, affecting many children in Washington County; and

WHEREAS, every child is entitled to be loved, cared for, nurtured, feel secure and be free from verbal, sexual, emotional and physical abuse, and neglect; and

WHEREAS, it is the responsibility of every adult who comes in contact with a child to protect that child's inalienable right to a safe and nurturing childhood; and

WHEREAS, Washington County has dedicated individuals and organizations who work daily to counter the problem of child maltreatment and to help parents obtain the assistance they need; and

WHEREAS, our communities are stronger when all citizens become aware of child maltreatment prevention and become involved in supporting parents to raise their children in a safe and nurturing environment; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships among families, social service agencies, schools, religious and civic organizations, law enforcement agencies and the business community;

WHEREAS, all citizens, community agencies, faith organizations, businesses will work to increase their efforts to support families.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF APRIL, 2013, as

CHILD ABUSE PREVENTION MONTH

The Forest Grove City Council commends this observance during April, 2013, to the citizens of the City of Forest Grove, Washington County, Oregon.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 8th day of April, 2013.



Peter B. Truax, Forest Grove Mayor



MEMORANDUM

TO: Mayor Peter Truax and City Councilors

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

DATE: April 8, 2013

SUBJECT: Proclamation Arbor Week

A formal proclamation has been prepared in recognition of Arbor Week pursuant to a request received from Community Forestry Commission (CFC). The proclamation will be received by Jen Warren, CFC Chair.

PROCLAMATION

April 7 ~ 13, 2013



WHEREAS, Arbor Day was first observed in 1872 with the planting of more than a million trees in Nebraska; and

WHEREAS, the citizens of Forest Grove continue this tradition of environmental stewardship by conserving, preserving, and restoring our urban forest; and

WHEREAS, the citizens of Forest Grove value trees and recognize that trees can reduce the erosion of our precious topsoil by wind and water, reduce heating and cooling costs, clean the air, produce oxygen, and provide wildlife habitat; and

WHEREAS, trees in our community increase property value, enhance the economic vitality of our business areas and beautifies our city; and

WHEREAS, the National Arbor Day Foundation has recognized our community's commitment to a strong and vibrant urban forest over the past twelve months by designating the City of Forest Grove as a national "**Tree City USA®**" for the 23rd consecutive year.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM AS FOLLOWS:

Section 1. The citizens of Forest Grove are urged to continue their support of the City's Community Forestry Program and efforts to protect our urban forest.

Section 2. The citizens of Forest Grove are urged to plant trees during the month of April and to participate in community events commemorating Arbor Day 2013 and promote the well-being of present and future generations.



WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Forest Grove, Oregon, to be affixed this 8th day of April, 2013.

Peter B. Truax
Peter B. Truax, Forest Grove Mayor

3A

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION
ORS 192.660(2)(H) LITIGATION
MARCH 18, 2013 – 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 5:30 p.m. **ROLL CALL: COUNCIL PRESENT:** Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Chris Crean, City Attorney; Paul Downey, Administrative Services Director; Jon Holan, Community Development 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 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 5:48 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION
ORS 192.660(2)(D) LABOR
MARCH 18, 2013 – 6:00 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 6:00 p.m. **ROLL CALL: COUNCIL PRESENT:** Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Brenda Camilli, Human Resources Manager; and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The City Council met in 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.

3. ADJOURNMENT

Mayor Truax adjourned the Executive Session at 6:20 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(TIMES LITHO PROPERTY UPDATE)
MARCH 18, 2013 – 6:30 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
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Minutes are unofficial until approved by the Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:25 p.m. **ROLL CALL:**
COUNCIL PRESENT: Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Jeff King, Economic Development Coordinator; George Cress, Light and Power Director (in the audience) and Anna Ruggles, City Recorder.

2. TIMES LITHO PROPERTY UPDATE:

King, Downey, and Sykes facilitated the above-noted work session, noting the purpose of the work session was so staff could provide an update on the status of the Times Litho site. Sykes reported the City purchased the 2.68 acre site, consisting of 40,000 square foot industrial structure, along with a separate office building and single-family home, for the purpose of revitalizing the site into productive uses and simulating additional development. Sykes reported staff has considered short-term and long-term site redevelopment strategies, noting staff teams from Light and Power, Public Works, and Facilities Maintenance toured the building and conducted an onsite analysis of the existing conditions. Sykes advised that much of infrastructure within the building is outdated or damaged and necessary repair would cost the City approximately \$204,600. Sykes indicated the City has received interest for potential short-term leasing; however, staff is recommending not entering into short-term leases until a market analysis study has been conducted. Sykes reported staff has also met with developers who have toured the site to gather input, noting the meetings with developers have been positive; however, until a market analysis study is completed, developers are unable to move forward. Sykes advised the market analysis study is projected to cost the City approximately \$7,000-\$9,000, noting the study will identify project feasible plans. Sykes reported developers have also indicated the building should be torn down; however, staff is not recommended tearing the building down and instead feels the building will provide flexibility for developers who have interest in incorporating parts of the building into future development. Sykes added that staff is also proposing to form a seven person ad-hoc advisory committee, consisting of citizens with complementary skills, to provide input and make recommendations to Council on how to best utilize the site. In conclusion of the above-noted staff report,

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(TIMES LITHO PROPERTY UPDATE)
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Sykes advised once the market analysis study is completed, the City will prepare a Request for Proposal for the site, noting funds to complete the market analysis study are available within existing budgets.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council and staff discussed potential redevelopment plans for the Times Litho site, reasons for completing a market analysis study, and reasons for forming an ad-hoc advisory committee. King, Downey, and Sykes responded to various inquiries, concerns, and scenarios Council presented, noting staff is aiming to fast-track the above-noted recommendations and complete the study in order to identify consumer demands, i.e., downtown retail space or mixed-use town center with both retail and residential units. King added there is increasing demand for residential units in the metro area, noting developers also like the presence of Pacific University, population growth rate of the City, and the City's need for a new apartment project.

In response to Miller's concern pertaining to forming an ad-hoc advisory committee, Sykes advised staff is proposing to establish the ad-hoc advisory committee immediately so the committee is formed prior to the study being completed.

In response to Miller's concern pertaining to developer-related interest, Mayor Truax advised he has attended some of the initial meetings with potential developers, noting the developers have expressed good interest and see potential and like what the City has to offer, i.e., a major bus line and low utility rates. Mayor Truax added he likes the idea of forming the ad-hoc advisory committee, noting the committee will determine what the best marketing plans for the site are and submit recommendations to the Council.

Kidd advised he would like to see significant progress within 75 days, noting he would like staff to report back to Council within the targeted timeline. Kidd added when he is asked the question if the City made the right decision, he overwhelming states, yes; however, Kidd stressed the City must be proactive and must move forward quickly, noting there is tremendous potential for the site, and if the project is done correctly, the project will bring in potential buyers.

Lowe advised she concurs with most of the comments heard; however, Lowe noted the City is not a developer. Lowe stressed she also has concerns of the fiscal impacts to the City's budget to conduct a market analysis study, to which

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Downey advised the monies to pay for the study will likely be allocated from the Light and Power capital project fund.

In conclusion of the above-noted discussion, Sykes advised he would report back to Council as requested, noting he does not want to see the City sitting on the property forever, especially as vacant property.

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

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 6:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MARCH 18, 2013 – 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 to order at 7:03 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Jeff King, Economic Development Coordinator; Janie Schutz, Police Chief (in the audience); George Cress, Light and Power Director (in the audience); and Anna Ruggles, City Recorder.

1. A. PROCLAMATION:

National Community Development Week

Mayor Truax publicly proclaimed April 1 – April 16, 2013, as “National Community Development Week”.

2. CITIZEN COMMUNICATIONS:

Bob VanDyk, 1803 Main Street, addressed Council about adopting a Council resolution in support of the Oregon Department of Forestry’s (ODF) proposal for High Value Conservation Areas designated in Clatsop and Tillamook State Forests. VanDyk distributed a handout titled Questions and Answers on Conservation Areas on the Clatsop and Tillamook State Forests and a map showing potential conservation areas within Forest Grove District likely to be considered as High Value Conservation Areas, noting ODF’s public process for designating the specific areas is currently underway, to which Mayor Truax advised he has spoken with the Governor about the State forest plans.

Ellen Hastay, 1631 Juniper Street, addressed Council and asked if any City land becomes available, if Council would consider using the land for Community Gardens, noting the plots at the current location are continually filled, to which Mayor Truax advised the Council, pursuant to its Council Goals and Objectives for Fiscal Year 2013-14, has asked staff to identify potential areas/lands for Community Gardens.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
MARCH 18, 2013 – 7:00 P.M.
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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 Retreat Meeting Minutes of February 9, 2013.
 - B. Approve City Council Work Session (Urban Renewal) Meeting Minutes of February 11, 2013.
 - C. Approve City Council Work Session (Emergency Management Training) Minutes Meetings of February 25, 2013.
 - D. Approve City Council Work Session (Council Goal-Setting) Meeting Minutes of February 25, 2013.
 - E. Approve City Council Regular Meeting Minutes of February 25, 2013.
 - F. Accept Parks and Recreation Commission Meeting Minutes of January 16, 2013.
 - G. Accept Planning Commission Meeting Minutes of January 7, 2013.
 - H. Accept Resignation on Public Safety Advisory Commission (Victoria Johnson, At-Large, Term Expiring December 31, 2013).
 - I. Accept Community Development Department Monthly Building Activity Report for January and February 2013.
 - J. Accept Library Department Monthly Circulation Statistics Report for February and March 2013.
 - K. Endorse Liquor License Renewal Applications for Year 2013:
 - 1. 7-Eleven Store #2362-20715C (Off-Premises Sales)
 - 2. Forest Grove Tobacco (Off-Premises Sales)
 - 3. Godfather's Pizza/Players Pub (Full On-Premises and Off-Premises Sales)
 - 4. Grendel's (Full On-Premises Sales and Off-Premises Sales)
 - 5. La Sierra Mexican Restaurant (Full On-Premises Sales)
 - 6. My Place Tavern (Limited On-Premises Sales)

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7. The Masonic Grand Lodge (Full On-Premises Sales)
8. Tyson's Pub N Grub (Limited On-Premises Sales)
9. Urban Decanter (Full On-Premises and Off-Premises Sales)

MOTION: Councilor Kidd moved, seconded by Councilor Lowe, to approve the Consent Agenda as presented. ABSENT: Council President Johnston and Councilor Uhing. MOTION CARRIED 5-0 by voice vote.

4. **ADDITIONS/DELETIONS:** None.

5. **PRESENTATIONS:**

5. A. *Economic Development Recruitment Video:*

King presented the second video presentation, titled Economic Development Recruitment, noting staff and Economic Development Commission (EDC) worked with a professional videographer to develop two economic development videos. King reported the purpose of the first video is to attract tourism and the second video is to promote the many advantages of locating or starting a new business in Forest Grove, such as highlighting the City's low business costs, low power and water rates, and skilled workforce access and education. King noted the two videos are now complete and are linked on the City's website, Chamber of Commerce's website, and posted on YouTube. In conclusion of the above-presentation, King addressed various Council inquiries pertaining to the City's marketing efforts, noting the videos will be used to reach out to a variety of audiences and will be included in the City's marketing distribution packets via a USB flash drive.

6. **RESOLUTION NO. 2013-23 ADOPTING CITY COUNCIL GOAL OBJECTIVES FOR FISCAL YEAR 2013-14**

Staff Report:

Sykes and Mayor Truax presented the above-proposed resolution for Council consideration, noting Council met in Work Session on February 25, 2013, to discuss setting its Council Goals and Objectives for Fiscal Year 2013-14. Mayor Truax reported at the Work Session held on

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February 25, 2013, Council identified, ranked, and prioritized 25 new goals/objectives as outlined in Attachment A of the staff report (Council Polling Results). In addition, Council also collectively agreed to carry over 22 objectives from the previous year that were identified as ongoing or long-term for a total of 47 goals/objectives as outlined in Exhibit A of the resolution (Council Goals and Objectives). Sykes advised there are two new goals/objectives that received an aggregated total of less than 14 of the possible 28 points, noting these two objectives are subject to drop to the bottom of the list unless amended by Council. Sykes advised it is recognized that not all of the Council objectives can be financially accomplished in the upcoming budget year; however, this will provide a framework for each department to focus their activities and prioritize resources during budget preparations. Sykes noted in some cases, funds may be available; in other cases, this will help guide efforts to find resources, such as grants. In conclusion of the above-noted staff report, Sykes indicated Department Directors will present finalized department work plans to Council at the meetings scheduled for April 8 and April 22, 2013.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-23.

Sykes read Resolution No. 2013-23 by title.

MOTION: Councilor Lowe moved, seconded by Councilor Kidd, to adopt Resolution No. 2013-23 Adopting City Council Goal Objectives for Fiscal Year 2013-14 as presented.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Kidd, Lowe, Miller, Thompson, and Mayor Truax. NOES: None. ABSENT: Council President Johnston and Councilor Uhing. MOTION CARRIED 5-0.

Mayor Truax called for a recess of the regular meeting to convene in work session at 7:46 p.m.

7. **WORK SESSION: DEVELOPMENT CODE UPDATE**

Mayor Truax called the above-noted work session to order to 7:50 p.m.

Staff Report:

Holan facilitated the work session, noting the purpose of the work session was to review the following proposed amendments to the City's Development Code and Municipal Code. Holan advised the subdivision review process was selected, in part, due to the recent lawsuit, but more so, because it is the most comprehensive review process conducted by the City. Holan highlighted each of the proposed amendments as outlined below and provided a brief summary, noting the proposed amendments are divided into two categories. The first section (Amendments 1-13) pertain to proposed changes as a result of the Subdivision Analysis conducted, which was reviewed with Council in work session on April 23, 2012. A summary of the proposed amendments are as follows:

1. Clarify time limits tentative maps and extensions to reflect Planning Commission direction (Amendments 1 and 2)
2. Establish one-year time limit for final maps (Amendments 1 and 12)
3. Require availability of services before land use or building permit issuance for construction (Amendments 1 and 4)
4. Establish feasibility of conditions to avoid inappropriate conditions of approval to meet findings (Amendment 3)
5. Identify final plats as not land use decisions consistent with State Law (Amendment 4)
6. Revise phasing requirements (Amendment 5)
 - a. Extend years from 5 to 8
 - b. Require key rights-of-way as part of first phase
7. Require "City" Engineer certification of services prior to application (Amendment 6) (refer below to Council Discussion)
8. Modify narrative for application submittal to (Amendment 7)
 - a. Discuss compliance with approval criteria;
 - b. Clarify statement of improvements includes both on and off site facilities; and
 - c. Address provisions for pedestrian, bike, and vehicular access.
9. Revise approval criteria (Amendment 8) to
 - a. Meet criteria without reliance on other parties; and

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- b. Add protection of solar and wind access per State law.
- 10. Add signature line on final plat for City Engineer verifying legal descriptions of easements and public improvements either installed or guaranteed (Amendment 9)
- 11. Require improvements (installed or guaranteed) as part of final plat approval (Amendment 10)
- 12. Specify type of acceptable surety for guarantees (Amendment 11)
- 13. Incorporate Transportation System Plan (TSP) and half-street improvements into street standards (Amendment 13)

A summary of additional proposed Code amendments, as a result of clean-up and clarification, are as follows:

- 1. Revise threshold to require sidewalk improvements (Amendment 14 – Muni Code Section 3.105).
- 2. Revise to allow parks as permitted uses in residential and institutional districts and maintain conditional use for more intensive recreational uses (Amendment 15)
- 3. Prohibit manufactured homes within national historic districts (Amendment 15)
- 4. Allow serving of alcohol in restaurants in the Neighborhood Commercial District (Amendment 16)
- 5. Allow offices above first floor in Town Center Core and allow personal services in Town Center Support (Amendment 17)
- 6. Allow retail space for industrial uses and industrial related office uses in industrial districts (Amendment 18)
- 7. Establish standards for institutional districts (Amendments 19, 24, 25, 26, 27, 28)
- 8. Change mitigation of improper tree removal from 1 year to 180 days (Amendment 20)
- 9. Add County and State requirements for lot line adjustments (Amendment 22)
- 10. Prohibit shipping containers in residential districts (Amendment 23)
- 11. Require parking lot connections for on-site parking lots (Amendment 29)
- 12. Revise design requirements (Amendment 30)
 - c. Clarify ground floor window requirements (PC revision)
 - d. Revised sloped roof requirements to provide more flexibility
- 13. Reduce interval times for electronic signs from 20 seconds to

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“Three (3) seconds” (Amendment 32) (refer below to Council discussion)

14. Reduce frontage requirements for flag lots from 20 to 15 feet (Amendment 33)
15. Minor editing changes (Amendments 21 and 27)

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted proposed amendments to the City's Development Code and Municipal Code. Holan responded to various inquiries, concerns, and scenarios Council presented pertaining to street widths, flag lots, setback requirements, and electronic signs, noting at the Planning Commission's Public Hearing, there was discussion pertaining to timing intervals of electronic signs (i.e., signs located at Fire Department and Dr. Tidwell Office). Holan advised the current code allows 20 second time intervals and as proposed Item 13 (Amendment 32) would have a shorter time interval of 12 seconds; however, staff concurs with the Planning Commission that a standard should be set which reflects a reasonable time interval. As a result, Holan advised staff is seeking Council guidance if three (3) seconds is appropriate and reasonable, to which Council collectively concurred reducing the interval times for electronic signs from 20 seconds to three (3) seconds is appropriate and reasonable. In addition, Holan concurred revising language as proposed by Council pursuant to Item 7 (Amendment 6) to clarify "City" Engineer. In conclusion of the above-noted work session, Holan advised a proposed ordinance making the above-noted proposed Code amendments will be presented at the next Council meeting of Monday, April 8, 2013, for Council consideration.

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

Mayor Truax adjourned the work session and reconvened the regular meeting at 8:35 p.m.

8. CITY MANAGER'S REPORT:

City Manager Sykes reported on upcoming meetings and events as noted in the Council calendar and reported on dates of significant events of interest as noted in the City Manager's Report. Sykes reported the first

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joint Municipal Court session for Forest Grove/Cornelius will be held Wednesday, April 3, 2013. Sykes advised that Viasystems is appealing its property tax valuation for 2011-12 and 2012-13, noting if the appeal is favorable, the City will lose approximately \$109,000 in property tax revenues. Sykes noted management staff would be providing more information on the above-noted appeal to the Budget Committee at the informational meeting scheduled for Wednesday, April 24, 2013. Sykes reported Washington County contacted management staff about the possibility of Forest Grove being a pilot program site for residential food waste recycling, noting staff met with Waste Management and due to potential increased costs to residents, and the uncertainty of Nature Needs' in North Plains, staff declined the County's proposal. Sykes indicated staff is also working on a State grant proposal that will complete a trail loop consisting of the B Street Trail and a section of Highway 47 Trail, noting the segment of this trail will encircle Metro-owned green-space property that includes a small wetland and Gales Creek. Sykes indicated the grant proposal would come before Council for formal consideration at the next scheduled Council meeting of Monday, April 8, 2013. Sykes distributed the results of the 2012 Citizen Attitude Survey Summary Report, noting there were 837 respondents of which 163 responses were submitted on-line. Sykes advised this year's citizen survey included questions of the Public Safety Advisory Commission to assist in measuring the citizens' perception of safety and public safety improvement areas in downtown, neighborhoods, schools, and in Forest Grove overall. Sykes commended City staff for striving to do an outstanding job in all public-service related areas. In addition, Sykes advised the City received Notice of Intent to Appeal, filed by seven property owners, on the City's annexation decision to the Land Use Board of Appeals, noting staff is still proceeding with the annexation process and has forwarded the pertinent material to Metro who will in turn forward the material to Secretary of State. In conclusion of the above-noted report, 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.

9. **COUNCIL COMMUNICATIONS:**
Council President Johnston was absent.

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Kidd reported on Historic Landmarks Board (HLB)-related activities, noting HLB discussed various agenda topics as well as its website page and grant proposals. Kidd briefly reported on his attendance at the National League of Cities Congressional Conference, which was held in Washington D. C. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported the next Sustainability Summit is scheduled for Saturday, April 10, 2013, 9am to Noon, Forest Grove Senior and Community Center. Lowe briefly reported on Fernhill Wetlands-related activities, noting she has encountered out-of-state visitors during her walks. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Miller reported on Public Arts Commission (PAC)-related activities, noting PAC held its annual retreat. Miller briefly reported on Forest Grove Chamber of Commerce-related activities and reported Forest Grove Key Club is actively working with Police on graffiti. In addition, Miller reported on upcoming community events and upcoming meetings she was planning to attend.

Thompson briefly reported on Ride Connection-related activities and Forest Grove Senior and Community Center-related activities. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing was absent.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar, noting the Council Meeting for Monday, March 25, 2013, has been cancelled and the next regular Council meeting is scheduled for Monday, April 8, 2013. Mayor Truax reminded Council of the upcoming Joint Work Session with Forest Grove Rural Fire Protection District, which is scheduled for Wednesday, April 3, 2013. Mayor Truax reported on Library Commission-related activities, noting the Library Commission's retreat is scheduled for March 19, 2013. Mayor Truax briefly reported on his attendance at the National League of Cities Congressional Conference, which was held in Washington D. C.

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Mayor Truax distributed various handouts of interest from the National League of Cities Congressional Conference. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended; reported on legislative matters and League of Oregon Cities; and upcoming meetings and community-related events he was planning to attend.

10. ADJOURNMENT:

Mayor Truax adjourned the meeting at 9:11 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

APPROVED

3E

Members Present: George Cushing, Neil Poulsen, Holly Tsur, Larry Wade, Paul Waterstreet
Member Excused: Ernest Walston
Member Absent: Kevin Kamberg
Staff Present: James Reitz
Council Liaison: Richard Kidd was present
Citizens Present: -0-

1. **Call to Order:** Poulsen opened the meeting at 7:22 p.m. Paul Waterstreet was introduced as the newest Board member. **The minutes of the November 27 and December 18, 2012 meetings were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Potential 2013 SHPO Grant Projects: Poulsen opened the discussion by reporting that he, Wade, Reitz, and Jon Holan had met to review the Design Guidelines to consider how to get them incorporated into the Development Code. Poulsen said that Holan suggested that the Board apply for SHPO funds to hire a consultant to draft standards in addition to the guidelines. These standards would provide specific criteria that could be met for a project to proceed without Board review. Poulsen said he spoke with staff at Oregon City as they had recently completed a similar process. Oregon City staff highly recommended the architect that had prepared their documents which cost them \$26,000, about half of which were SHPO funds.

It was noted that as we already have the guidelines prepared the cost to include standards should be less. Reitz offered to talk with Oregon City staff to discuss the specifics of the job they had done. It was noted that the standards would have to be compatible with Development Code standards and that could require significant research.

Wade noted that Forest Grove's three districts, because of their different development eras and circumstances affecting different lot sizes and uses, could affect the end result and perhaps could require that each district to have different standards. Kidd thought that general standards could cover all districts with exceptions noted for the different attributes of each district.

Kidd commented that the City's Comprehensive Plan was due to be updated this year and ideally this document would be ready to be included at that time. Everyone agreed that would not be possible, as grant funding would not be available until July and the draft document would require at least two public reviews before adoption. Kidd said a place-holder could be included to enable inclusion at a later date.

Wade/ to make the standards the Board's first SHPO grant priority, in the amount of \$5,000. Motion failed for lack of a second, as the Board wished to continue discussion of other grant possibilities first.

Wade then suggested that a reconnaissance survey of the whole town might be advantageous, noting that the lowest five items on the Board's list of all possible projects were variations of that theme. He noted that completing this survey would enable the Board to more easily identify future goals. Several members expressed concern that the Board and City need to better "protect" the existing districts before taking any steps that might increase their number.

Targeted communications were the next topic of discussion. Wade offered a list of items that could be included in this topic, such as an updated list of homes and

addresses of the legal owners as opposed to renters; a review of the newsletter and its effectiveness; and verbal, print and electronic communications.

A complete mailing list of all 300 or so contributing buildings in the three districts is also needed. The Clark District is currently on the website but the other two districts are primarily in paper notebook form although preservation consultant Kimberli Fitzgerald does have a lot of the information in electronic form. Reitz advised that he sends an annual letter to historic building owners on the Forest Grove *Historic Register* list but that only includes about 80 names. In response to several questions, he said that the Preservation Fair is self-supporting at this point, and that printing the Design Guidelines would be a City budget line item while the HLB newsletter and postcards are done using SHPO grant funds.

Wade commented that he thought that the website was extremely outdated and needed major work to include the other two districts as well as correcting and adding other important information. Again it was mentioned that the City has control of the website and due to work loads a significant update would not be possible at this time. Reitz said he could get permission for a consultant to update the site, but either the Board or the consultant would have to develop the new content.

Reitz reminded the Board that the grant application has to be submitted by mid-February and that they needed to specify the funding level for each task; these could be adjusted as the grant cycle continues and more accurate expenses are determined.

Poulsen/Tsur to submit a SHPO grant request for: design guidelines and standards (\$10,000); website update (\$2,500); continued newsletter production (\$1,000); and targeted communications (\$1,500). Motion carried unanimously.

- B. Review and Adopt Annual Goals and Tasks: Cushing/Tsur to continue with the 2012 goals as they are. Motion carried unanimously.** The discussion of 2013 tasks was postponed to the February meeting.
- C. Annual Elections: Cushing/Wade to continue with the current slate: Poulsen, chair; Tsur, vice-chair, and Cushing, secretary. Motion carried unanimously.**
- D. Winter Issue Newsletter:** Tsur said that she was working on the next issue. Wade reminded everyone that he was passing the editorship over to Tsur after the current issue is finalized and printed in mid-March.
- E. Preservation Fair Planning:** Cushing said that he had checked with Doris Inkley at the School District administrative offices and Central School is available in April. The Board discussed possible dates and concluded that April 27 would be preferred, with April 20 as a back-up date. The fair would again be from 8 am to 1 pm. Cushing said he would confirm the date with the school district and start to contact exhibitors. Tsur said she would update the email flyer for and forward it to Cushing. Wade said we should strive to really get the word out so as to increase attendance.

4. Old Business / New Business

- Council Liaison Report: Kidd updated the Board on City business, including his attendance at the Governor's presentation in Bend on energy sustainability.
- Staff Update: Reitz had nothing new to report except that he would not be at the next meeting.

5. Adjournment: The January 22, 2013 meeting adjourned at 9:23 p.m.

These minutes respectfully submitted by George Cushing, Secretary

Members Present: George Cushing, Neil Poulsen, Holly Tsur, Larry Wade, Paul Waterstreet
Members Excused: Kevin Kamberg, Ernest Walston
Staff Excused: James Reitz
Council Liaison: Richard Kidd was present
Citizens Present: -0-

1. **Call to Order:** Poulsen opened the meeting at 7:24 p.m. **The minutes of the January 22, 2013 meeting were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Review and Adopt Annual Goals and Tasks: Poulsen initiated the discussion of the Board's potential tasks for 2013. He noted that the White Paper concerning a zone change could be removed because of the lack of support from the Planning Commission, and of the recommendation of city staff that the guidelines be updated to include a standards section which would better service the city and could be supported by the City Council. Poulsen also noted that the Painter's Woods and Walker-Naylor brochures had been completed and so could be removed from the list. He recommended that the SHPO Grant for 2013-2014 be removed as well as that application had already been submitted; Cushing suggested that it be changed to show the SHPO grant for 2015-16. Wade offered that it did not need to be included in the 2013 task list as the tasks should only include items to be completed in the year. After discussion it was agreed that 2015-2016 tasks could be included as future projects and not as a high priority for the current year.

The full Board agreed that the design guidelines should be the highest priority noting that they were essentially completed but that the priority now would be to set up standards for inclusion in city codes. (Poulsen advised he had spoken with city staff as well as communicated with Oregon City's historic board and had made initial contact with the architect who had done their standards). It was also agreed that the addition of the current projects of website updates and targeted communications should be added.

After discussion of priorities and completion deadlines, the following priorities were established.

1. Design Guidelines and Standards: It was noted that the money for a contract would not be available until July, but the Board needs to start work on reviewing what was needed and preparing the RFP to hire a consultant, as well as other related tasks.
2. Preservation Fair: Scheduled for April 27th.
3. Preservation Month (May): The Stewart Award nomination must be completed at the March meeting; this is the primary action required of the Board.
4. CEP Grant: The application is due March 29th.
5. Renovation Grant: Review of procedures in June.
6. Newsletter: On-going.
7. Website Update. Kidd said he had talked with city staff and was advised that the Board could be granted access to the website for updates. As the site had open-source software, some access restrictions were being developed but within those limitations updates should be relatively easy.
8. Targeted Communications.
9. New sources of funding. It was questioned whether this should be included. It was decided to include it as it was felt the design guidelines update was essentially completed as far as Board work, so that time could possibly be devoted to re-

- search new funding opportunities. It was noted that to apply for grants, the primary task was to substantiate a need and then look for grants that could fulfill that need.
10. Exchange program. There was discussion too about the need, but it was noted that this dovetailed very well with the funding issues as well as many other benefits.
 11. 2015-2016 SHPO Grant.

Poulsen/Tsur to adopt the above task list. Motion carried unanimously.

- B. Winter Issue Newsletter:** Tsur said she had completed her article on contractors; Wade reported that it was very good. Kidd advised he had given an advance copy to the City Council and they were impressed. Discussion brought up that it might be forwarded to national publications as a general interest article. The Board thought that would be acceptable and that wording on the newsletter would indicate that the article was Tsur's property in order to avoid any copyright infringement issues.

Wade offered to work with Tsur on the publishing duties over the next few issues. He offered ideas for future newsletters including his having contacted Don Skinner of the FHFG about the old train station as a possible topic. He also reminded everyone of the need for an issue covering significant historic assets in Forest Grove's inventory. He also suggested an issue about earthquake preparedness especially as it pertains to historic homes. He concluded by noting that the next issue should include an update on this year's Preservation Fair.

- C. Preservation Fair Planning:** Cushing reported that EarthquakeTech had sent in their deposit and were planning to do a presentation; Tsur offered her house if they wanted to do a live presentation. Cushing said most of the vendors from last year expressed interest in participating again this year and he was continuing to recruit additional vendors. Tsur offered to provide posters again, and said she would work on a postcard to be ready for mailing when Reitz returns from vacation. Cushing said that due to family commitments he would not be able to attend the fair, but he would have it all completed and ready to go on time.
- D. Preservation Month Planning / Stewart Award Candidates:** No suggestions for the Stewart Award were forthcoming; discussion was continued to the March meeting. It was noted that Reitz had already scheduled the street banner for the Pacific Avenue location.

4. Old Business / New Business

- Council Liaison Report: Kidd updated the Board on City business.
- Staff Update: none, as Reitz was excused.
- Other: Member attendance and the need for active Board members were discussed. It was noted that Walston (due to ongoing health issues) had not been able to regularly attend the meetings. Poulsen offered to talk to him. Kamberg too had sporadic attendance, due to long working hours combined with a long commute. Poulsen offered to talk with him as well.

- 5. Adjournment:** The February 26, 2013 meeting adjourned at 9:24 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED



LIBRARY COMMISSION
MEETING DATE – 6:30PM FEB 19, 2013
ROGERS CONFERENCE ROOM
PAGE 1

Library Commission approved minutes as presented on Mar 19, 2013.

1. **CALLED TO ORDER AND ROLL CALL:**

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30pm Feb 19, 2013.

Members Present: Pamela Bailey, Chair; Annie Hicks; Kathleen Poulsen, Vice-Chair; Dayla Smoland; and Jon Youngberg, Secretary.

Members Absent: Doug Martin (excused, illness)

Staff: Colleen Winters, Library Director

Council Liaison: Peter Truax, Mayor

Others: Kari Bray from the Forest Grove Leader

2. **ADDITIONS/DELETIONS:**

Added: Discussion of Library Circulation Policy.

Deleted: Discussion of Volunteer Policy.

3. **APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Jan 8, 2013):**

MOTION: Dayla moved, seconded by Kathleen, to approve the Jan 8, 2013 minutes as presented. **MOTION CARRIED** by all.

4. **CITIZEN COMMUNICATIONS:** None.

5. **INFORMATIONAL ITEMS:**

5a. **FOUNDATION REPORT:** Colleen Winters reported that the Library Foundation had met within the last week and discussed:

The Ed Carpenter skylight project for the library, to be installed near the circulation desk. To be completed by the Foundation: an agreement on cost, installation timeline, ownership of the skylight, further artwork on the columns, and maintenance plans. Ed and his wife will help with fundraising for this effort with a talk and slideshow, and a musical concert. The FG Public Arts Commission should be involved with the project as well.

5b. FRIENDS REPORT: Colleen Winters reported that the Friends had met within the last week and discussed these items:

- a) Continued success of the online book sale effort.
- b) Held "Conversation Project: From Print to Pixels" event Feb 5 in the Library's Rogers Room, that was an enjoyable presentation and discussion event. Jon mentioned that the conclusions were that e-book readers were considered useful and convenient for some readers who could afford them and buy books, but that libraries and book stores would still be needed in the future, in some form or another.
- c) The annual town hall conversation event "Community in the Digital Age" originally scheduled for Mar 19 has been postponed until April to make sure that the desired panel speakers can be available.
- d) All Washington County Friends groups met earlier in Feb. A lot of ideas from this event would be brought to the FG Friends for consideration.
- e) All Friends by-laws changes will be considered at an April meeting.
- f) Additional chairs for the Library's Rogers meeting room have been ordered. Cost (between \$11,000 and \$12,000) is shared by the City, Friends, and Foundation. 70 new chairs have been ordered for the Rogers Room with dollies to store them on. The newer chairs will be nicer, more sturdy, and longer-lasting than the existing chairs. This purchase had been planned for a long time. The 30 existing chairs will be retained, allowing for larger seated attendance at events in the Rogers Room.

5c. COUNCIL LIAISON REPORT: Mayor Truax mentioned these items:

- a) The well-attended Annual Town meeting was held on Jan 26 for citizen involvement and public comment on sustainability (economic, environmental, and social sustainability issues).
- b) Island Annexation was approved by the City Council. There were tax, utility, police, and fire protection issues with the annexation of these areas to the city. About 20 "islands" were annexed to the city, and street improvements in these areas are expected to begin soon.
- c) The annual "State of the City address" will be given Mon Feb 25 at noon in the City Auditorium by Mayor Truax.
- d) The annual city budget process is now underway, with the end of June as the expected completion time.
- e) The role of council liaison to a board or commission was discussed, such as relaying council requests to the Library Commission, and how this is to be best done.

5d. **LIBRARY DIRECTOR'S REPORT:** Colleen Winters reported these items:

- a) Calendar items of upcoming and interesting events (Cultural series, Gardening classes, Book group) occurring at the library in March.
- b) The BEAR program (Be Enthusiastic About Reading) was held at the library, with 150 people attending or participating.
- c) The Friends hosted a Winter Thank You event for library volunteers.

6. **DISCUSSION OF ITEMS:**

a) Annual Boards and Commission presentation. The Library Commission thought that Doug did a good job at this January event, relating our 2012 accomplishments and 2013 goals, and that all the other presentations and the event as a whole went well. Kathleen suggested that each board and commission have a table or display at this event to get the information for each board and commission out better, to answer questions better, and to save time at the event.

b) Annual Library Commission Retreat, to be held March 19, 2013. Possible Agenda/goals items for 2013 work by the FG Library Commission that could be discussed:

1. Pamela mentioned a possible library survey. Dayla said that the information we needed, and how the information would be used, might have an effect on the survey and how it is delivered. Colleen felt that the library staff would have questions they want answered, that the questions should be more about the long-term future of the library, how the library is used, including by young children. The old type of survey questions (open hours, etc.) do not have to be asked again.
2. Pamela asked about effects on the FG Library from greatly reduced spending on school libraries, new book acquisitions, and staff in school libraries. Colleen mentioned that students would be much more likely to come to the FG library now. There have been more requests for school tours of the library, allowing teachers to show students important library research skills. Anyone can get one-on-one help using the library, or a library tour, on request. There are concerns about possible greatly increased usage of the FG Library because of school library "closings", or reduced availability and assistance, but that no decisions have been made yet about what to do, if anything.
3. Colleen mentioned that the Library Commission could continue work on policy reviews during 2013. These include: Library

Volunteer, Room Usage, and Circulation (new item) policies.

4. Colleen mentioned that we should start to discuss and investigate The Future of Libraries issue. A vision for the future of libraries would be useful. Perhaps this can be done with “strategic planning”. Questions about how to do “strategic planning” well, and who might be able to help with this process.

5. Should we hold another “Gathering of the Groups” event for the Commission, Friends, and Foundation? Kathleen said that this should be the responsibility of our commission. Pamela mentioned that the effort would include invitations, a caterer, and choosing a date. Mayor Truax said that this event was a good idea, and that it also included library staff and the city council. Colleen said that the event was good for, and enjoyed by, the library staff.

6. Pamela asked about the annual “National Library Week” event and what the Library Commission might do this year to make the City Council proclamation and event more meaningful. Colleen said that we could influence the wording of the City Council proclamation. Mayor Truax suggested that a person could be mentioned and given an award at the same time, or mentioned in the proclamation. Annie, Dayla, Colleen, and Pamela suggested that the person could be chosen from the Library Commission, library staff, library volunteers, Friends, Foundation, and from those who help with the book sales.

c) Commission/Friends/Foundation communication concerns. Colleen said that the communication problem among these three library groups needs to be solved eventually, and that previous efforts (alternating attendance at each other’s meetings) had not worked out. The Friends have noon meetings, for example. Kathleen suggested that an exchange of minutes from the meetings of the three groups would help. Colleen thought that both the Friends and the Foundation groups should send a representative to regular Library Commission meetings, as the Friends and Foundation regularly have at least one attendee from the other group. Mayor Truax said that the “Gathering of the Groups” event last year helped communication and awareness among the three groups.

d) Circulation Policy consideration. Colleen said that WCCLS (Washington County Cooperative Library Service) is working on major changes to their Circulation Policy, and that we will have to consider changes to our Circulation Policy this year after they are finished - to use or match what they have decided. The current FG Library Circulation Policy is from the 1980’s, and many vocabulary changes (at the least) will be needed to the policy.

This will include: Who can get a library card, and a card-holder's responsibilities. Also included are: mandatory reporting rules for what city employees must do when they see certain types of behavior by visitors in the library, and also privacy and confidentiality concerns for uses of library-gathered information, while also considering possible information requirements from state and federal laws.

7. **ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Tues March 19th, 2013 starting at 5:30PM, at Pamela's home at 1622 Ash St in Forest Grove.

8. **ADJOURNMENT:**

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

APPROVED



PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 20, 2013
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 1 OF 3

- 1) **ROLL CALL:**
 - a) **Commissioners** – Ralph Brown, Mike Olson, Nathan Seable, Brian Seitz, Howard Sullivan, Susan Taylor, Glenn VanBlarcom and Paul Waterstreet.
Absent: Quinn Johnson
 - b) **Staff** – Tom Gamble, Steve Huffman and Sherri Mead
 - c) **Council Liaison** – Victoria Lowe
 - d) **Student Advisor** – Jonathan Faris
 - e)
- 2) **CITIZEN COMMUNICATIONS:**
- 3) **APPROVAL OF MINUTES:** The minutes of the January 16, 2013 meeting were approved.
- 4) **ADDITION/DELETIONS:** None
- 5) **INTRODUCTION OF NEW MEMBER:**
 - a) We welcomed new commission member Nathan Seable.
- 6) **OLD BUSINESS:**
 - a) **Discussion of Joint Meeting with Cornelius**
 - i) The consensus was that this was a good way to share information.
 - ii) It would be nice to meet once a year or as needed without guests so the groups could touch on 3 or 4 common subjects.
 - iii) Another idea was a small cities gathering that could include Forest Grove, Cornelius, Gaston, Banks, North Plains and Hillsboro when we have a specific topic, such as the ones presented by guests at our last meeting.
 - b) **Eagle Scout Projects**
 - i) There are currently five projects in the works.
 - (1) Trail work at Thatcher Park.
 - (2) Fencing at Thatcher Park – to keep people out of certain areas.
 - (3) Six picnic tables at Fernhill Wetlands.
 - (4) Drainage at the bowl.
 - (5) Garbage receptacles.
 - ii) Steve asked everyone to think about possible projects for the future.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 20, 2013
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 2 OF 3**

7) NEW BUSINESS:

a) Aquatic Center Program Up-Date

- i) Sherri presented an outline of what's been happening at the pool.
 - (1) The high school, Pacific and Dragon swim teams all had great seasons.
 - (2) Most of the aquatic staff has completed the City-wide employee mandatory reporter training.
 - (3) New happenings at the Aquatic Center:
 - (a) Taking credit cards.
 - (b) On Facebook.
 - (c) A Silver and Fit facility.
 - (d) Updated to meet the new Red Cross requirements.

b) Budget Discussion

- i) The current fiscal year ends June 30. Decision packages for the next year are due at the end of March and will be presented to the Council April 15.
- ii) Tom feels this year we controlled expenditures and increased revenue.
- iii) Equipment was purchased that makes staff time more efficient, such as the zero turn mowers.
- iv) The Stites property is 12 to 15 acres, but we don't want to add more land until we can increase staff to maintain it.
- v) The City Manager is applying for a State Lottery Grant to finish the loop on The B Street Trail.
- vi) Victoria mentioned being an advocate to the Energy Trust to help with the possible purchase of mats for the pool.
- vii) The Rec. Commission felt strongly about submitting a letter with the decision package supporting increased staffing in Parks and Aquatics. A sub-committee, consisting of Glenn, Susan, Mike Paul and possibly Nathan, will meet to draft a letter.
- viii) At this time there is a decent balance in SDC funds.
- ix) The playgrounds at Bard and Talisman Parks need help.
- x) The trail around Talisman Park should be finished before the end of this fiscal year.
- xi) An analysis of the Times Litho building is being done. Interest in finding out the expenditure for a temporary space.
- xii) Small decision package to care for the Times Litho property by outside contractor.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, FEBRUARY 20, 2013
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 3 OF 3**

- 8) **COMMISSIONER'S REPORTS:** None
- 9) **STAFF REPORTS:**
- a) Tom – ORPA convention coming up. All commissioners are members.
 - b) Steve – There is a management plan in place for the trees in Thatcher Park. We are being proactive and removing hazardous trees, which cannot be logged and sold. Two foresters from the state came out and felt that what is being done is reasonable.
 - i) There is a lot of expertise on the Forestry Commission. Forestry employees, arborists and nursery workers. A joint meeting is proposed for April.
- 10) **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be Wednesday, March 20, 2013 at 6:00 p.m.
- 11) **ADJOURNMENT:** The meeting was adjourned at 7:55 p.m.

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, City Recorder
Subject: Accept Resignation on Community Forestry Commission
Date: April 8, 2013

Mindy Laird-Garcia, Community Forestry Commission (CFC), Term Expiring December 31, 2015, has informed staff of her desire to resign from the CFC as per her attached resignation letter notification.

STAFF RECOMMENDATION:

Staff recommends Council accept the above-noted resignation and deem the seat vacant.

3/19/13

Dear Community Forestry Commission,

I am deeply saddened to have to announce my resignation from the Forestry Commission. I have been increasingly busy with my son's new school. With these new demands of my time I do not see myself fulfilling my member duties adequately. I have enjoyed my time serving on the commission and I hope to return at a later date. Thank you for all the fun times!

Best regards,

Mindy Laird-Garcia

CERTIFICATE OF APPRECIATION

Awarded to

Mindy Laird-Garcia

In Recognition of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove

**COMMUNITY FORESTRY COMMISSION
2010 - 2013**

*The Forest Grove City Council sincerely thanks you for your dedicated service and
time and effort you dedicated to the Forest Grove Community Forestry Commission.*



**city of
forest
grove**

A handwritten signature in blue ink, appearing to read "Peter B. Truax".

Peter B. Truax, Mayor
Forest Grove City Council
April 8, 2013

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, City Recorder
Subject: Accept Resignation on Historic Landmarks Board
Date: April 8, 2013

Kevin Kamberg, Historic Landmarks Board (HLB), Term Expiring December 31, 2014, has informed staff of his desire to resign from the HLB as per his attached e-mail notification.

STAFF RECOMMENDATION:

Staff recommends Council accept the above-noted resignation and deem the seat vacant.

From: [REDACTED]

Sent: Tuesday, February 26, 2013 4:52 PM

To: James Reitz

Subject:

James, I am resigning my position on the Historic Landmarks Board. I've just lost motivation and feel that the board, and the city council, would be best served by finding a more motivated member.

Could you give me the date when I was first appointed? I can't remember when it was. Seems like it was 2007 but I'm not sure.

Lastly, please consider me interested in receiving any snail or email communications from the board.

Best,
Kevin Kamberg

Connected by DROID on Verizon Wireless

CERTIFICATE OF APPRECIATION

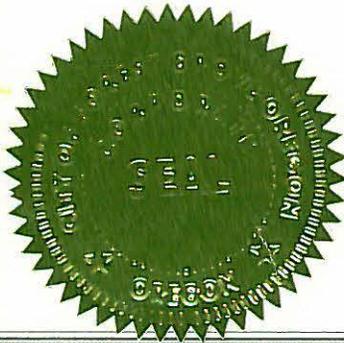
Awarded to

Kevin Kamberg

In Recognition of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove

**HISTORIC LANDMARKS BOARD
2007 - 2013**

*The Forest Grove City Council sincerely thanks you for your dedicated service and
time and effort you dedicated to the Forest Grove Historic Landmarks Board.*



**city of
forest
grove**

A handwritten signature in blue ink, appearing to read "Peter B. Truax".

Peter B. Truax, Mayor
Forest Grove City Council
April 8, 2013

Memorandum

To: Mayor Truax and City Councilors
From: Anna D. Ruggles, City Recorder
Subject: Accept Resignation on Historic Landmarks Board
Date: April 8, 2013

Ernest Walston, Historic Landmarks Board (HLB), Term Expiring December 31, 2016, has informed staff of his desire to resign from the HLB as per his attached e-mail notification.

STAFF RECOMMENDATION:

Staff recommends Council accept the above-noted resignation and deem the seat vacant.

From: [REDACTED]

Sent: Wednesday, March 20, 2013 4:01 AM

To: James Reitz; greenacres2@frontier.com; holly.tsur@gmail.com; 'Larry Wade'; nkpoulsen@yahoo.com; h2ost2@juno.com; Richard Kidd Email

Subject: RE: Resignation

I am afraid that I too must resign James. I have continuing medical issues that prohibit my ability to provide a good response to the team's needs. Please let me know of any paperwork that is necessary to allow for me to resign. I will contact you separately for more information that has gone into my decision. It is with great regret that I do this.

Regards,

Ernest A. Walston

CERTIFICATE OF APPRECIATION

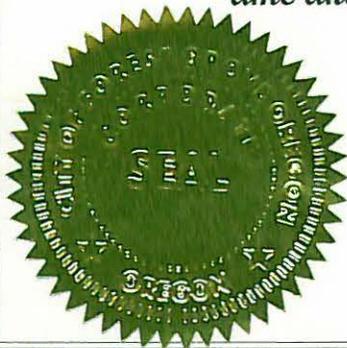
Awarded to

Ernest Walston

In Recognition of Dedicated Service to the
City of Forest Grove and Citizens of Forest Grove

**HISTORIC LANDMARKS BOARD
2011 - 2013**

*The Forest Grove City Council sincerely thanks you for your dedicated service and
time and effort you dedicated to the Forest Grove Historic Landmarks Board.*



**city of
forest
grove**

A handwritten signature in blue ink, which appears to read "Peter B. Truax".

Peter B. Truax, Mayor
Forest Grove City Council
April 8, 2013

Memorandum

TO: Mayor Peter Truax and City Councilors

FROM: Michael Sykes, City Manager
Anna D. Ruggles, CMC, City Recorder

DATE: April 8, 2013

SUBJECT: Endorse 2013 Liquor License Application Renewals

BACKGROUND:

The Oregon Liquor Control Commission (OLCC) has notified the City of the eligible liquor licensees seeking renewal for 2013. ORS 471.166 establishes the process for local governments to make recommendations to the OLCC.

Pursuant to City Code 7.805, any person or business requesting City Council endorsement for a liquor license must submit to a criminal background check and must obtain a valid City business license in accordance with City Code. The Police Chief has conducted a thorough investigation of the licensee and responsible parties and has made a favorable recommendation to approve the attached liquor license application renewals for 2013.

STAFF RECOMMENDATION:

Staff recommends the City Council endorse the attached liquor license application renewal(s) for 2013.



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 ANNUAL RENEWAL RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Tienda La Rosa

APPLICANT/BUSINESS ADDRESS: 3012 Pacific Avenue, Suite F – Forest Grove

EVENT DATE/LOCATION: _____

CITY BUSINESS LICENSE: BL-001022

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
 - or Designee

3/20/2013
Date

MEMORANDUM

TO: City Council

FROM: Michael Sykes, City Manager
Rob Foster, Public Works Director
Susan Cole, Assistant Director, Administrative Services
Derek Robbins, Civil Engineer

DATE: April 8, 2013

RE: 2013 Annexation Areas – General Infrastructure Needs Identified

During the recent 2013 island annexation process, citizens had several general questions regarding existing and future public infrastructure in the area. City standard infrastructure is currently missing in many of these newly annexed areas. Staff is proposing to hold open house meetings starting April 9th to share information in general terms on what improvements are needed in each area and what resources are available for doing improvements in these areas.

Background: Developing and maintaining infrastructure is one of the City's most important and critical responsibilities. Having safe streets to drive on, proper facilities for walking and biking, and functioning sewer and storm drainage systems is important to all residents of the community. Improvements can be very expensive and there is a long list of competing needs throughout the City. Infrastructure projects can range from minor water and sewer line extensions to building new collectors and arterials streets. It is important to note that improvements that specifically benefit a property, such as a sewer or local road, are paid for by the property owner. Improvements that have a greater public benefit beyond a specific parcel, such as a major collector road, are paid for in partnership between the City and benefitting property owners. The City has developed master plans for water, sewer, streets, and storm drainage to help keep track of these needs. These master plans identify the areas in town that need improvements, what those improvements are, their costs, and potential funding

sources. Staff has been reviewing these master plan documents for the 2013 annexation areas.

At these open houses, staff will review basic information with the citizens and receive their feedback on what they would like to see improved or developed. Staff also wants to find out the citizens' level of interest in funding improvements that benefit their property.

The open houses will be scheduled in April and notices will be sent out inviting all who live in the areas.

Staff will have maps of the newly annexed areas. The general needs will be identified for each area. The list of needs may include more City right-of-way, curb & gutter improvements for drainage, new sewers, new sidewalks, and road reconditioning. Staff will provide suggested improvement with general cost estimates. The material presented during the open house meetings will include a map of the area, a summary of needs for each area, general cost estimates to consider, and examples of past projects. Financing tools property owners may use to pay for improvements, such as local improvement districts and reimbursement districts, will also be explained. Furthermore, staff is planning to do a survey to help determine citizens' interests in implementing future infrastructure projects.

Staff Recommendation: This is a notice only, to inform the City Council of the plan to hold open house meetings starting April 9th to share information in general terms on what improvements are needed in the recent 2013 island annexation areas.

Memorandum

To: City Council
From: Jon Holan, Community Development Director
Michael Sykes, City Manager
Date: April 8, 2013
Re: Code Text Amendments, ZNC-12-01070

Request: Staff is requesting the City Council to consider adopting the proposed amendments to the Development and Municipal Code.

Background: The proposed Code changes are the result of several activities taking place at staff level. Last year, staff conducted a review of the City's land division requirements. This was in response to law suit encountered by the City. The analysis also identified other potential amendments to address other potential issues. In addition, when the Development Code was originally adopted in 2009, it was recognized that further refinements would be necessary as staff gained experience with the Code. As a result, further amendments to the Municipal and Development Codes have been identified.

The proposed Code Amendments were reviewed by the Planning Commission during a work session held on December 3, 2012. This resulted in some revisions to the proposed amendments. Subsequently, a duly-noticed Public Hearing was held by the Planning Commission on February 4, 2013. This resulted in three changes to the proposed amendment as follows:

1. Revised wording on recreational facilities to clarify facility types requiring use permits;
2. Revised and clarified office types allowed in industrial districts to be traded sectors based on staff recommendation; and
3. Amount of glazing for commercial buildings on the corridor.

Subject to these three changes, the Planning Commission recommended approval of the proposed Code amendments. The Commission also discussed another possible amendment for future consideration: changing the threshold for day care as a permitted use from 12 to 16 children or to a lower threshold.

The amendments are divided into two categories. The first section (Amendments 1-13) pertains to proposed changes as a result of the Subdivision Analysis. A summary of these amendments are as follows:

1. Clarify time limits tentative maps and extensions to reflect Planning Commission direction (Amendments 1 and 2)
2. Establish one year time limit for final maps (Amendments 1 and 12)
3. Require availability of services before land use or building permit issuance for construction (Amendments 1 and 4)
4. Establish feasibility of conditions to avoid inappropriate conditions of approval to meet findings (Amendment 3)
5. Identify final plats as not land use decisions consistent with State Law (Amendment 4)
6. Revise phasing requirements (Amendment 5)
 - a. Extend years from 5 to 8
 - b. Require key rights-of-way as part of first phase
7. Require City Engineer certification of services prior to application (Amendment 6)
8. Modify narrative for application submittal to (Amendment 7)
 - a. Discuss compliance with approval criteria;
 - b. Clarify statement of improvements includes both on and off site facilities; and
 - c. Address provisions for pedestrian, bike and vehicular access.
9. Revise approval criteria (Amendment 8) to
 - a. Meet criteria without reliance on other parties; and
 - b. Add protection of solar and wind access per state law.

10. Add signature line on final plat for City Engineer verifying legal descriptions of easements and public improvements either installed or guaranteed (Amendment 9)
11. Require improvements (installed or guaranteed) as part of final plat approval (Amendment 10)
12. Specify type of acceptable surety for guarantees (Amendment 11)
13. Incorporate TSP and half street improvements into street standards (Amendment 13)

For the other Code Amendments, the following is a summary of those proposed changes:

1. Revise threshold to require sidewalk improvements (Amendment 14 – Muni Code Section 3.105).
2. Revise to allow parks as permitted uses in residential and institutional districts and maintain conditional use for more intensive recreational uses (Amendment 15)
3. Prohibit manufactured homes within national historic districts (Amendment 15)
4. Allow serving of alcohol in restaurants in the Neighborhood Commercial District (Amendment 16)
5. Allow offices above first floor in Town Center Core and allow personal services in Town Center Support (Amendment 17)
6. Allow retail space for industrial uses and industrial related office uses in industrial districts (Amendment 18)
7. Establish standards for institutional districts (Amendments 19, 24, 25, 26, 27, 28)
8. Change mitigation of improper tree removal from 1 year to 180 days (Amendment 20)
9. Add county and state requirements for lot line adjustments (Amendment 22)
10. Prohibit shipping containers in residential districts (Amendment 23)
11. Require parking lot connections for on-site parking lots (Amendment 29)
12. Revise design requirements (Amendment 30)
 - c. Clarify ground floor window requirements (PC revision)

- d. Revised sloped roof requirements to provide more flexibility
- 13. Reduce interval times for electronic signs from 20 seconds to 3 seconds (Amendment 32)
- 14. Reduce frontage requirements for flag lots from 20 to 15 feet (Amendment 33)
- 15. Minor editing changes (Amendments 21 and 27)

The proposed code amendments comply with applicable review criteria.

Staff Recommendation: Staff recommends the City Council approved the Code amendments as proposed or as modified as a result of this Public Hearing.

Memorandum

To: City Council
From: Jon Holan, Community Development Director
Michael Sykes, City Manager
Date: April 8, 2013
Re: Electronic Sign Intervals (Amendment 32)

At the Planning Commission public hearing on the proposed code amendments, there was a discussion of Amendment 32 pertaining to the timing intervals for electronic (i.e. video) signs. The interval of 20 seconds was adopted when the sign revisions were adopted several years ago. At that time, staff proposed this as a starting point without any experience with the issue and little information was found about an appropriate interval.

There are two current video signs that qualify under this provision, Dr. Vaughan Tidwell's sign at the intersection of Pacific and Cedar streets and the Fire Department sign at the Fire Station on 19th Avenue. There have been times neither sign has complied with the timing requirement. Although staff has spoken to each operator, no formal enforcement has taken place for two reasons. One, such enforcement is low priority for staff in light of competing obligations. This low priority in part due to the second reason, that neither sign in staff's opinion, has created a hazard or problem nor has staff received any complaints on either sign.

The proposed amendment to reduce the intervals to 12 seconds would still not result in compliance for either sign. While the intervals have varied for both signs, staff has observed intervals at about 1 to 2 seconds for the Tidwell sign and about 7 seconds for the Fire Department sign. Dr. Tidwell's office notified staff that their sign is not programmed for 20 seconds. For up to a minute, the preset intervals are 1, 1.5, 2, 3, 4, 5, 6, 8, 10, 15, 30, 45 and 60 seconds. The Fire Department sign can be set to any interval although preset messages (i.e. messages that came with the sign) have a preset interval.

Due to the discussion at the Planning Commission, staff recently did a search on the internet on the subject. The regulations or suggested standards are not consistent.

- A report ***A Framework for On-Premise Sign Regulations*** by Alan Weinstein and David Hartt., prepared for the Signage Foundation, Inc., recommends an interval between zero to eight seconds for electronic signs in a downtown and industrial areas and one to eight seconds for mixed use and general commercial areas.
- Portland – does not regulate intervals
- Eugene – three seconds
- Hillsboro and Nashville, Tennessee – eight seconds
- Corvallis – 20 minutes
- Lake Oswego and McMinnville – not allowed

The following observation entitled, *A Planner's View of Electronic Message Centers*, by James Carpentier appeared on Signweb on October, 2009:

"Minimum display time. Allow-able message duration tends to be overly regulated. Practical thinking should prevail. For example, urban cores tend to limit display times, video and animation. Suburban and more rural areas veer toward longer display times of three seconds. Some restrictive cities only allow one change every hour (Mesa, AZ). Other cities allow for reasonable changes of two to three seconds and video in the central business districts (Spokane, WA). Some cities are proposing hold times that match the billboard industry, eight seconds (Phoenix and Maricopa County, AZ). Most cities are comfortable with established billboard hold times. Some communities allow a shorter hold time with special approval or other administrative procedures (Mesa and Phoenix). I suggest that hold times be allowed by right, without any special review, as approvals for decreased hold times tend to be arbitrary and difficult to administer."

Upon further consideration, staff would concur with the Planning Commission's point that a standard should be selected which reflects a reasonable time interval; in our opinion twenty or twelve seconds are too long. The central issue to consider is:

In the Council's opinion, have the signs at either Dr. Tidwell's office or the Fire Station posed either a hazard or visual/aesthetic impact?

Staff's belief is they haven't and believes an interval of three seconds would be appropriate and reasonable.



NOTICE OF PUBLIC HEARING FOREST GROVE CITY COUNCIL

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing on **Monday, April 8, 2013, at 7:00 p.m.** or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to review the following:

PROPOSAL:	Amendment of the Development Code to adopt revisions to the Development Code and Municipal Code pertaining to process and development requirements for subdivisions, development standards for Institutional Zone District, installation of sidewalks, change parks from a conditional to permitted use, prohibit manufactured homes in historic districts, allow serving liquor in the Neighborhood Commercial District, allow offices above the first floor in the Town Center Core District, allow manufactures to provide space to sell products on-site, change mitigation time for improper tree removal, lot line adjustment recordation requirements, prohibition of shipping containers for use as accessory structures in residential districts, require on-site parking lot connections, clarifying window and sloped roof design requirements for commercial buildings, reduce electronic sign intervals, reduce frontage requirements for flag lots and miscellaneous clerical amendments.
Applicant:	City of Forest Grove
File Number:	ZNC-12-01070
Criteria:	Before the City Council takes action on these amendments, it shall determine that the proposal meets the following requirements: A. The text amendment is consistent with the relevant goals and policies of the Forest Grove Comprehensive Plan; and B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.

This hearing is open to the public and interested parties are encouraged to attend and will be given a reasonable opportunity to give testimony about the proposals. A copy of the reports and proposed ordinance and supporting documents 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. Failure to raise an issue at the hearing, in person or by letter, and provide statements or evidence sufficient to afford the City Council an opportunity to respond to the issue precludes appeal to the Oregon Land Use Board of Appeals on that issue. 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, Second Floor, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, 503.992.3235, or e-mail aruggles@forestgrove-or.gov.

Anna D. Ruggles, CMC, City Recorder

**Published: April 3, 2013
NewsTimes**



ORDINANCE NO. 2013-03

**ORDINANCE AMENDING FOREST GROVE DEVELOPMENT CODE, CHAPTER 10
ZONING TEXT AMENDMENT FILE NO. ZNC-12-01070**

WHEREAS, the City of Forest Grove has prepared amendments to the Development and Municipal codes to address subdivision related matters and revisions Pacific University requests amendment to the comprehensive plan map; and

WHEREAS, notice of this request was mailed to Metro, Oregon Department of Transportation (ODOT) and the Department of Land Conservation and Development (DLCD) on December 12, 2012. One comment was received from Metro pertaining to proposed amendments to the General and Light Industrial districts; and

WHEREAS, notice for the Planning Commission hearing of this request was posted in three public places on January 14, 2013, and published in the *News Times* on January 30, 2013 as required by Development Code Section 10.1.710 and written comments were received due to these notices; and

WHEREAS, the Planning Commission held a work session on December 3, 2012, and held the duly-noticed Public Hearing on the proposed zoning text amendment on February 4, 2013; and

WHEREAS, the City Council conducted a work session on March 18, 2013, and held the duly-noticed Public Hearing on the proposed zoning text amendment on April 8, 2013.

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

SECTION 1. The Forest Grove City Council does hereby approve and adopt the City of Forest Grove Development Code text amendments as set forth in the attached Exhibit A.

SECTION 2. The Forest Grove City Council does hereby adopt the reports and analysis in support of this action: Staff Report to Planning Commission, including Findings and Recommendations, dated February 4, 2013, and Staff Memorandums to Council, dated March 18 and April 8, 2013 (Attachment A).

SECTION 3. The Forest Grove City Council does hereby make the following specific findings in support of this decision:

Development Code Section 10.2.630 *Review Criteria* lists two standards to be satisfied to adopt a text amendment:

- A. The text amendment is consistent with relevant goals and policies of the Forest Grove Comprehensive Plan; and

Discussion: Comprehensive Plan residential, commercial, industrial, and historic preservation goals and policies address several of the proposed amendments. Other amendments relate to process or development standards not addressed by the Comprehensive Plan. Relevant goals and policies as follows:

Residential Goal

- 1. RESIDENTIAL AREAS SHALL BE DEVELOPED IN A SAFE, AESTHETICALLY PLEASING, AND EFFICIENT MANNER.

Finding: The proposal to restrict the use of shipping containers (Amendment 23) promotes residential neighborhoods to be developed in an aesthetically pleasing manner by not allowing industrial type structures in residential areas.

Finding: The proposal to allow parks as permitted uses (Amendment 15) was part of the previously adopted Zoning Ordinance which was consistent with the Comprehensive Plan since it was adopted in concert with the Comprehensive Plan and modified consistent with Plan goals and policies. It also furthers the Residential Goal 1 by facilitating the development of parks as a permitted use while requiring a conditional use permit for more intensive recreational uses. This promotes residential areas to develop in a safe and aesthetically pleasing manner.

Commercial Goals

- 2. ENCOURAGE THE OPPORTUNITY FOR REVITALIZATION OF THE CENTRAL BUSINESS DISTRICT.

Finding: Amendment 17 to allow office above the first floor in Town Center Core District and personal uses in the Town Center Supports support Commercial Goal 2 creating opportunities for these two uses. This in turn facilitates the revitalization of the Central Business District by expanding the location of these uses consistent with the adopted purpose statement for each district (as explained in the staff report).

4. ENCOURAGE DEVELOPMENT OF NEIGHBORHOOD CONVENIENCE CENTERS AS NEEDED IN OUTLYING AREAS OF THE CITY TO SERVE EXISTING AND FUTURE RESIDENTIAL DEVELOPMENT.

Finding: Amendment 16 would allow the sale of liquor in the Neighborhood Commercial District. Restaurants, in staff's opinion, are considered part of a neighborhood convenience activity and service usually frequented by residents in the area. It is not unusual to find such activity in a commercial neighborhood area. Pubs also promote the neighborhood by providing a place for residents to interact and improve the connectedness in the area. In both types of uses, the sale and serving of liquor, particularly beer and wine, are a typical part of the operation and helps economically sustain that operation. Thus, staff concludes that allowing the serving of liquor promotes Commercial Goal 4.

Industrial Policy

6. Provide for specific industrial activities as permitted uses in designated industrial districts, restricting retail and office uses to those directly accessory to the main industrial use of a site.

Finding: Amendment 18 pertains to allowing sales of manufactured products on-site and expanding the allowance of office uses for any industrial activity which are either located or not located on any site. The sale of on-site manufactured goods is consistent with Industrial Policy 6 since it would maintain the restriction of retail to that directly accessory to the main industrial use of the site. This is achieved by the limitation of selling only of product manufactured by the company using the property and restricting the size of the retail operation to a maximum of 5,000 square feet or not more than 40% of the floor area.

Finding: The proposal to generally allow offices in industrial buildings is not consistent with Industrial Policy 6. However, it is found that current economic conditions have resulted in inefficient use of empty industrial facilities. About 38 percent of the industrial buildings in the General and Light Industrial districts are vacant. In addition, there have been opportunities to utilize some of these spaces but was precluded due to the provisions of the code. This proposed amendment is intended to provide additional flexibility in utilizing these underused facilities. It is found that this economic limitation outweighs the policy limitation. Further, the intent of the policy is maintained by the amendment by limiting the amount of the area of a building devoted to office use to assure that the primary use of the facility as industrial is still achieved.

Historic Preservation Goal

1. PRESERVE AND ENHANCE AREAS, SITES AND STRUCTURES OF HISTORIC OR CULTURAL SIGNIFICANCE TO THE FOREST GROVE AREA.

Finding: Amendment 15 would establish a limitation to prohibit manufactured homes within historic districts. By such a limitation, it would help preserve the character of the three historic districts in the community by not allowing structures that are clearly not part of the era that the three historic districts reflect. Thus, the amendment promotes the preservation of historically significant areas.

- B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.

Finding: Statewide and regional planning goals, programs and rules generally do not apply to most of the proposed code amendments. The one exception is Amendment 18 which pertains to allowing sales of manufactured products on-site and expanding the allowance of office uses to uses which are not related to industrial use. Because both of these proposed changes establish area limitations to assure the facility is maintained or available for industrial use, Regional Title 4 requirements are met.

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

PRESENTED AND PASSED the first reading the 8th day of April, 2013.

PASSED the second reading the 22nd day of April, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of April, 2013.

Peter B. Truax, Mayor

Exhibit A
2013 Code Update

The following are 33 proposed amendments to the Development Code with one amendment affecting the Municipal Code. The first 14 amendments implement the subdivision review analysis to address issues raised by the Subdivision Analysis and lawsuit. The remaining amendments have been identified by Community Development and Engineering staff. The amendments were reviewed by the Plans Review Board (staff) on September 19, 2012, and the Planning Commission at a work session held on December 3, 2012.

Each amendment is prefaced by a brief description.

Proposed Amendments to Implement Subdivision Review Analysis

Development Code – Article 1

- 1. Amend 10.1.130 to add new subsection E to prohibit issuance of land use permit for construction of a structure until all services are available. Also amend Section 10.1.130 E (or new F) and add new subsection G to resolve time limit conflicts in the Code for tentative maps, establish separate criteria for time extensions and establish a time limit for final maps.***

10.1.130 WHEN LAND USE PERMITS ARE REQUIRED

Land use permits are required when a development or lot line adjustment as defined by this Code is proposed unless exempted under specific provision. However, exempt activities and developments may be subject to other applicable provisions of the Code. When a land use permit is required, then:

- A. No person shall initiate a development until a land use permit has been approved.
- B. The City shall not issue any other permit for the development until the land use permit has been approved. Concurrent review of building permit applications and other applications related to the land use permit are allowed under the following conditions:

Underlined means text proposed to be added.

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1. Final approval of building and other permits are not allowed without land use permit approval; and
 2. The applicant acknowledges the risk that a land use permit may be denied, the land use permit could change, and/or the outcome of the land use permit could alter other permit requirements.
- C. A land use permit shall not be approved for the division, improvement, or use of land that has been divided or otherwise developed in violation of this Code unless the violation is corrected prior to or concurrent with issuance of a land use permit.
- D. No action may be taken in reliance upon a decision approving a land use permit until all applicable appeal periods have expired or while an appeal to a City review body is pending.
- E. No land use or building permit that would allow for the construction of a structure shall be issued unless all applicable and needed services including vehicular access, power, sewerage, domestic and fire water supply and storm water drainage are available to the site where the structure is to be built. This provision shall not apply to permits for structures not requiring services such as a storage shed.
- F. All land use permits with the exception of subdivisions shall expire one year from the date of issuance unless:
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; or
 3. A written extension is granted by the Director under the Type I review process.
- G. Subdivisions shall be subject to the following time limits:
1. Tentative Plats for subdivisions shall expire two years after the date of approval unless:
 - a. Application for final plat has been filed with the City; or

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b. A time extension is approved pursuant to Section 10.1.135;
or

c. The tentative plat has been approved with a phasing plan
consistent with the provisions of Section 10.6.005 D.

2. Final Plats for subdivisions shall be recorded within one year after
the plat has been submitted to the City.

2. Amend Section 10.1.135 to make appropriate reference changes.

10.1.135 EXTENSION OF LAND USE PERMIT

The Director, at the applicant's request, may extend a land use permit under the Type I review process. Requests for extension must be filed with the Director prior to the expiration date of the original approval or subsequent extension. No single extension of time shall exceed a one (1)-year period. Extensions shall not be approved where the effect of the extension would violate any provisions of this Code or any amendments made following the effective expiration date. In addition, the Director may require a new application for a permit if conditions on the site or adjacent property have changed substantially since the original permit approval. Except for divisions of land, in no instance shall the extension(s) exceed a total of two (2) years from the effective date of project approval. For divisions of land, the time extension for a tentative map shall not exceed four (4) years from the effective date of project approval. Final maps are not eligible for time extensions. Extensions shall not modify the original decision. A land use permit shall expire at the end of the time extension period unless the provisions of Section 10.1.130.E F.1. or 2. are met or Section 10.1.130 G.1 for subdivisions.

3. Amend Section 10.1.310 to clarify that the applicant can reasonably accomplish conditions of approval.

10.1.310 CONDITIONS OF APPROVAL

All review bodies have the authority to impose reasonable conditions of approval to ensure that all applicable approval criteria are, or can be, met. Conditions shall only be imposed where the applicant has the ability to comply without depending upon the actions of other parties not associated with the project unless agreements in place prior to submittal. This requirement excludes any reviews and approvals required by public agencies. Failure to comply with any condition

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of approval shall be grounds for revocation of the permit(s) and grounds for instituting code enforcement proceedings.

Article 6

4. Amend Section 10.6.005 A to recognize that final plats are not a land use decision and add new subsection G. to require the presence of services to a lot before a building permit will be issued.

A. Relationship to State Law. ORS Chapter 92 governs all land divisions. State law permits the City to develop its own procedures and review criteria for land divisions. However, because the state law limits the City's discretion in land divisions, users of this Code are encouraged to review ORS 92 to be aware of all state requirements applicable to land divisions. Pursuant to ORS 197.015(10)(b)(G), final plats are not a land use decision subject to various provisions of state law including but not limited to the requirements of ORS 227.178 and 227.179.

G. No building permit for the construction of a structure shall be issued unless all applicable and needed services including vehicular access, power, sewerage, domestic and fire water supply and storm water drainage are available to the lot or parcel where the structure is to be built. This provision shall not apply to permits for structures not requiring services such as a storage shed.

5. Amend Section 10.6.005 D to extend phasing from 5 to 8 years and to require dedication of public rights-of-way for significant streets at the first phase.

D. Phased Subdivision.

1. The review body may authorize a time schedule for platting a subdivision in phases. Each phase may be for a period of time in excess of one (1) year, but the total time period for all phases shall not be more than ~~five (5)~~ eight (8) years without resubmission of the tentative plan. Each phase so platted and developed shall conform to the applicable requirements of this Code.

2. For a phased project, rights-of-way for streets within a development that provides connectivity to arterials or collectors

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outside the project site shall be dedicated with the first phase of the project.

6. Add new Section 10.6.103 to require City Engineer certification of services prior to application submittal.

10.6.103 Pre-Application Requirements.

To initiate a subdivision within the City of Forest Grove the following procedures must be followed:

A. Obtain certification from the City Engineer 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.

(4) Road access with available public right-of-way and capacity to serve the proposed development.

(5) Electrical power with sufficient capacity to serve the development.

B. Where any of these certifications cannot be made because the utilities lack sufficient capacity or line availability to the property boundary, the City Engineer and Light and Power Department for electricity shall state on the form, based on information provided by the applicant, whether the utilities could be provided by extension or replacement of existing lines or construction of pumping stations, transformers or other facilities needed to provide capacity. If offsite improvements are required, the applicant shall agree to pay for improvements. 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.

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C. Where certification cannot be given due to a lack of legal access to extend the services to the site through offsite easements or rights-of-way for any service identified in Subsection A above, no application shall be accepted by the City.

7. Amend Section 10.6.105 C to include in the narrative a discussion of how project complies with approval criteria and clarify that statement of improvements to be constructed and installed include both on-site and off-site improvements.

C. Narrative. A written statement shall include:

1. Proposed uses and development objectives;
2. Statement of on- and off-site improvements to be constructed or installed, and date of their anticipated completion and availability of off-site rights-of-way and/or easements to the site to allow extension of off-site improvements to the site. Improvements including:
 - a. Provisions for domestic water supply;
 - b. Provisions for sewage disposal, storm drainage, and flood control;
 - c. Provisions for pedestrian, bicycle and vehicular access;
 - e d. Provisions for improvements and maintenance of common areas, if proposed; and
 - d e. 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;

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- 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)
 - 6. How the proposed project meets the approval criteria.

8. Amend Section 10.6.110 to require the applicant's ability to meet the approval criteria on their own and clarify the approval criteria includes availability of services both to and within the development:

Type II approval of a tentative subdivision plat will be granted if the Director finds that the applicant has met or can meet all of the following criteria without reliance on other parties not associated with the subject development to meet the criteria unless agreements to the satisfaction of the Director are in place prior to project approval:

- 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.

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H. Adequate public facilities are available to and within the site or can be provided by the applicant with the availability of adequate access for the facilities to serve the proposed subdivision.

I. Protection and assurance of access to incident solar radiation and/or wind as defined by ORS 92.044 (8) for potential electrical generation or mechanical application.

9. Amend Section 10.6.120 to add new subsection Q. to place signature line on the final plat map for City Engineer verifying legal descriptions for all easements and rights-of-way public improvements and to verify that all required public improvements have either been installed to the satisfaction of the City or adequate guarantees have been provided to assure installation of the improvements at a future date.

Q. Signature line for City Engineer verifying easements and rights-of-way for public improvements and verifying that all required public improvements have either been installed to City standards or have been guaranteed for installation to the satisfaction of the City Engineer.

10. Amend Section 10.6.145 C of the Final Plat Review Criteria to require either installation or guarantee of installation prior to final map approval.

C. All public facilities serving the subdivision are fully improved and adequate, or full improvement of such public facilities ~~can be provided or~~ are guaranteed prior to issuance of any permit for development of any lot in the subdivision approval of the final plat map.

11. Amend Section 10.6.150 to be consistent with Section 10.6.145 and to specify types of guarantees which are acceptable.

10.6.150 INSTALLATION OF REQUIRED IMPROVEMENTS

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, guarantee the installation of improvements through an acceptable form of surety or have gained approval to form an improvement district for installation of improvements required with the tentative plat approval. Acceptable form of

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surety includes only one of the following: corporate surety bond, cash deposit, cash in escrow, or a form acceptable to the Finance Director. This condition is required for acceptance and approval of the final subdivision plat. Procedures for required improvements are more fully described in Article 8.

12. Amend Section 10.6.160 to establish time limits for final plats.

10.6.160 FINAL PLAT TIME LIMITS, APPROVAL AND RECORDING

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. Consistent with Section 10.1.130 G.2., recordation shall occur within one year after the plat has been submitted to the City.

Article 8

13. Amend Section 10.8.610 E to incorporate street requirements from the Transportation System Plan and provide for half-street improvements.

- E. Minimum Rights-Of-Way and Street Widths. Unless otherwise indicated on an approved street plan, or as needed to continue an existing improved street, street right-of-way and roadway widths shall not be less than the minimum width described below. Where a range is indicated, the width shall be determined by the appropriate decision-making authority based upon anticipated average daily traffic (ADT) on the new street segment. ~~(The City Council may adopt by resolution, design standards for street construction and other public improvements. The design standards will provide guidance for determining improvement requirements within the specified ranges.)~~ These are presented in Table 8-8.
1. The appropriate decision-making body shall make its decision about desired right-of-way width and pavement width of the various street types within the subdivision or development after consideration of the following:
 - a. The type design and location of road as set forth in the ~~Comprehensive Plan Transportation Chapter~~ Functional Street Classification Transportation System Plan. Standards for specific streets identified in the Transportation System Plan shall apply;
 - b. Anticipated traffic generation;

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- c. On-street parking needs;
- d. Sidewalk and bikeway requirements;
- e. Requirements for placement of utilities;
- f. Street lighting;
- g. Drainage and slope impacts;
- h. Street tree location;
- i. Planting and landscape areas;
- j. Safety and comfort for motorists, bicyclists, and pedestrians;
- k. Access needs for emergency vehicles.

**Table 8-8
Street Standards**

Street Classification	Minimum R.O.W. Width	Minimum Roadway Width
Major <u>Principal</u> Arterial	90-96 feet	52-64 feet
Minor Arterial	66 feet	40 feet
Residential Collector	66 feet	40 feet
Local Industrial	66 feet	40 feet
Local Street	58 feet	32 feet
Local Street	54 feet	28 feet [1]
Local Street	50 feet	24 feet [2]
Local Street	50 feet [3]	15 feet [4]
Neighborhood Route	54 feet	28 feet [7]
Cul-de-sac	58 feet	32 feet
Circular end of cul-de-sac	55 feet (radius)	42 feet (radius)
Cul-de-sac	50 feet	24 feet [5]
Circular end of Cul-de-sac	40 feet (radius)	34 feet (radius) [6]
Alley	15 feet	12 feet
<u>Half Street [8]</u>	<u>35 feet</u>	<u>24 feet</u>

Table 8-8 Footnotes:

- [1] These streets shall not exceed 330 feet in length for any one segment. Each end of the segment shall connect to an existing or planned street with a minimum roadway width of 32 feet. Fire hydrants shall be placed at one-third intervals along the street segment. Driveways shall be placed in a manner to provide queuing space to allow for adequate traffic passage including emergency vehicles.
- [2] These streets shall not exceed 330 feet in length for any one segment or the length needed to traverse a wetland or natural resource area. Each end of the segment shall

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connect to an existing or planned street with a minimum roadway width of 32 feet. Fire hydrants shall be placed at one-third intervals along the street segment. On-street parking is permitted on one side only.

- [3] Street right-of-way may be reduced if approved by the City Engineer to preserve natural features, crossing a wetland or natural resource area or where construction of a full-width street would result in excessive cut-and-fill due to existing topography.
- [4] One-way traffic only; no on-street parking permitted. One-way streets may be permitted only to preserve natural features or where the construction of a full-width street would result in excessive cut-and-fill due to existing topography, as determined by the City Engineer.
- [5] No on-street parking permitted.
- [6] Sidewalks permitted adjacent to curb.
- [7] On-street parking permitted on one side only.
- [8] Half street improvements apply where a new development requires the installation of a new street or extension of an existing street on the boundary of the development project in order to provide access to that development. The standard identified in the table is based on two 12 foot travel lanes and no parking shall be allowed on either side of the street. The developer may have the option to widen the street to 16 foot lane widths in one or both directions. Where a lane width is 16 feet, on-street parking is allowed for that lane. Such widening cannot change sidewalk and landscape parking strip requirements.

Other Proposed Code Amendments

Municipal Code

14. Amend Section 3.105 to update threshold cost and add criteria when sidewalk installation is required.

(See Ordinance amending Municipal Code)

3.105 Sidewalk Construction Required.

(1) The owner of any property not having sidewalks shall agree to install and pay for sidewalks to be constructed in accordance with the specifications contained in Section 3.110 as a condition to the issuance of a building permit for an improvement that adds a new structure, expands the square footage of the main structure by at least 10 percent, or expands the number of bedrooms with a permit valuation of more than ~~\$3,000~~ \$10,000, except as provided in subsection (2). The structure for which the permit is issued shall not be occupied until the sidewalks have been constructed.

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(2) The construction of sidewalks required in subsection (1) may be deferred upon execution by the property owner of a binding agreement in favor of the City requiring future sidewalk construction by, and at the expense of, the property owner and the owner's successors in interest. The agreement shall be in a form satisfactory to the City Manager or the manager's designee. This subsection is applicable only when one or more of the following conditions is found to exist by the City Engineer:

(a) Construction of sidewalks is not feasible due to limiting physical conditions.

(b) All property within 300 feet on each side of the side lot lines of the property for which the building permit is issued is fully developed and none of the fully developed properties have sidewalks.

(c) The property is located on 24th Avenue between Quince and Yew Streets or Yew Street north of the Burlington Northern Railroad tracks (Forest Grove Industrial Park).

Article 3

15. Amend Tables 3-2 of Section 10.3.120, Use Regulations for Residential Zones and 3-8 of Section 10.3.210, Use Regulations for Institutional Zones to allow parks as permitted use but retain conditional use for community centers. Also amend Table 3-2 to prohibit manufactured homes within national historic districts.

**TABLE 3-2
Residential Zones: Use Table**

USE CATEGORY	SR	R-10	R-7	R-5	RML	RMH
<u>RESIDENTIAL</u>						
Household Living	P	P	P	P	P	P
Group Living	<u>L</u> ^[1]					
Transitional Housing	N	N	N	N	C	C
Home Occupation	<u>L</u> ^[2]					
Bed & Breakfast	<u>L</u> ^[3]					
<u>HOUSING TYPES</u>						
Single Units, Detached	P	P	P	P	P	<u>L</u> ^[4]
Single Units, Attached	<u>L</u> ^[5]	<u>L</u> ^[5]	<u>L</u> ^[5]	<u>L</u> ^[5]	P	P
Accessory Units	<u>L</u> ^[6]					
Duplexes	<u>L</u> ^[5]	<u>L</u> ^[5]	<u>L</u> ^[5]	<u>L</u> ^[5]	P	P
Manufactured Homes	<u>L</u> ^[7]					
Manufactured Home Park	N	C	C	C	C	C

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Multi-Family Units	N	N	N	N	P	P
CIVIC / INSTITUTIONAL						
Basic Utilities	P	P	P	P	P	P
Major Utility Transmission Facilities	C	C	C	C	C	C
Colleges	C	C	C	C	C	C
Community Recreation	<u>P/C^[8]</u>	<u>P/C^[8]</u>	<u>P/C^[8]</u>	<u>P/C^[8]</u>	<u>P/C^[8]</u>	<u>P/C^[8]</u>
Cultural Institutions	C	C	C	C	C	C
Day Care	<u>L^[8 9]</u>					
Emergency Services	C	C	C	C	C	C
Postal Services	N	N	N	N	N	N
Religious Institutions	C	C	C	C	C	C
Schools	C	C	C	C	C	C
Social/ Fraternal Clubs / Lodges	N	N	N	N	N	C

USE CATEGORY	SR	R-10	R-7	R-5	RML	RMH
COMMERCIAL						
Commercial Lodging	N	N	N	N	N	N
Eating & Drinking Establishments	N	N	N	N	N	N
Entertainment – Oriented:						
- Major Event Entertainment	N	N	N	N	N	N
- Outdoor Entertainment	N	N	N	N	N	N
- Indoor Entertainment	N	N	N	N	N	N
General Retail:						
- Sales – Oriented	N	<u>C^[9 10]</u>				
- Personal Services	N	N	N	N	N	N
- Repair – Oriented	N	N	N	N	N	N
- Bulk Sales	N	N	N	N	N	N
- Outdoor Sales	N	N	N	N	N	N
- Animal – Related	N	N	N	N	N	N
Medical Centers	N	N	N	N	N	N
Motor Vehicle Related:						
- Motor Vehicles Sale / Rental	N	N	N	N	N	N
- Motor Vehicle Servicing / Repair	N	N	N	N	N	N
- Motor Vehicle Fuel Sales	N	N	N	N	N	N

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INDUSTRIAL						
Industrial Services	N	N	N	N	N	N
Manufacturing & Production:						
- Light Industrial	N	N	N	N	N	N
- General Industrial	N	N	N	N	N	N
Call Centers	N	N	N	N	N	N
Railroad Yards	N	N	N	N	N	N
Research & Development	N	N	N	N	N	N
Warehouse / Freight Movement	N	N	N	N	N	N
Waste – Related	N	N	N	N	N	N
Wholesale Sales	N	N	N	N	N	N
OTHER						
^P Agriculture / Horticulture	L ^[10] [11] [12]	L ^[10] [11] [12] 1	L ^[10] [11] [12] 1	L ^[10] [11] [12]	L ^[10] [11] [12] 1	N
Cemeteries	P	P	P	P	N	N
Detention Facilities	N	N	N	N	N	N
Mining	N	N	N	N	N	N
Wireless Communication Facilities	L ^[12] [13]	L ^[12] [13]	L ^[12] [13]	L ^[12] [13]	L ^[12] [13]	L ^[12] [13]
Self-Service Storage	N	N	N	N	N	N
Information Centers	N	N	N	N	N	N
Non-Accessory Parking	N	N	N	N	N	N
Office	N	N	N	N	N	N

P = Permitted L = Limited C = Conditional Use N = Not Permitted

Table Footnotes:

- [1] Group living with five (5) or fewer residents permitted by right; group living with six (6) or more residents requires conditional use approval.
- [2] Home occupation permitted as an accessory use in all residential zones, subject to compliance with the home occupation standards in Article 7.
- [3] Bed & Breakfast Inn limited to three (3) guest rooms in the SR, R-10, R-7, R-5 and RML zones and twenty-seven (27) guest rooms in the RMH zone, subject to compliance with the Bed & Breakfast Inn standards in Article 7.
- [4] To preserve RMH land for development of multi-family housing, new detached single-family units (including manufactured homes) shall only be allowed on existing lots of record smaller than 5,000 square feet.
- [5] For subdivision of twenty (20) or more lots, eight percent (8%) of the lots may be developed as duplex or single family attached lots. An increase of up to maximum of twenty percent (20%) may be approved by the Director if the criteria in Section 10.3.130 E. are adequately addressed.

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- [6] Accessory dwelling units are allowed in conjunction with a single-family dwelling in any residential zone, subject to compliance with the accessory dwelling unit standards in Article 7.
- [7] Manufactured homes on individual lots are permitted except within national historic districts, subject to compliance with the standards in Article 7. Within national historic districts, manufactured homes are prohibited.
- [8] Community recreation facilities including trails, parks, playgrounds and open space are permitted uses requiring a Type II process; Recreation centers and other more-intensive facilities used by organized team sports require a Conditional Use Permit.
- [9] A day care facility (care of up to twelve (12) children) is permitted in all residential zones. A day care institution (care of more than twelve (12) children) requires approval of a conditional use permit in all residential zones.
- [10] A neighborhood store, limited to a size of 2,000 square feet, is permitted with approval of a conditional use permit. Stores must be located along a collector street.
- [11] Agriculture uses such as truck farming and horticulture are permitted. Commercial agriculture uses and buildings and the keeping of livestock and poultry (other than ordinary household pets, and domesticated fowl as identified in footnote (11) are not permitted).
- [12] Domesticated fowl are allowed in single-family residences primarily for personal use. Domesticated fowl are allowed subject to these conditions.
 - (a) Up to 4 adult fowl over 6 months of age may be kept on any lot with a minimum area of 5,000 square feet. One additional adult fowl shall be permitted for each 2,000 square feet of additional lot area, up to a maximum of 12 fowl.
 - (b) No roosters shall be permitted.
 - (c) Animal waste matter shall not be allowed to accumulate.
 - (d) All animal food shall be stored in metal or other rodent-proof containers.
 - (e) Fencing shall be designed and constructed to confine all animals to the owner's property.
 - (f) All structures that house fowl shall be located at least 20 feet from all residences (except the animal owner's).
 - (g) All structures that house fowl shall be located at least 5 feet from any side or rear property line.
- [13] Wireless communication facilities are regulated by the standards in Article 7.

**TABLE 3-8
Institution Zone: Use Table**

USE CATEGORY	INST
<u>RESIDENTIAL</u> Household Living	N

Underlined means text proposed to be added.

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Group Living	N
Transitional Housing	C
Home Occupation	N
Bed & Breakfast	N
<u>CIVIC / INSTITUTIONAL</u>	
Basic Utilities	P
Major utility transmission facilities	C
Colleges	C
Community Recreation	P/C ^[1]
Cultural Institutions	C
Day Care	C
Emergency Services	C
Postal Services	C
Religious Institutions	C
Schools	C
Social/ Fraternal Clubs / Lodges	N
Government Offices	P
<u>COMMERCIAL</u>	
Commercial Lodging	L ^[± 2]
Eating & Drinking Establishments	N ^[2 3]
Entertainment – Oriented:	
- Major Event Entertainment	N
- Outdoor Entertainment	N
- Indoor Entertainment	N
General Retail:	
- Sales – Orientated	N
- Personal Services	N
- Repair – Oriented	N
- Bulk Sales	N
- Outdoor Sales	N
- Animal – Related	N
Medical Centers	C
Motor Vehicle Related:	
- Motor Vehicles Sale / Rental	N
- Motor Vehicle Servicing / Repair	N
- Motor Vehicle Fuel Sales	N
Non-Accessory Parking	N
Office	C
Self-Service Storage	N

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<u>INDUSTRIAL</u>	
Industrial Services	N
Manufacturing & Production:	
- Light Industrial	N
- General Industrial	N
Call Centers	N
Railroad Yards	N
Research & Development	C
Warehouse / Freight Movement	N
Waste – Related	C
Wholesale Sales	N
Water Treatment Plants and Government Corporation Yards	C
<u>OTHER</u>	
Agriculture / Horticulture	C
Cemeteries	C
Detention Facilities	C
Mining	N
Wireless Communication Facilities	L ^[3 4]
Information	N

P=Permitted L=Limited C=Conditional Use N=Not Permitted

Footnotes:

- [1] Community recreation facilities including trails, parks, playgrounds and open space are permitted uses requiring a Type II process; Recreation centers and other ~~more intensive~~ facilities used by organized team sports require a Conditional Use Permit.
- [2] Limited to Recreational Vehicle Parks subject to obtaining a conditional use permit and compliance with the requirements of Section 10.5.500 et. seq.
- [3] All uses listed *N = Not Permitted* may be allowed if it is demonstrated by applicant that these are traditionally permitted as part of the institution and are incidental and accessory to the primary use.
- [4] Wireless communication facilities are regulated by the standards in Article 7.

16. Amend Footnote 6 in Table 3-10 in Section 10.3.320 Use Regulations in Commercial Zones to allow the serving of liquor in the Neighborhood Commercial Zone.

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[6] Restaurants are permitted in the NC zone (drive-through service and establishments serving alcohol are is prohibited).

17. Amend the Town Center Core requirements to allow office above the first floor and to allow personal services in the Town Center Support district.

**TABLE 3-12
Town Center Zones: Use Table**

USE CATEGORY	TC-Core	TC-Transition	TC-Support
<u>RESIDENTIAL</u>			
Household Living	L ^[1]	L ^[1]	L ^[1]
Group Living	P ^[1]	P	P
Transitional Housing	N	C	C
Home Occupation	L ^[2]	L ^[2]	L ^[2]
Bed & Breakfast	C ^[2]	P	P
<u>CIVIC / INSTITUTIONAL</u>			
Basic Utilities	P	P	P
Major utility transmission facilities	C	C	C
Colleges	C	C	C
Community Recreation	N	P	P
Cultural Institutions	P	P	P
Day Care	P	P	P
Emergency Services	C	C	C
Postal Services	C	P	P
Religious Institutions	C	P	P
Schools	C	C	C
Social/ Fraternal Clubs / Lodges	C	P	P
<u>COMMERCIAL</u>			
Commercial Lodging	L ^[3]	L ^[3]	L ^[3]
Eating & Drinking Establishments	P ^[4]	P	P
Entertainment – Oriented:			
- Major Event Entertainment	N	N	C
- Outdoor Entertainment	N	N	N
- Indoor Entertainment	P	P	P
General Retail:			
- Sales – Oriented	P	P	P

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- Personal Services	P	P	N <u>P</u>
- Repair – Oriented	P	P	P
- Bulk Sales	L ^[5]	L ^[5]	L ^[5]
- Outdoor Sales	N	N	N
- Animal – Related	N	N	N
Medical Centers	N	C	C
Motor Vehicle Related:			
- Motor Vehicles Sale / Rental	N	N	N
- Motor Vehicle Servicing / Repair	N	N	N
- Motor Vehicle Fuel Sales	N	N	N
Non-Accessory Parking	N	C	C
Office	L ^[3]	P	P
Self-Service Storage	N	N	N

<u>INDUSTRIAL</u>			
Industrial Services	N	N	N
Manufacturing & Production:			
- Light Industrial	N	C	C
- General Industrial	N	N	N
Call Centers	L ^{[6][7]}	L ^[6]	L ^[6]
Railroad Yards	N	N	N
Research & Development	N	N	P
Warehouse / Freight Movement	N	N	N
Waste – Related	N	N	N
Wholesale Sales	N	N	N
<u>OTHER</u>			
Agriculture / Horticulture	N	N	N
Cemeteries	N	N	N
Detention Facilities	N	N	N
Mining	N	N	N
Wireless Communication Facilities	L ^[8]	L ^[8]	L ^[8]
Information	L ^{[9][10]}	L ^[9]	L ^[9]

P=Permitted L=Limited C=Conditional Use N=Not Permitted

Footnotes:

- [1] New dwellings in the TCC zone are only permitted on or above the 2nd floor. There are no minimum density requirements when housing is part of a mixed-use building. In the TCT and TCS zones new dwellings are permitted as “stand-

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alone” developments or as part of mixed-use developments, but must meet density requirements.

- [2] Home occupations are permitted as an accessory use to residential uses, subject to compliance with the home occupation standards in Article 7.
- [3] Only permitted as part of a ground-floor retail or personal service uses or as stand alone use above the first floor in the TC-Core zone. Recreational vehicle parks are prohibited in all districts.
- [4] Drive through service is prohibited from restaurants in the TC-Core and TC-Transition zones.
- [5] Bulk sales stores with ground floor building footprint small than 10,000 square feet are permitted. All merchandise must be enclosed within a building. All other bulk sales are prohibited.
- [6] Permitted where there are no off premise impacts and no product is transported from the site. Centers with any offsite impacts or transport products from the site are to be located in either Light or General Industrial districts.
- [7] Call Centers shall not be allowed on the ground floor in the TC-Core Zone District.
- [8] Wireless communication facilities are regulated by the standards in Article 7.
- [9] Permitted where there are no off premise impacts.
- [10] Information business is not allowed on the ground floor in the TC-Core Zone District.

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18. Amend Table 3-14 in Section 10.3.520 Use Regulations in Industrial Zones to allow manufactures to provide an area to sell products on-site and to allow office space for non-industrial user of a building.

**TABLE 3-14
Industrial Zones: Use Table**

USE CATEGORY	LI	GI
<u>RESIDENTIAL</u>	L ^[1]	L ^[1]
Household Living	N	N
Group Living	N	N
Transitional Housing	N	N
Home Occupation	N	N
Bed & Breakfast	N	N
<u>CIVIC / INSTITUTIONAL</u>		
Basic Utilities	P	P
Major utility transmission facilities	C	C
Colleges	N	N
Community Recreation	N	N
Cultural Institutions	N	N
Day Care	L ^[2]	L ^[2]
Emergency Services	C	C
Postal Services	C	N
Religious Institutions	N	N
Schools	L ^[3]	L ^[3]
Social/ Fraternal Clubs / Lodges	N	N

USE CATEGORY	LI	GI
<u>COMMERCIAL</u>		
Commercial Lodging	N	N
Eating & Drinking Establishments	L ^[4]	L ^[4]
Entertainment – Oriented:		
- Major Event Entertainment	N	N
- Outdoor Entertainment	N	N
- Indoor Entertainment	N	N
General Retail:		
- Sales – Orientated	N	L ^[4]
- Personal Services	N	N

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- Repair – Oriented	N	N
- Bulk Sales	N	N
- Outdoor Sales	N	N
- Animal - Related	N	N
Medical Centers	N	N
Motor Vehicle Related:		
- Motor Vehicles Sale / Rental	N	N
- Motor Vehicle Servicing / Repair	N	N
- Motor Vehicle Fuel Sales	N	N
Non-Accessory Parking	N	N
Office	L ^[5]	L ^[5]
Self-Service Storage	N	P
<u>INDUSTRIAL</u>		
Industrial Services	L ^[6]	P
Manufacturing & Production:		
- Light Industrial	p ^[2]	p ^[2]
- General Industrial	N	P
Call Centers	P	P
Railroad Yards	N	P
Research & Development	P	P
Warehouse / Freight Movement	P	P
Waste – Related	C	C
Wholesale Sales	p ^[2]	p ^[2]
<u>OTHER</u>		
Agriculture / Horticulture	p ^[2]	p ^[2]
Cemeteries	N	N
Detention Facilities	C	P
Mining	N	C
Wireless Communication Facilities	L ^[7 8]	L ^[7 8]
Information	P	P

P=Permitted L=Limited C=Conditional Use N=Not Permitted

Table 3-6 Footnotes:

- [1] One (1) dwelling is permitted for a watchman employed on the premises.
- [2] On-site day care for employees is permitted in the LI and GI zones. Conditional use permit approval is required for a day care facility that is intended to serve more than on-site employees.

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- [3] Educational uses for high school or college level programs governed by ORS Chapter 300 et. seq. comprising no more than 20% of the floor space of a building owned by a governmental agency shall be permitted provided that the following are met: (1) the use is separated from all industrial activities located on the site; (2) the use is located totally within a building; and (3) hours of operation are limited from 7:00 a.m. to 7:00 p.m.
- [4] Supportive retail or commercial use, such as convenience store, coffee shop, deli or business service, up to 3,000 square feet per use, permitted if the Director finds that it primarily serves the needs of the people working or living in the industrial area (drive-through prohibited). Employee cafeterias are permitted as an accessory uses.
- [5] In the LI zone, up to 50% and in the GI zone, up to 20% of the total floor area of the development may consist of executive and administrative offices in its entirety is traded sector or other industrial use, for a singular use that relate to the industrial use of the property. Stand-alone offices in association with uses allowed in the LI but are at other locations are allowed in that district. Multiple tenant office buildings are prohibited.
- [6] Industrial services in the LI zone must take place within an enclosed building.
- [7] Industrial users may have up to 5,000 square feet but no more than 40 percent of the total floor area of the operation devoted to selling of product the company manufactures.
- [8] Wireless communication facilities are regulated by the standards in Article 7.

19. Amend Institutional Zone to add Subsection D to Section 10.3.220 to reference development standards in Article 8.

D. Institutional uses shall comply with the development standards in Article 8 as well as other standards in this Code where it may apply.

Article 5

20. Amend Section 10.5.145 B.3. to change mitigation time for improper tree removal from one year to 180 days.

Underlined means text proposed to be added.

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3. Mitigation shall be completed within ~~one (1) year~~ 180 days. The Director may extend the time for up to 60 days due to extenuating circumstances such as hot weather.

21. Amend Subsection 10.5.300 A. to make consistent with Table 3-2 the zones where manufactured parks are allowed.

- A. To accommodate manufactured dwelling parks in the R-10, R-7, R-5, and RML and RMH zoning districts subject to conditional use review and site development plan approval.

Article 6

22. To comply with State and Washington County requirements, amend Section 10.6.040 to inform an applicant that the document to be recorded for a lot line adjustment must be a deed and comply with ORS Chapter 92.

10.6.040 RECORDING REQUIREMENTS

Upon the Director's approval of the proposed lot line adjustment, the applicant shall record the lot line adjustment with Washington County and submit a copy of the recorded ~~survey map~~ document to the City, to be incorporated into the record. The recorded document shall convey property by deed and comply with the requirements of ORS Chapter 92. The ~~survey map~~ document shall be recorded prior to the issuance of any building permits on the re-configured lots.

Approval of the lot line adjustment is evidenced by the signature of the Director or his designee, together with the date of approval. If the documents effectuating the lot line adjustment as approved are not properly prepared, executed and recorded with Washington County within six (6) months following approval, the adjustment shall be null and void. Approval shall not be reinstated without a new application.

Underlined means text proposed to be added.

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Article 7

23. Amend Section 10.7.020 to add new subsection F. to prohibit shipping containers or similar structures to be used as accessory structures in residential zones.

10.7.020 STANDARDS

Accessory structures shall comply with all requirements for the principal building, except where specifically modified by this Code, and shall comply with the following limitations:

- A. Accessory structures are limited to a maximum ground floor area of 720 square feet;
- B. Accessory structures shall not be located in any required front yard;
- C. Accessory structures shall not be located closer than five (5) feet to any side or rear property line;
- D. Detached accessory structures shall not be located within six (6) feet of the principal building or other accessory building on the same lot;
- E. Any accessory structure attached to the principal building must comply with all setbacks for the principal building (attached means wall-to-wall or any permanent roof attachment such as a breezeway);
- F. Portable metal structures which requires no assembly such as shipping containers are prohibited in residential zones beyond 60 days; and
- F G. No accessory structure shall encroach upon or interfere with the use of adjoining property or public right-of-way, including but not limited to streets, alleys, and public and/or private easements.

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24. Amend Table 7-1 of Section 10.7.310 to allow wireless towers in the Institutional Zone.

TABLE 7-1: WIRELESS FACILITY TYPES AND REVIEW PROCEDURES

ANTENNA OR SUPPORT STRUCTURE	ZONE				
	R	<u>Inst</u>	C	TC	I
Antenna attached to existing structures (i.e., buildings, towers, grain elevators, or other structures)	AA	<u>AA</u>	AA	AA	AA
Monopoles – maximum height of 35 feet	CU	<u>AA</u>	AA	CU	AA
Monopoles – 36 feet to 70 feet in height	NP	<u>NP</u>	CU	CU	AA
Monopoles – greater than 70 feet	NP	<u>NP</u>	CU	NP	AA

Footnotes:

- R: Residential Zones
 C: Commercial Zones
 TC: Town Center Zones
 I: Industrial Zones
 Inst: Institutional Zone
- AA: Administrative Action – Type I Process
 CU: Conditional Use Permit – Type III Process
 NP: Not Permitted

Article 8

25. Amend Section 10.8.130 A and B to include the Institutional Zone and uses.

10.8.130 WIDTHS AND LOCATIONS OF DRIVEWAYS AND CURB CUTS

- A. Minimum Driveway Widths at the street right-of-way line shall be fifteen (15) feet for institutional, commercial, industrial, and multi-family residential uses, and ten (10) feet for single-family and two-family residential uses.

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- B. Maximum Driveway Widths at the street right-of-way line shall be as follows:
1. 24 feet in residential zones
 2. 36 feet in institutional, town center or commercial zones
 3. 40 feet in industrial zones

26. Amend Section 10.8.420 to add a new subsection D. to address landscape requirements in the Institutional Zone.

10.8.420 LANDSCAPING REQUIREMENTS BY ZONE

- A. Landscaping Required In The Neighborhood Commercial Zone. All required yards (exclusive of accessways and other permitted intrusions) adjacent to a public or private street shall be landscaped.
- B. Landscaping Required In The Community Commercial Zones. A landscaped strip at least ten (10) feet in width shall be provided abutting any property line facing a street. The landscape strip shall be appropriately landscaped with ground cover, planted berm, shrubbery and/or trees.
- C. Landscaping Required In The Town Center Zones. All new commercial and residential developments in the Town Center Zones shall landscape no less than 5% of the lot area using appropriate native plant materials and/or architectural features such as benches, planters, and water fountains which are suitable and supportive of the downtown commercial environment. Jointly improved landscaped areas are encouraged to facilitate continuity of landscape design within the Town Center.
- D. Landscaping Required in The Institutional Zone. Landscape requirements shall be in context with the use and surrounding zones. For institutional uses that are primarily open space in nature such as a park or playground, the landscaped area shall be as defined by the site plan with a landscaped strip at least ten (10) feet in width shall be provided abutting any property line facing a street. For institutional uses that the site is primarily devoted to non-open space, the landscape requirements shall match the zone district immediately adjacent to the use. Where there is no landscape requirements for the adjoining zone, the landscape requirements shall meet the requirements of subsection B (Community Commercial) above.

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Ø E. 75% Coverage. At least 75% of the required landscaped area shall be planted with any suitable combination of trees, shrubs, or evergreen ground cover. The required 75% coverage shall be based on the size of the plant material within a specified time as follows:

1. Trees – within five (5) years from the date of final inspection by the Building Official.
2. Shrubs – within two (2) years from the date of final inspection by the building Official.
3. Ground covers – at the time of final inspection by the Building Official.

E F. 25% Architectural Features. Landscaped areas as required by this article may include architectural features or artificial ground covers such as sculptures, benches, masonry or stone walls, fences, rock groupings, bark dust, decorative hard paving and gravel areas, interspersed with planting areas. The exposed area developed with such features shall not exceed 25 percent of the required landscaped area. Artificial plants are prohibited in any required landscaped area.

27. Amend Table 8-2 in Section 10.8.425 D. to address the institutional zone. Also revise footnote reference.

**TABLE 8-2: BUFFER MATRIX
PROPOSED USE**

EXISTING/ABUTTING USE	Single Units, Detached; Manufactured Units	Attached Single Units and Multifamily, 1-5 Units; Duplexes	Attached Single Units and Multifamily, 5+ Units	Commercial <u>and Institutional</u> Zones (NC, CC, <u>INST</u>)	Town Center Zones (TCC, TCS, TCT)	Industrial Zones (LI, GI)
Detached Single Units; Manufactured Units	--	A	C	D	C	E
Attached Single Units and Multifamily, 1-5	A	--	B	D	C	E

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Units, Duplexes						
Attached Single Units and Multifamily, 5+ Units	A	A	--	D	C	E
Commercial Zones (NC, CC)	C	C	C	--	A	D
Town Center Zones (TCC, TCS, TCT)	C	C	C	A	--	D
Industrial Zones (LI, GI)	D	D	D	B	A	--

Note: See Table 8-2 3 for alternative combinations for meeting these screening requirements.

28. Amend Section 10.8.505 A to include parking requirements for institutional zones.

- A. New Construction. At the time of the erection of a new structure within any residential, commercial, institutional and industrial zoning district, off-street vehicle parking shall be provided in accordance with this section. Uses in the Town Center zones are exempt for the requirement to provide off-street parking.

29. Amend Section 10.8.510 E to require on-site parking lot connections as well as offsite.

- E. Parking Area Connections. In order to eliminate the need to use public streets for movements between commercial or industrial properties, parking areas shall be designed to connect with parking areas within a project site and on adjacent properties unless not feasible. Access easements between properties shall be required where necessary to provide for parking area connections.

30. Amend Commercial Design Standards (Section 10.8.710 B.) to revise numbering, to clarify ground floor window requirements to apply to the predominant street for corner lots (10.8.710 B.3.a. on design elements), to revise sloped roof requirement for commercial buildings adjacent residential uses (10.8.710 B.4.b. on

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compatibility) and add new subsection D. for building design standards for institutional uses.

B. Building Design Standards for Commercial Development

1. Building Orientation

- a. Design and construct buildings so that at least one façade is within sixty (60) feet of a dedicated public street right-of-way line.
- b. Design and construct a minimum of one primary building entrance for each building ground floor use or tenant along a public right-of-way or internal roadway built to City public street engineering standards.

2. Massing and Form

- a. Provide changes in the depth of the façade plane in excess of two (2) feet for all building walls more than 75 feet in length.
- b. Maximum length of building facades shall be 200 feet.
- c. Roofline heights must be varied a minimum of 2 feet for building facades greater than 75 feet in length.
- d. Provide vertical partitioning of facades by using columns, pilasters and other vertical elements a minimum of every twenty-five (25) feet.
- e. Articulation of building fronts through changes in depth or building relief (e.g. windows, doors, cornices, columns, change in materials) shall occur a minimum of every fifteen (15) feet in the horizontal or vertical dimensions

3. Design Elements

- a. Every building elevation adjacent to a street with a horizontal dimension of more that 100 feet shall have a building entrance.

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- b. Building facades adjacent to sidewalks or pedestrian connections must include weather protection canopies or awnings along at least 75% of the length of the ground floor façade.
- c. Incorporate a minimum of 50% transparency/window openings on the ground floor facades of buildings 5,000 square feet or less or 20% transparency/window openings for buildings greater than 5,000 square feet facing the public right-of-way. For buildings facing two streets, the requirement shall apply to the predominate street or as determined by the Director where both streets are considered similar.
- d. Windows shall not be reflective, tinted or treated in such a way as to block views into or out of windows
- e. Windows must be recessed a minimum of 4 inches from building facades.
- f. Materials such as synthetic stucco (EIFS, Dryvit, etc.) are prohibited at ground floor.
- g. Vinyl cladding of building façade is prohibited at ground floor.

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3 4. Compatibility

- a. Any building or portion of a building that is less than 50 feet from existing residential dwellings must not be higher than 15 feet above the top of the roofline of the nearest existing dwelling.
- b. When adjacent to existing residential development, all commercial structures with floor areas less than 20,000 square feet of total building area must ~~have sloped roofs~~ provide a gabled element to the parapet or roof.

4 5. Safety

- a. Security gates or bars on windows or doors are prohibited along ground floors of commercial buildings, excluding loading and storage areas.
- b. Motion activated security lighting is prohibited along building facades that front onto public rights-of-way.
- c. Public access shall be provided to all commercial uses that provide plazas, squares, or courts intended for food, beverage or entertainment uses.
- d. Parking lots or roadways shall not be gated or secured excluding loading and storage areas or residential parking areas.

D. Building Design Standards for Institutional Development not within the Institutional Zone.

- 1. Building Orientation: Shall comply with standards for commercial development contained in subsection B. 1. above.
- 2. Massing and Form: Shall comply with the standards for commercial development contained in subsection B.2. above.
- 3. Design Elements: Shall comply with standards for commercial development contained in subsection B.3. with the exception of subsection B.3.b.

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4. Town Center Districts: Building design for institutional uses within the Town Center districts are subject to the applicable requirements of subsection C. above. Standards pertaining to retail storefronts and commercial and residential entries shall not apply unless the institutional use is similar to commercial or residential use.
5. Exceptions: The building design standards do not apply to buildings less than 500 square feet.
6. Building design within an Institutional Zone: shall comply with the requirements of Section 10.8.885.

31. Amend Section 10.8.755 by adding subsection E. to address lighting standards for institutional uses.

- E. Lighting Standards for Institutional Development: Lighting standards for commercial development in subsection D above shall apply to institutional uses.

32. Amend Subsection 10.8.830 G.4 to reduce electronic display intervals from 20 to 3 seconds.

1. Electronic display background color tones, lettering, logos, pictures, illustrations, symbols, and any other electronic graphic or video display shall not change at intervals of less than ~~twenty (20)~~ three (3) seconds.

33. Amend Subsection 10.8.905 F.3. to reduce frontage requirements for flag lots from 20 to 15 feet when the flag is only serving one parcel.

3. Frontage. Each lot and parcel shall have a minimum frontage on a public street of at least twenty (20) feet with two exceptions:
 - a. ~~_____~~, ~~except that a~~ A lot or parcel on the radius of a curved street or on the circular end of a cul-de-sac shall have frontage of not less than thirty (30) feet upon the abutting street right-of-way measured on the arc.
 - b. Where a flag lot is proposed and the access strip is serving only one lot, the frontage shall not be less than fifteen (15) feet.

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3. This amendment is intended to define what feasible conditions mean. As discussed in the Subdivision Analysis, past City actions have relied upon conditions to meet findings for approval. As demonstrated by at least one action, conditions related to sewer service were difficult to meet at the time of tentative map approval. This proposed amendment would limit conditions of approval to where the applicant on their own can meet the conditions rather than being contingent on another party to solve.
4. This amendment is twofold. The first is to define final plats as not a land use decision consistent with current state laws and court cases. The other is to address the availability of services before a building permit can be issued (see Amendment 1 above). As noted above, currently there is no such requirement either in the Development or Building codes.
5. The amendment would establish phasing to no greater than eight years. The past Land Division Ordinance had no time limits. This has raised issues about the timely installation of improvements so that adjacent lands can be developed in the timely manner. The current Development Code limits phasing to only five years which staff believe is unreasonably short for a phased development. To address this issue, eight years is proposed.

The other part of this amendment is to require essential dedications in the first phase to allow extension of services to other properties. This was a central issue with the Parks subdivision project.

6. This amendment would require City Engineer certification of services before an application is submitted and if a certification cannot be obtained, then the application would not be accepted. This proposed amendment is to avoid applications being submitted that are premature; that is, adequate services are not readily available to the site to allow timely processing of the project. The lawsuit involving the Parks Subdivision demonstrated that the City can be held liable if delays occur.
7. This change to require a narrative discussion of compliance with approval criteria reflects and codifies current practice.
8. This is the continuation of defining acceptable feasibility as addressed in Amendment 3 above. This amendment relates to findings rather than conditions of approval.
9. Currently, Section 10.6.150 requires an agreement for the installation of improvements before the City Engineer can grant approvals. It does not specify what approval this section is referring to. This is further clouded since the City Engineer currently does not have a signature line on the final plat indicating acceptance of the improvements.

This is the first of several amendments to make the connection between final plat and improvements. It requires the inclusion of a signature line on the final plat for the City Engineer verifying all required easements and rights-of-way and verifying that all public improvements are either installed or guaranteed.

10. Another amendment pertaining to improvements and final plat approval.
11. There are various forms of surety with varying levels of assurance for the City to obtain the funding needed to complete improvements where the developer has not adequately installed. This amendment is to tighten up the type of surety acceptable to the City to better assure that improvements can be completed where a developer may not complete the development.
12. Further reference to time limits for final plat consistent with Amendment 1 above.
13. Currently, there is no connection between street standards in the Development Code and standards contained in the Transportation System Plan (TSP). The TSP also provides cross-section standards for specific streets included in the Development Code. Further, the City currently requires half-street improvements where a new street would be extended to serve a project. However, the Development

Memorandum

To: City Council
From: Jon Holan, Community Development Director
Michael Sykes, City Manager
Date: March 18, 2013
Re: Work Session on Code Amendments

Staff has developed amendments to the Development and Municipal codes. Overall, there are 33 amendments (some containing two or more changes). The first 14 amendments are to implement recommendations from the Subdivision Analysis, and the remainder are other clean-up and clarification amendments.

Attached are the proposed amendments as amended by the Planning Commission. The purpose of the work session is to familiarize the Council about the amendments.

The following is an explanation of each numbered amendment shown on the attachment (i.e. Amendment 1 on the attachment corresponds to Comment 1 below, etc.):

1. This proposed amendment is intended to prevent construction on lots where no services exist. It is possible under the current Development Code and Building Code to allow the recordation of lots and issuance of building permits without the availability of services.

This amendment also clarifies time limits and time extension requirements for tentative and final maps. The current provisions are oriented to other land use permits such as conditional uses due to the relatively short time (one year) to act on tentative map approval. This would extend tentative maps to two years which staff believes is a more reasonable time frame. Time extensions can still be sought (see Amendment 2 below). The amendment would also establish a one year time limit to record a final map after submission. Based on the experience of Casey Meadows, a site was almost fully installed with improvements but was inactive since a bank took over the development. The City was unable to complete the improvements because it was questionable that the City could receive the necessary funds from the bond submitted to guarantee installation of improvements. (Amendment 11 below addresses the surety issue.) This amendment would encourage a developer to complete a project once a final map has been submitted to the City. No proposed time extension is proposed for final maps. Typically, the review process is about two months to complete the review of the final map and staff believes the proposed time limit is reasonable.

2. This proposed amendment involves time extensions and is intended to codify the Planning Commission policy on the matter by limiting time extensions to a total of four years for tentative maps.

3. This amendment is intended to define what feasible conditions mean. As discussed in the Subdivision Analysis, past City actions have relied upon conditions to meet findings for approval. As demonstrated by at least one action, conditions related to sewer service were difficult to meet at the time of tentative map approval. This proposed amendment would limit conditions of approval to where the applicant on their own can meet the conditions rather than being contingent on another party to solve.
4. This amendment is twofold. The first is to define final plats as not a land use decision consistent with current state laws and court cases. The other is to address the availability of services before a building permit can be issued (see Amendment 1 above). As noted above, currently there is no such requirement either in the Development or Building codes.
5. The amendment would establish phasing to no greater than eight years. The past Land Division Ordinance had no time limits. This has raised issues about the timely installation of improvements so that adjacent lands can be developed in the timely manner. The current Development Code limits phasing to only five years which staff believe is unreasonably short for a phased development. To address this issue, eight years is proposed.

The other part of this amendment is to require essential dedications in the first phase to allow extension of services to other properties. This was a central issue with the Parks subdivision project.

6. This amendment would require City Engineer certification of services before an application is submitted and if a certification cannot be obtained, then the application would not be accepted. This proposed amendment is to avoid applications being submitted that are premature; that is, adequate services are not readily available to the site to allow timely processing of the project. The lawsuit involving the Parks Subdivision demonstrated that the City can be held liable if delays occur.
7. This change to require a narrative discussion of compliance with approval criteria reflects and codifies current practice.
8. This is the continuation of defining acceptable feasibility as addressed in Amendment 3 above. This amendment relates to findings rather than conditions of approval.
9. Currently, Section 10.6.150 requires an agreement for the installation of improvements before the City Engineer can grant approvals. It does not specify what approval this section is referring to. This is further clouded since the City Engineer currently does not have a signature line on the final plat indicating acceptance of the improvements.

This is the first of several amendments to make the connection between final plat and improvements. It requires the inclusion of a signature line on the final plat for the City Engineer verifying all required easements and rights-of-way and verifying that all public improvements are either installed or guaranteed.

10. Another amendment pertaining to improvements and final plat approval.
11. There are various forms of surety with varying levels of assurance for the City to obtain the funding needed to complete improvements where the developer has not adequately installed. This amendment is to tighten up the type of surety acceptable to the City to better assure that improvements can be completed where a developer may not complete the development.
12. Further reference to time limits for final plat consistent with Amendment 1 above.
13. Currently, there is no connection between street standards in the Development Code and standards contained in the Transportation System Plan (TSP). The TSP also provides cross-section standards for specific streets included in the Development Code. Further, the City currently requires half-street improvements where a new street would be extended to serve a project. However, the Development

Code does not contain such a standard. This proposed amendment is to address this connection between the TSP and Development Code. It also codifies the standard for half-street improvements that has been used in the past.

The following amendments are proposed by staff as “clean-up” type of changes.

14. This amendment would increase the improvement value threshold from \$3,000 to \$10,000 for when sidewalks be installed. It also proposes to limit the type of improvement which would trigger the requirement (no such provision currently exists). The improvement would have to increase the size or capacity of the structure and have a value of over \$10,000. The original \$3,000 valuation was established when the requirement was first adopted in 1973. Due to inflation, this threshold has increased but the value has remained unchanged. While staff has not calculated what the present day value of \$3,000 would be, it is our opinion that increasing it to \$10,000 is reasonable. Restricting the trigger to particular types of improvements also eliminates requiring sidewalks when minor type of improvements is sought.
15. This proposed change would allow parks as a permitted use in the residential and institutional districts. Currently they are conditionally permitted uses but under the old Zoning Ordinance they were permitted uses. The Code would still require conditional use permits for more intensive recreational facilities such as recreation centers. The potential issue is that some park facilities can generate significant traffic where facilities such as ball fields are present due to the use by youth organizations. The Commission concurred with that issue and recommends a revision to require a use permit where organized sport groups would use a facility.

The amendment also proposes to prohibit manufactured homes in Historic District. The purpose of this amendment is to maintain the integrity of the Historic District. There are three districts in the community and no manufactured home exists in any of these districts at this time. The amendment would not affect installing a manufactured home outside a Historic District.

16. This amendment would allow serving liquor in Neighborhood Commercial districts to allow restaurants and brew pubs. The purpose of the Neighborhood Commercial District is to, “provide for limited commercial activities at a neighborhood scale.” Small local restaurants and pubs are typically found in these small commercial areas. Size of the facility is already limited by the District to 2,000 square feet. The Police Department did not have any concern with the proposed amendment.
17. Currently, the Development Code prohibits offices in the Town Center Core and personal services in the Town Center Support districts. The purpose statement of the two districts are as follows:

Town Center Core (TCC)

The Town Center Core zone encompasses the traditional downtown core along Main Street. The purpose of this zone is to provide a concentration of retail and office uses in a defined area. Retail, service uses are required on the ground floor, with an emphasis on those uses that serve a walk-in clientele. Office and/or residential uses are allowed on upper floors. The design standards for this zone require a continuous storefront facade featuring streetscape amenities for the pedestrian.

Town Center Support (TCS)

The Town Center Support zone is established to increase employment and housing opportunities that support the Town Center Core. A mix of office, light industrial and residential uses are allowed in the TCS zone. Ground floor retail uses are permitted but not required. Pedestrian and bicycle improvements will link the Town Center Support zone with the Town Center Core.

The proposed amendment to allow office in the Town Center Core is consistent with the purpose statement of the District. Staff would conclude that the omission of office use was an oversight. The proposal to restrict offices to above the first floor is to avoid developing "dead spots" in the retail experience. This was an observation made by Michele Reeves in her assessment of various downtowns in the region and presented to the community as part of her assessment of Forest Grove's downtown.

The allowance of personal services in the Town Center Support is not as clear. Personal services is defined by the Code as, "Establishments which provide consumer services such as banks, barber shops, pet grooming, laundromats, copy centers, photographic studios, trade and vocational schools and mortuaries." The District is intended to offer a mix of employment and residential opportunities in the downtown area. These uses are intended to provide support for commercial activities in other portions of the downtown area (where personal services are permitted.) By allowing personal services in the Support District, it reduces opportunities for more employment generating uses to occur. The other perspective is that not many personal uses may occur in the District. More importantly, some personal services would provide services that would support other intended activities. For example, barber and beauty shops or laundromats provides services for nearby residential uses. Copy centers would support more employment generating uses such as light industrial.

18. This amendment addresses two issues: allow industrial users to sell products on-site and allow office space for non-industrial users of a building. Regarding the first issue, the City has allowed retail sales of products on-site but the Code does not address it and should be allowed. This amendment would allow up to 5,000 square feet devoted to sales.

Currently, office space is limited to that for an industrial use of the property in both districts. The amendment would remove that limitation and allow for any office use. The square footage limitation would still be in place to assure the primary use of the building is industrial. This amendment is requested by the Economic Development Manager due to difficulties in leasing out existing industrial buildings when opportunities were available. Due to potential concerns with allowing a more commercial use, the Planning Commission added a limitation that the office use has to be for a industrial type use. This revision was at staff's request.

Both of these proposed amendments must comply with Title 4, Industrial and Other Employment Areas in Metro's Functional Plan. In Forest Grove, General Industrial District is within the Industrial Designation on the 2040 Growth Concept while the Light Industrial District is within the Employment Designation. It is staff's position that both proposed amendments comply with the Title 4 requirements since the predominant use of a facility must still be for industrial use. As provided above, Metro staff concurred, but recommends specifying that the office allowance be limited to existing buildings to assure compliance.

19. This amendment is one of several proposed to establish development standards for the Institutional Zone District. This is an oversight by staff when the Institutional District was originally proposed. This particular amendment makes reference to compliance to Article 8 and is a similar provision contained in other zone districts.
20. This amendment is recommended to reduce the tree mitigation time to better accomplish mitigation. It is staff's experience that the longer the mitigation, the less likely that mitigation will be accomplished and enforcement becomes more problematic. The amendment includes a 60 day time extension to allow for hot weather or other extenuating circumstances.
21. This amendment is to address a consistency error. In one part of the Code, three zone districts allow manufactured home parks while another part of the Code (the Residential District use table) allows parks in five districts.
22. This amendment is a clarification regarding lot line adjustments to comply with State and Washington County requirements.
23. There has been an occasional use by residents to use shipping containers as storage. This situation has resulted in industrial type structures being used in residential areas. This amendment would prohibit the use of such structures in residential districts.
24. Another amendment to address the Institutional Zone District standards; this amendment concerns wireless facilities. The standards reflect a blending of the requirements in residential and commercial districts. Monopoles are proposed to be allowed as a permitted use because uses are either more intense (City Hall, fire stations, libraries, etc.) or provides greater open space (parks, etc.) than residential development.
25. Another Institutional Zone District pertaining to driveway widths. Widths are similar to that for commercial districts due to the potential level of activity and larger vehicles when compared to residential uses.
26. This amendment is to establish landscape requirements for the Institutional Zone District. Since institutional uses can be located in a variety of settings and for a variety of activities, the requirements are written to be flexible.
27. Another amendment to incorporate development standards (in this instance buffer standard) for the Institutional Zone District. As proposed, it includes buffering for a proposed institutional use within the District but would not require a buffer for a proposed use adjacent to an Institutional District or use (within a different zone district). The reason is that usually institutional uses have adequate setbacks and open space and the nature of the use is not sensitive or impacting (such as industrial) to warrant such a buffer.
28. This is another amendment to establish parking requirements for the Institutional Zone District. This is simply a reference inclusion and does not propose any standards on its own.
29. Currently, there is no requirement for separate on-site parking areas to be connected while such connection is required to adjacent properties. This amendment would require such on-site connection. This is intended to make a site more useable and efficient for users and reduce traffic on adjoining public streets by avoiding having to re-enter the public street to go to another parking lot on the property.
30. There are three revisions to this section as follows:
 - The 50% glazing requirement pertains to commercial buildings outside the Town Center area (there are separate standards within the Town Center). The requirement is intended to improve the visual connection between the outside and inside of the establishment and avoid the "bunker

look” by buildings. Currently, the provision makes no distinction for buildings located on corner lots. Staff has had at least two applications (dentist office and restaurant) for buildings on street corners and found that compliance with the provision is difficult for two street frontages due to nature of building layout. Applying it to two street frontages would also make it unequal to buildings on interior lots where only one frontage applies. Thus, staff has interpreted the provision that it applies to the frontage facing the main street (typically the couplet). Staff is proposing this amendment to reflect the interpretation.

This amendment was revised by the Planning Commission. Their concern was for larger commercial uses where requiring the glazing reduces display area within the store for products in addition the security considerations. Examples the Commission cited were Ace Hardware and Bi-Mart. As a result, the Commission proposes the 50% only for buildings 5000 square feet or smaller and 20% glazing for buildings larger than 5000 square feet. Staff understands the Commission’s concern and is willing to support the amendment.

- Another revision pertains to compatibility requirement for commercial buildings of less than 20,000 square feet. The code requires sloped roofs for these buildings where adjacent to residential development (regardless of zone district). The purpose of the provision is to reinforce the residential character of the adjacent residential structures.

What staff has found in applying this requirement is that many commercial buildings have flat or slightly sloped roofs with a parapet to hide roof equipment. Since there is this predominance, does it make sense to have the requirement? If it does (which staff concurs), does having a sloped roof hiding behind a parapet achieve anything? If the intent is to have a gabled roof, what happens with the HVAC equipment normally installed on the roof and how is this equipment screened? Thus, the focus of the amendment is to achieve the gable look on the parapet to achieve more of a residential look.

- The final part of this section is to establish building design standards for institutional development not within Institutional Zones. Existing Section 10.8.885 establishes design standards within the Institutional Zone District.

31. Another proposed amendment to establish development standards (in this case lighting) for the Institutional Zone District. In this instance, commercial standards are proposed due to lighting similarity of institutional and commercial uses.
32. Staff has found that the two video boards in the community (Dr. Tidwell and Fire Department) do not come close to the 20 second interval required by Code. Staff is proposing a shorter interval (12 seconds) to closer meet compliance.
33. Current Code requires a 20 foot frontage for all lots with the exception of lots located at the end of a cul-de-sac. The proposal is to reduce frontage to 15 feet where a flag lot is proposed to serve a single lot. Minimum driveway widths serving an individual house is 10 feet and the proposed frontage is sufficient to provide for vehicular and utility access. Typically, this situation applies to partitions of existing lots (i.e. infill) but there have been some subdivisions that have proposed flag lots (e.g. Pacific Crossing) in limited instances (i.e. 1 lot out of over 300 lots in Pacific Crossings - not a prevalent form of development).



Forest Grove Code Text Amendment Staff Report and Recommendation

Community Development Department, Planning Division

REPORT DATE: January 28, 2013

HEARING DATE: February 4, 2013

PROPOSAL: Amend Forest Grove Development Code Articles 1, 3, 5, 6, 7 and 8, and Municipal Code Section 3.105 to revise subdivision related requirements and clarify and revise other provisions. (See Attachment 1)

FILE NUMBER: ZNC-12-01070

PROPERTY LOCATION: Not applicable

LEGAL DESCRIPTION: Not applicable

APPLICANT: City of Forest Grove, PO Box 326, Forest Grove, Oregon 97116

APPLICABLE STANDARDS AND CRITERIA: City of Forest Grove Municipal Code:
 1.040 *Amendment and Repeal of Code Sections*
City of Forest Grove Development Code:
 10.1.700 et. seq. *Legislative Land Use Decision*
 10.2.600 et. seq. *Development Code Text Amendment*

REVIEWING STAFF: Jon Holan, Community Development Director

RECOMMENDATION: Staff recommends approval of the amendments

I. LAND USE HISTORY

Prior to adoption of the current Development Code, land divisions and residential planned developments were reviewed under the previous Zoning and Subdivision ordinances. The review of one such development resulted in a law suit that is currently under appeal. In part, due to the law suit, staff prepared an analysis of the subdivision process (see Attachment 2) with recommended revisions to the Development Code. This was reviewed by the City Council and Planning Commission. Staff is now moving forward with proposed code changes as a result of that analysis. In addition, when the Development Code was adopted in 2009, it was recognized that the document would need revisions as we gained experience working with the code. Thus, part of the amendments are considered "cleanup" to clarify or revise to reflect current policy.

The Planning Commission held a work session on a draft of the proposed Code revisions at their December 3, 2012 meeting. The proposed revisions generally reflect changes recommended by the Commission at that time. These changes include:

- Rewrite to Section 10.1.310 (Amendment Number 3) as follows:

All review bodies have the authority to impose reasonable conditions of approval to ensure that all applicable approval criteria are, or can be met. Conditions shall only be imposed where the applicant has the ability to comply without depending upon the actions of other parties not associated with the project, unless agreements are in place prior to approval. Reviews and approvals required by public agencies not with standing. Failure to comply with any condition of approval shall be grounds for revocation of the permit(s) and grounds for instituting code enforcement proceedings.

- Rewrite to Section 10.6.103 B and C (Amendment Number 6) as follows:

delete “B” and make it a simple declarative sentence to read, “If off-site improvements are required applicant agrees to pay for improvements.” In “C” use accepted” instead of “approved”.

- Rewrite to Section 10.6.105 C 2.c. (Amendment Number 7) as follows:

Provisions for vehicle, bicycle and pedestrian access (delete the word transportation)

- Rewrite to Section 10.8.610 E (Amendment Number 13) as follows:

Change “E” to read, “Where a range is indicated, the width shall be determined by the appropriate city decision-making authority based upon anticipated average daily traffic (ADT) on the new street segment. These are presented in Table 8-8.

Change “8” to read, “Such widening cannot change required sidewalk and landscape parking strip requirements. Delete reference to Table -8 in subsection a.

- Rewrite Municipal Code Section 3.105 (1) (Amendment Number 14) as follows:

Change (1) to read, “The owner of any property not having sidewalks shall agree to install and pay for sidewalks to be constructed in accordance with the specifications contained in Section 3.110 as a condition to the issuance of a building permit for an improvement that adds a new structure, increases square footage, or expands the number of bedrooms with a permit valuation of more than \$10,000, except as provided in subsection (2). The structure for which the permit is issued shall not be occupied until the sidewalks have been constructed.”

- Revise new subsection F of Section 10.7.020 (Amendment Number 23) as follows:

Change “F” to read, “Portable metal structures for not more than 60 days, which requires”

- Delete proposed revision to Section 10.8.415 C to require 10 foot wide landscape strips between parking lots and abutting streets.
- Delete proposed revision to Section 10.8.525 F to allow gravel surface for industrial storage areas.
- There was also discussion pertaining deleting the requirement of 50% glazing for store fronts in Section 10.8.710 B 3.c.

II. LEGAL COMPLIANCE

State law and Metro Code require the City to submit the proposal for review by Department of Land Conservation and Development (DLCD) and Metro staff. The submittal is required 35 days before the first evidentiary hearing for the state and 45 days for Metro. The proposal was mailed to DLCD, ODOT and Metro on December 12, 2012. The City received no comments from either state agency. Tim O’Brien, Metro staff, had the following comments about the proposed amendments for the General and Light Industrial districts pertaining to allowing sale of manufactured products on-site and expanding office use in industrial buildings (Amendment 18):

I took a closer look at the proposed code amendments and while I agree with you that they don’t contradict Title 4 requirements, limiting footnote #5 to existing buildings as you mentioned in our discussion would eliminate any question of whether the office use doesn’t meet the square foot requirements of [Metro Code Section] 3.07.430 (A) Protection of Industrial Areas in the GI Zone that is designated as Title 4 Industrial Land, as those limitations apply to new development. The addition of footnote # 7 is fine.

Legal notice was posted in three public places on January 14, 2013 and advertised in the *Forest Grove News-Times* on January 30, 2013. Thus, legal notice requirements have been met.

III. PROPOSAL DESCRIPTION AND ANALYSIS

Base on the history described above, there are 33 proposed amendments divided into two categories. The first category comprises proposed amendments to implement the recommendations from the Subdivision Analysis. There are 13 amendments to achieve that objective. The second category is proposed cleanup revisions. Most of these amendments are minor with little policy implications. There are some changes that reflect current policy or to simplify process requirements where warranted.

Comments on the proposed amendments are as follows and incorporate discussion at the PRB meeting (the numbers refer to the proposed amendment on the attached document – i.e. comment 1 below refers to amendment 1 on the attached document; comment 2 pertain to amendment 2, etc.):

Proposed Amendments from the Subdivision Analysis

Proposed amendments 1 to 13 are derived from the Subdivision Analysis. Further discussion of the background and rationale for these amendments are provided in the Analysis.

1. This proposed amendment is intended to prevent construction on lots where no services exist. It is possible under the current Development Code and Building Code to allow the recordation of lots and issuance of building permits without the availability of services.

This amendment also clarifies time limits and time extension requirements for tentative and final maps. The current provisions are oriented to other land use permits such as conditional uses due to the relatively short time (one year) to act on tentative map approval. This would extend tentative maps to two years which staff believes is a more reasonable time frame. Time extensions can still be sought (see Amendment 2 below). The amendment would establish a one year time limit on a final map. Based on the experience of Casey Meadows, a site was almost fully installed with improvements but was inactive since a bank took over the development. The City was unable to complete the improvements because it was questionable that the City could receive the necessary funds from the bond submitted to guarantee installation of improvements. (Amendment 11 below addresses the surety issue.) This amendment would encourage a developer to complete a project once a final map has been submitted to the City. No proposed time extension is proposed for final maps.

2. This proposed amendment involves time extensions and is intended to codify the Planning Commission policy on the matter by limiting time extensions to a total of four years for tentative maps.
3. This amendment is intended to define what feasible conditions mean. As discussed in the Subdivision Analysis, past City actions have relied upon conditions to meet findings for approval. As demonstrated by at least one action, conditions related to sewer service were difficult to meet at the time of tentative map approval. This proposed amendment would limit conditions of approval to where the applicant on their own can meet the conditions rather than being contingent on another party to solve.
4. This amendment is twofold. The first is to define final plats as not a land use decision consistent with current state laws and court cases. The other is to address the availability of services before a building permit can be issued (see Amendment 1 above). As noted above, currently there is no such requirement either in the Development or Building codes.
5. The amendment would establish phasing to no greater than eight years. The past Land Division Ordinance had no time limits. This has raised issues about the timely

installation of improvements so that adjacent lands can be developed in the timely manner. The current Development Code limits phasing to only five years which staff believe is unreasonably short for a phased development. To address this issue, eight years is proposed.

The other part of this amendment is to require essential dedications in the first phase to allow extension of services to other properties. This was a central issue with the Parks subdivision project.

6. This amendment would require Engineers certification of services before an application is submitted and if a certification cannot be obtained, then the application would not be accepted. This proposed amendment is to avoid applications being submitted that are premature; that is, adequate services are not readily available to the site to allow timely processing of the project. The lawsuit involving the Parks Subdivision demonstrated that the City can be held liable if delays occur.
7. This change to require a narrative discussion of compliance with approval criteria reflects and codifies current practice.
8. This is the continuation of defining acceptable feasibility as addressed in Amendment 3 above. This amendment relates to findings rather than conditions of approval.
9. Currently, Section 10.6.150 requires an agreement for the installation of improvements before the City Engineer can grant approvals. It does not specify what approval this section is referring to. This is further clouded since the City Engineer currently does not have a signature line on the final plat indicating acceptance of the improvements.

This is the first of several amendments to make the connection between final plat and improvements. It requires the inclusion of a signature line on the final plat for the City Engineer verifying all required easements and rights-of-way and verifying that all public improvements are either installed or guaranteed.

10. Another amendment pertaining to improvements and final plat approval.
11. There are various forms of surety with varying levels of assurance for the City to obtain the funding needed to complete improvements where the developer has not adequately installed. This amendment is to tighten up the type of surety acceptable to the City to better assure that improvements can be completed where a developer may not complete the development.
12. Further reference to time limits for final plat consistent with Amendment 1 above.
13. Currently, there is no connection between street standards in the Development Code and standards contained in the Transportation System Plan (TSP). The TSP also provides cross-section standards for specific streets included in the Development Code. Further, the City currently requires half-street improvements where a new

street would be extended to serve a project. However, the Development Code does not contain such a standard. This proposed amendment is to address this connection between the TSP and Development Code. It also codifies the standard for half-street improvements that has been used in the past.

The following amendments are proposed by staff as “clean-up” type of changes.

14. This amendment would increase the improvement value threshold from \$3,000 to \$10,000 for when sidewalks be installed. It also proposes to limit the type of improvement which would trigger the requirement (no such provision currently exists). The improvement would have to increase the size or capacity of the structure and have a value of over \$10,000. The original \$3,000 valuation was established when the requirement was first adopted in 1973. Due to inflation, this threshold has increased but the value has remained unchanged. While staff has not calculated what the present day value of \$3,000 would be, it is our opinion that increasing it to \$10,000 is reasonable. Restricting the trigger to particular types of improvements also eliminates requiring sidewalks when minor type of improvements is sought.

15. This proposed change would allow parks as a permitted use in the residential and institutional districts. Currently they are conditionally permitted uses but under the old Zoning Ordinance they were permitted uses. The Code would still require conditional use permits for more intensive recreational facilities such as recreation centers. The potential issue is that some park facilities can generate significant traffic where facilities such as ball fields are present due to the use by youth organizations. The Commission may want to maintain conditional uses where these types of facilities are present in a proposed park or to be added in an existing park.

The amendment also proposes to prohibit manufactured homes in Historic District. The purpose of this amendment is to maintain the integrity of the Historic District. There are three districts in the community and no manufactured home exists in any of these districts at this time. The amendment would not affect installing a manufactured home outside a Historic District.

16. This amendment would allow serving liquor in Neighborhood Commercial districts to allow restaurants and brew pubs. The purpose of the Neighborhood Commercial District is to, “provide for limited commercial activities at a neighborhood scale.” Small local restaurants and pubs are typically found in these small commercial areas. Size of the facility is already limited by the District to 2,000 square feet. The Police Department did not have any concern with the proposed amendment.

17. Currently, the Development Code prohibits offices in the Town Center Core and personal services in the Town Center Support districts. The purpose statement of the two districts are as follows:

Town Center Core (TCC)

The Town Center Core zone encompasses the traditional downtown core along Main Street. The purpose of this zone is to provide a concentration of retail and office uses in a defined area. Retail, service uses are required on the ground floor, with an emphasis on those uses that serve a walk-in clientele. Office and/or residential uses are allowed on upper floors. The design standards for this zone require a continuous storefront facade featuring streetscape amenities for the pedestrian.

Town Center Support (TCS)

The Town Center Support zone is established to increase employment and housing opportunities that support the Town Center Core. A mix of office, light industrial and residential uses are allowed in the TCS zone. Ground floor retail uses are permitted but not required. Pedestrian and bicycle improvements will link the Town Center Support zone with the Town Center Core.

The proposed amendment to allow office in the Town Center Core is consistent with the purpose statement of the District. Staff would conclude that the omission of office use was an oversight. The proposal to restrict offices to above the first floor is to avoid developing "dead spots" in the retail experience. This was an observation made by Michele Reeves in her assessment of various downtowns in the region and presented to the community as part of her assessment of Forest Grove's downtown.

The allowance of personal services in the Town Center Support is not as clear. Personal services is defined by the Code as, "Establishments which provide consumer services such as banks, barber shops, pet grooming, laundromats, copy centers, photographic studios, trade and vocational schools and mortuaries." The District is intended to offer a mix of employment and residential opportunities in the downtown area. These uses are intended to provide support for commercial activities in other portions of the downtown area (where personal services are permitted.) By allowing personal services in the Support District, it reduces opportunities for more employment generating uses to occur. The other perspective is that not many personal uses may occur in the District. More importantly, some personal services would provide services that would support other intended activities. For example, barber and beauty shops or laundromats provides services for nearby residential uses. Copy centers would support more employment generating uses such as light industrial.

18. This amendment addresses two issues: allow industrial users to sell products on-site and allow office space for non-industrial users of a building. Regarding the first issue, the City has allowed retail sales of products on-site but the Code does not address it and should be allowed. This amendment would allow up to 5,000 square feet devoted to sales.

Currently, office space is limited to that for an industrial use of the property in both districts. The amendment would remove that limitation and allow for any office use.

The square footage limitation would still be in place to assure the primary use of the building is industrial. This amendment is requested by the Economic Development Coordinator due to difficulties in leasing out existing industrial buildings when opportunities were available.

Both of these proposed amendments must comply with Title 4, Industrial and Other Employment Areas in Metro's Functional Plan. In Forest Grove, General Industrial District is within the Industrial Designation on the 2040 Growth Concept while the Light Industrial District is within the Employment Designation. It is staff's position that both proposed amendments comply with the Title 4 requirements since the predominant use of a facility must still be for industrial use. As provided above, Metro staff concurred, but recommends specifying that the office allowance be limited to existing buildings to assure compliance.

To respond to Metro staff's request, City staff proposes the following amendment to Footnote 5 of Table 3-6 as follows:

In the LI zone, up to 50% and in the GI zone, up to 20% of the total floor area of the development may consist of executive and administrative offices that relate to the industrial use of the property. For a singular use, any executive and administrative offices without any relationship to industrial use of the property is allowed in buildings that exist as of January 1, 2013 in the General Industrial District or any building within the Light Industrial District are allowed consistent with the same percentages of the total floor area noted above. Stand-alone offices in association with uses allowed in the LI but are at other locations are allowed in that district. Multiple tenant office buildings are prohibited.

Staff is not recommending limiting the office provision in the Light Industrial District to existing buildings since that is designated as Employment on the 2040 plan which does not have the same protection requirements as Industrial.

19. This amendment is one of several proposed to establish development standards for the Institutional Zone District. This is an oversight by staff when the Institutional District was originally proposed. This particular amendment makes reference to compliance to Article 8 and is a similar provision contained in other zone districts.
20. This amendment is recommended to reduce the tree mitigation time to better accomplish mitigation. It is staff's experience that the longer the mitigation, the less likely that mitigation will be accomplished and enforcement becomes more problematic. The amendment includes a 60 day time extension to allow for hot weather or other extenuating circumstances.
21. This amendment is to address a consistency error. In one part of the Code, three zone districts allow manufactured home parks while another part of the Code (the Residential District use table) allows parks in five districts.
22. This amendment is a clarification regarding lot line adjustments to comply with State and Washington County requirements.
23. There has been an occasional use by residents to use shipping containers as storage. This situation has resulted in industrial type structures being used in

residential areas. This amendment would prohibit the use of such structures in residential districts.

24. Another amendment to address the Institutional Zone District standards; this amendment concerns wireless facilities. The standards reflect a blending of the requirements in residential and commercial districts. Monopoles are proposed to be allowed as a permitted use because uses are either more intense (City Hall, fire stations, libraries, etc.) or provides greater open space (parks, etc.) than residential development.
25. Another Institutional Zone District pertaining to driveway widths. Widths are similar to that for commercial districts due to the potential level of activity and larger vehicles when compared to residential uses.
26. This amendment is to establish landscape requirements for the Institutional Zone District. Since institutional uses can be located in a variety of settings and for a variety of activities, the requirements are written to be flexible.
27. Another amendment to incorporate development standards (in this instance buffer standard) for the Institutional Zone District. As proposed, it includes buffering for a proposed institutional use within the District but would not require a buffer for a proposed use adjacent to an Institutional District or use (within a different zone district). The reason is that usually institutional uses have adequate setbacks and open space and the nature of the use is not sensitive or impacting (such as industrial) to warrant such a buffer.
28. This is another amendment to establish parking requirements for the Institutional Zone District. This is simply a reference inclusion and does not propose any standards on its own.
29. Currently, there is no requirement for separate on-site parking areas to be connected while such connection is required to adjacent properties. This amendment would require such on-site connection. This is intended to make a site more useable and efficient for users and reduce traffic on adjoining public streets by avoiding having to re-enter the public street to go to another parking lot on the property.
30. There are three revisions to this section as follows:
 - The 50% glazing requirement pertains to commercial buildings outside the Town Center area (there are separate standards within the Town Center). The requirement is intended to improve the visual connection between the outside and inside of the establishment and avoid the "bunker look" by buildings. Currently, the provision makes no distinction for buildings located on corner lots. Staff has had at least two applications (dentist office and restaurant) for buildings on street corners and found that compliance with the provision is difficult for two street frontages due to nature of building layout. Applying it to two street frontages would also make it unequal to buildings on interior lots

where only one frontage applies. Thus, staff has interpreted the provision that it applies to the frontage facing the main street (typically the couplet). Staff is proposing this amendment to reflect the interpretation.

- Another revision pertains to compatibility requirement for commercial buildings of less than 20,000 square feet. The code requires sloped roofs for these buildings where adjacent to residential development (regardless of zone district). The purpose of the provision is to reinforce the residential character of the adjacent residential structures.

What staff has found in applying this requirement is that many commercial buildings have flat or slightly sloped roofs with a parapet to hide roof equipment. Since there is this predominance, does it make sense to have the requirement? If it does (which staff concurs), does having a sloped roof hiding behind a parapet achieve anything? If the intent is to have a gabled roof, what happens with the HVAC equipment normally installed on the roof and how is this equipment screened? Thus, the focus of the amendment is to achieve the gable look on the parapet to achieve more of a residential look.

The final part of this section is to establish building design standards for institutional development not within Institutional Zones. Existing Section 10.8.885 establishes design standards within the Institutional Zone District.

31. Another proposed amendment to establish development standards (in this case lighting) for the Institutional Zone District. In this instance, commercial standards are proposed due to lighting similarity of institutional and commercial uses.
32. Staff has found that the two video boards in the community (Dr. Tidwell and Fire Department) do not come close to the 20 second interval required by Code. Staff is proposing a shorter interval (12 seconds) to closer meet compliance.
33. Current Code requires a 20 foot frontage for all lots with the exception of lots located at the end of a cul-de-sac. The proposal is to reduce frontage to 15 feet where a flag lot is proposed to serve a single lot. Minimum driveway widths serving an individual house is 10 feet and the proposed frontage is sufficient to provide for vehicular and utility access. Typically, this situation applies to partitions of existing lots (i.e. infill) but there have been some subdivisions that have proposed flag lots (e.g. Pacific Crossing) in limited instances (i.e. 1 lot out of over 300 lots in Pacific Crossings - not a prevalent form of development).

IV. APPROVAL CRITERIA AND FINDINGS

Development Code Section 10.2.630 *Review Criteria* lists two standards to be satisfied to adopt a text amendment:

Development Code Section 10.2.630 *Review Criteria* lists two standards to be satisfied to adopt a text amendment:

- A. The text amendment is consistent with relevant goals and policies of the Forest Grove Comprehensive Plan; and

Discussion: Comprehensive Plan residential, commercial, industrial, and historic preservation goals and policies address several of the proposed amendments. Other amendments relate to process or development standards not addressed by the Comprehensive Plan. Relevant goals and policies as follows:

Residential Goal

1. RESIDENTIAL AREAS SHALL BE DEVELOPED IN A SAFE, AESTHETICALLY PLEASING, AND EFFICIENT MANNER.

Finding: The proposal to restrict the use of shipping containers (Amendment 23) promotes residential neighborhoods to be developed in an aesthetically pleasing manner by not allowing industrial type structures in residential areas.

Finding: The proposal to allow parks as permitted uses (Amendment 15) was part of the previously adopted Zoning Ordinance which was consistent with the Comprehensive Plan since it was adopted in concert with the Comprehensive Plan and modified consistent with Plan goals and policies. It also furthers the Residential Goal 1 by facilitating the development of parks as a permitted use while requiring a conditional use permit for more intensive recreational uses. This promotes residential areas to develop in a safe and aesthetically pleasing manner.

Commercial Goals

2. ENCOURAGE THE OPPORTUNITY FOR REVITALIZATION OF THE CENTRAL BUSINESS DISTRICT.

Finding: Amendment 17 to allow office above the first floor in Town Center Core District and personal uses in the Town Center Supports support Commercial Goal 2 creating opportunities for these two uses. This in turn facilitates the revitalization of the Central Business District by expanding the location of these uses consistent with the adopted purpose statement for each district (as explained in the staff report).

4. ENCOURAGE DEVELOPMENT OF NEIGHBORHOOD CONVENIENCE CENTERS AS NEEDED IN OUTLYING AREAS OF THE CITY TO SERVE EXISTING AND FUTURE RESIDENTIAL DEVELOPMENT.

Finding: Amendment 16 would allow the sale of liquor in the Neighborhood Commercial District. Restaurants, in staff's opinion, are considered part of a

neighborhood convenience activity and service usually frequented by residents in the area. It is not unusual to find such activity in a commercial neighborhood area. Pubs also promote the neighborhood by providing a place for residents to interact and improve the connectedness in the area. In both types of uses, the sale and serving of liquor, particularly beer and wine, are a typical part of the operation and helps economically sustain that operation. Thus, staff concludes that allowing the serving of liquor promotes Commercial Goal 4.

Industrial Policy

6. Provide for specific industrial activities as permitted uses in designated industrial districts, restricting retail and office uses to those directly accessory to the main industrial use of a site.

Finding: Amendment 18 pertains to allowing sales of manufactured products on-site and expanding the allowance of office uses to uses which are not related to industrial use. The sale of on-site manufactured goods is consistent with Industrial Policy 6 since it would maintain the restriction of retail to that directly accessory to the main industrial use of the site. This is achieved by the limitation of selling only of product manufactured by the company using the property and restricting the size of the retail operation to a maximum of 5,000 square feet or not more than 40% of the floor area.

Finding: The proposal to generally allow offices in industrial buildings is not consistent with Industrial Policy 6. However, it is found that current economic conditions have resulted in inefficient use of empty industrial facilities. This proposed amendment is intended to provide additional flexibility in utilizing these underused facilities. It is found that this economic limitation outweighs the policy limitation. Further, the intent of the policy is maintained by the amendment by limiting the amount of the area of a building devoted to office use to assure that the primary use of the facility as industrial is still achieved.

Historic Preservation Goal

1. PRESERVE AND ENHANCE AREAS, SITES AND STRUCTURES OF HISTORIC OR CULTURAL SIGNIFICANCE TO THE FOREST GROVE AREA.

Finding: Amendment 15 would establish a limitation to prohibit manufactured homes within historic districts. By such a limitation, it would help preserve the character of the three historic districts in the community by not allowing structures that are clearly not part of the era that the three historic districts reflect. Thus, the amendment promotes the preservation of historically significant areas.

- B. The text amendment is consistent with relevant statewide and regional planning goals, programs and rules.

Finding: Statewide and regional planning goals, programs and rules generally do not apply to most of the proposed code amendments. The one exception is Amendment 18 which pertains to allowing sales of manufactured products on-site and expanding the allowance of office uses to uses which are not related to industrial use. Because both of these proposed changes establish area limitations to assure the facility is maintained or available for industrial use, Regional Title 4 requirements are met.

Municipal Code Section 1.040 concerning amendment of code sections is as follows:

1.040 Amendment and Repeal of Code Sections.

This Code is the general and permanent law of the City. The Council may enact three types of general Ordinances to affect this Code. Such Ordinances may:

- (1) amend the Code to change existing provisions;
- (2) may add new provisions to the Code; or
- (3) may repeal existing Code provisions.

A general Ordinance shall specifically amend or repeal a particular Section of this Code, and a general Ordinance creating a new Code Section shall integrate the new Section into the numbering system and organization of this Code.

Since this section is administrative in nature and not provide any additional approval criteria, this provision is not addressed except that the proposed amendment to Section 3.105 is an amendment to the existing code and is consistent with the provisions of Section 1.040.

V. ALTERNATIVES

The Planning Commission may recommend that the City Council approve the proposal as submitted, approve it with modifications, deny it, or the Commission may continue deliberations to a date certain.

VI. RECOMMENDATION

Based on the findings above, staff recommends approval of the proposal, with any amendments found appropriate by the Planning Commission.

VII. LIST OF EXHIBITS

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

- Attachment 1** Proposed Code Amendments
- Attachment 2** Subdivision Analysis

1. **CALL TO ORDER:**

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

Planning Commission Present: Tom Beck, Carolyn Hymes, Al Miller, Lisa Nakajima, Luann Arnott, Dale Smith and Phil Ruder.

Staff Present: Jon Holan, Community Development Director; Jeff King, Economic Development Coordinator; Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:**

Chairman Beck introduced Phil Ruder, new Commissioner, and welcomed him to the Planning Commission.

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

2.2 **PUBLIC HEARING:**

A. Amend Forest Grove Development Code Articles 1, 3, 5, 6, 7 and 8 and Municipal Code Section 3.105 to revise subdivision related requirements and clarify and revise other provisions.

Chairman Beck opened the public hearing at 7:04 pm, and called for the staff report.

Mr. Holan explained that prior to adoption of the current Development Code, land divisions and residential planned developments were reviewed under the previous Zoning and Land Division ordinances. The review of one such development resulted in a law suit that is currently under appeal. In part, due to the law suit, staff prepared an analysis of the subdivision process with recommended revisions to the Development Code. This was reviewed by the City Council and Planning Commission. Staff is now moving forward with proposed code changes as a result of that analysis. Holan stated that when the Development Code was adopted in 2009, it was understood that the document would need revisions as we gained experience working with the code, and so part of the amendments are considered “cleanup” to clarify or revise to reflect current policy. The Planning Commission held a work session on a draft of the proposed Code revisions at their December 3, 2012 meeting, and the proposed revisions generally reflect changes recommended by the Commission at that meeting.

In response to a question from staff on how the Commission would like to proceed, Chairman Beck asked staff to read off each amendment with a brief description, and the Commissioners could ask any questions or make any comments.

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

February 4, 2013 –7:00 P.M.

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Mr. Holan read proposed *Amendment # 1 – Amend 10.1.130 to add new subsection E to prohibit issuance of land use permit for construction of a structure until all services are available. Also amend Section 10.1.130 E (or new F) and add new subsection G to resolve time limit conflicts in the Code for tentative maps, establish separate criteria for time extensions and establish a time limit for final maps.*

Chairman Beck said he commended the City for taking this action to prevent future lawsuits.

Amendments 2-14. There were no questions or comments from the Commissioners.

Amendment # 15. Amend Tables 3-2 of Section 10.3.120, Use Regulations for Residential Zones and 3-8 of Section 10.3.210, Use Regulations for Institutional Zones to allow parks as permitted use but retain conditional use for community centers. Also amend Table 3-2 to prohibit manufactured homes within national historic district.

Chairman Beck said some language needs to be crafted to differentiate between parks that should require a Conditional Use Permit and those that should not.

Commissioner Hymes agreed with the comment that things like soccer fields are an intense use and should require a Conditional Use Permit.

Chairman Beck suggested conditional use permits for recreation centers, and organized team sports.

Mr. Holan suggested that the proposed amendment Table Footnote # 8 could be revised to say “Recreation centers and facilities used by organized team sports require a Conditional Use Permit.”

The Commissioners were agreeable to the revision to the amendment with conditional use for recreational centers and organized team sports.

Regarding Table Footnote # 9, Chairman Beck stated that he personally would like to see daycare for less than 12 children, because 12 children is quite an impact on the neighborhood. In response to a question from staff, he explained that he would rather see daycare for up to six (6) children permitted. Beck was opposed to the possibility of a Kindercare buying a house in a residential neighborhood, tearing it down and building a daycare structure for twelve (12) children.

Several Commissioners stated their belief that allowing twelve (12) children was fine.

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

February 4, 2013 –7:00 P.M.

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Commissioner Hymes explained that typically in a daycare situation twelve children are not present all at one time.

Mr. Holan said the way the amendment is written complies with state law. He explained that the state has actually raised the allowed number of children to sixteen (16). Holan said he checked with other jurisdictions and they are retaining twelve (12) as the allowed number of children. Holan said he needed to do further research into the matter. He explained that this item was not included in the legal notice could be revised at a later date.

Chairman Beck asked if there was a way to revise the amendment now to take into account the allowed sixteen (16) children perhaps by revising the amendment to allow the lower of 8-16 children as the state allows.

Mr. Holan explained that legal notification would need to be sent out before such a change could be made because this was not included in these proposed amendments.

Chairman Beck suggested that the City Council could determine what to do after reading the Planning Commission's discussion and with further research by staff. The Commissioners were agreeable.

Amendment # 16. There were no questions from the Commission.

Amendment # 17. Amend the Town Center Core requirements to allow office above the first floor and to allow personal services in the Town Center Support district.

Mr. Holan said currently the Development Code prohibits offices in the Town Center Core and personal services in the Town Center Support districts.

Mr. Holan explained that the proposed amendment brings consistency to these zones. In response to a question from the Commission, Holan said the biggest dead spot in a downtown area is offices. He said you want retail on the ground floor.

Chairman Beck said he just does not want what we have now excluded.

In response to a question from the Commission, Mr. Holan read the definition of "services" vs. "offices" from the Development Code. He explained that the Town Center core is essentially the one block of Main St. with some additional adjacent areas.

The Commission was agreeable to the amendment since it would exclude ground

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

February 4, 2013 –7:00 P.M.

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floor offices essentially on only one block of downtown.

Amendment # 18. Amend Table 3-14 in Section 10.3.520 Use Regulations in Industrial Zones to allow manufacturers to provide an area to sell products on-site and to allow office space for non-industrial user of a building.

In response to a question from the Commission, Mr. Holan explained that there have been opportunities to use buildings in industrial zones if office space and/or retail are allowed. He said one comment from Tim O'Brien, Metro staff, was that it should be allowed in existing buildings from a certain date, but not in new construction.

Mr. King explained that there is some concern about what type of offices to allow. He said we are seeing a blurring of office and industrial and gave research and development as an example. King said providing that flexibility is important.

In response to a question from Chairman Beck, Mr. Holan said there is no impact on Metro's definition of industrial.

Chairman Beck said he would not like to have the additional amendment mentioned by O'Brien to allow more flexibility for where the business world is going.

Mr. Holan suggested that Table 3-6 Footnote # 5 could be revised to add "may consist of executive and administrative offices for a singular use that in its entirety is traded sector or industrial."

The Commission was in agreement.

Amendments # 19-29. No questions or comments from the Commission.

Amendment # 30. Amend Commercial Design Standards (Section 10.8.710 B.) to revise numbering, to clarify ground floor window requirements to apply to the predominant street for corner lots (10.8.710 B.3.a on design elements), to revise sloped roof requirements for commercial buildings adjacent residential uses (10.8.710 B.4.b. on compatibility, and add new subsection D. for building design standards for institutional uses.

Chairman Beck suggested the elimination of 3-C. He said it should be up to the builder to determine how much window space to have.

Commissioner Hymes was not confident in allowing the builder to make the determination of how much glazing to install.

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

February 4, 2013 –7:00 P.M.

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Commissioner Nakajima said she thought the 50% glazing requirement should be for buildings 5,000 sq. ft. or less. She used Ace Hardware as an example of a larger building, and explained that the large amount of glazing reduces the amount of useable interior area, creates security issues, and since windows are not as insulating as a wall increases heating costs.

Mr. Holan suggested that Section 3-C could be revised to read, “Incorporate a minimum of 50% transparency/window openings on the ground floor facades of buildings less than 5,000 sq. ft. and 20% for buildings more than 5,000 sq ft. facing the public right-of-way.

Staff and the Commissioners were in agreement with this revision to the amendment.

Amendment # 32. Amend Subsection 10.8.830 G.4 to reduce electronic display intervals from 20 to 12 seconds.

In response to a question from the Commission, Mr. Holan stated that there are two such signs in town (Tidwell Dental Office and Fire Dept.) and James Reitz, Senior Planner, enforces the sign code. Staff has worked with the Fire Department and they have made an attempt to comply. He explained that the Tidwell sign is out of compliance, and this proposed amendment would bring it closer to compliance.

Chairman Beck was very concerned that the signs were not in compliance with the code. He stated there was no point in having a code if it is not being enforced.

The Commissioners could not agree on change intervals, and it was decided to let the City Council decide.

Commissioner Arnott moved to recommend approval of the Amendments to the Forest Grove Development Code and Municipal Code with revisions as discussed. Commissioner Smith seconded. Motion passed 7-0.

Chairman Beck closed the public hearing at 8:30 pm.

For the record, no one from the public was present at the hearing, so there were no comments from the audience, and no correspondence was received.

2.3 ACTION ITEMS: None scheduled.

2.4 WORK SESSION ITEMS: None scheduled

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

February 4, 2013 –7:00 P.M.

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3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: Commissioner Miller made a motion to approve the minutes from the December 17th and January 7th meetings. Commissioner Nakajima seconded, and the motion passed 7-0 with a voice vote.

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR'S REPORT:

Mr. Holan said there will be a public hearing on the Comprehensive Plan in March. Due to conflicts, the City Council cannot meet on its regularly scheduled date, and Holan explained that the Commission will probably switch with them, so there would be back-to-back meetings for the Planning Commission in March. In response to a question from the Commission, Holan said there is nothing on the docket for the February 18th meeting.

3.4 ANNOUNCEMENT OF NEXT MEETING: Next meeting will be held on April 1, 2013.

3.5 ADJOURNMENT: The meeting was adjourned at 8:50 p.m.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder



ORDINANCE NO. 2013-04

ORDINANCE AMENDING FOREST GROVE CODE SECTION 3.105, MODIFYING THRESHOLD COST AND ADDING CRITERIA FOR THE INSTALLATION OF SIDEWALKS; AND REPEALING ORDINANCE NO. 1976-27

WHEREAS, the current sidewalk installation requirements were established in their present form by the adoption of Ordinance No. 1976-27 on October 11, 1976; and

WHEREAS, the threshold cost for improvements of \$3,000 has remained unchanged and its current cost is approximately \$10,000; and

WHEREAS, the need for sidewalks is predicated on increasing the use or activity on the property; and

WHEREAS, notice of the City Council hearing on this ordinance was published in the *News Times* on April 3, 2013; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed ordinance on April 8, 2013.

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

SECTION 1. The City of Forest Grove City Council hereby approves and adopts the amendments to Forest Grove Code Section 3.105 (Attached as Exhibit A).

SECTION 2. The City Council makes the following finding in support of this action:

Municipal Code Section 1.040, Amendment and Repeal of Code Sections, is administrative in nature and does not provide any additional approval criteria, the proposed amendment to Section 3.105 is an amendment to the existing code and is consistent with the provisions of Section 1.040.

SECTION 3. Ordinance No. 1976-27 and portions thereof inconsistent or conflicting with this ordinance are hereby repealed to the extent of such inconsistency or conflict.

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

PRESENTED AND PASSED the first reading this 8th day of April, 2013.

PASSED the second reading this 22nd day of April, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of April, 2013.

Peter B. Truax, Mayor

Exhibit A

Amendment to Section 3.105 of the Municipal Code

3.105 Sidewalk Construction Required.

(1) The owner of any property not having sidewalks shall agree to install and pay for sidewalks to be constructed in accordance with the specifications contained in Section 3.110 as a condition to the issuance of a building permit for an improvement that adds a new structure, expands the square footage of the main structure by at least 10 percent, or expands the number of bedrooms with a permit valuation of more than ~~\$3,000~~ \$10,000, except as provided in subsection (2). The structure for which the permit is issued shall not be occupied until the sidewalks have been constructed.

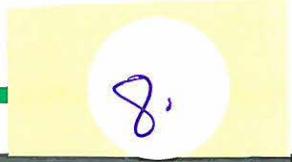
(2) The construction of sidewalks required in subsection (1) may be deferred upon execution by the property owner of a binding agreement in favor of the City requiring future sidewalk construction by, and at the expense of, the property owner and the owner's successors in interest. The agreement shall be in a form satisfactory to the City Manager or the manager's designee. This subsection is applicable only when one or more of the following conditions is found to exist by the City Engineer:

(a) Construction of sidewalks is not feasible due to limiting physical conditions.

(b) All property within 300 feet on each side of the side lot lines of the property for which the building permit is issued is fully developed and none of the fully developed properties have sidewalks.

(c) The property is located on 24th Avenue between Quince and Yew Streets or Yew Street north of the Burlington Northern Railroad tracks (Forest Grove Industrial Park).

Underlined means text proposed to be added.
~~Strikeout~~ means text proposed to be removed.



April 8, 2013

**REPORT AND RESOLUTION AUTHORIZING THE CITY TO APPLY FOR
2013 LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND
RECREATION DEPARTMENT FOR OLD TOWN LOOP TRAIL**

PROJECT TEAM:

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

ISSUE STATEMENT:

Forest Grove is growing at a rapid pace. To address additional park and recreational needs, City staff is proposing the development of a Bike/Ped multi-use trail at the south end of the Old Town area. The loop trail will be 3,335 linear feet long. The project will create a loop trail that will connect to the existing B Street trail to the north and west and with the existing Hwy 47 trail to the south. The resulting loop will be 1.65 miles –all of it off road. This will increase safety and encourage expanded use. The total project cost is estimated at \$327,000. Staff is requesting City Council pass a resolution supporting a \$163,500 grant application to the Oregon Parks and Recreation Department (OPRD) Local Government Grant Program. The local grant match will be 163,500, will come from City of Forest Grove Parks SDCs. City Parks & Recreation would maintain the facility.

BACKGROUND:

The 2002 City of Forest Grove Parks, Recreation and Open Space Master Plan identified the need for additional trails, greenways and linear parks to keep up with the growing population and “ensure that the livability of Forest Grove is preserved...” In response to this need, staff has proposed the development of a multi-use loop trail to help increase the use and enhance the experience of the City’s trail system and the B street trail. This Old Town trail project will complete a loop consisting of the B Street trail and a section of the Hwy 47 trail. The 2007

Forest Grove Trails Master Plan specifically identifies this Old Town trail segment to complete the loop. The resulting loop will encircle metro owned green space property that includes a small wetland and Gales Creek. The entire loop will be separated from vehicular traffic. With a safer, visually pleasing and natural environment, the trail will see increased usage and give Forest Grove residents a greater opportunity for exercise and recreation. It will also add to our offerings of sustainable tourism.

The project proposed for the state OPRD grant is to build and install 10' paved 3,300 sf multi-use trail on land owned by Metro. The trail would connect to the existing B Street Trail to the north and Hwy 47 trail to the south. It would also include a new access connection to 14th Street and signage and benches will be added. This project is estimated at a total cost of \$327,000 with a local a match of \$163,500 from the City of Forest Grove Parks SDC fund. The grant request to the Local Government Grant Program is \$163,500. The Forest Grove Parks & Recreation Department would be responsible for on-going maintenance and upkeep.

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

The application is due to the State OPRD on April 12, 2013.

STAFF RECOMMENDATION:

Staff recommends that Council adopt the attached resolution authorizing the City to apply for the Local Government Grant from the Oregon Parks and Recreation Department for development of a multi-use trial in the Old Town/B Street Open Space Area as specified above.

RESOLUTION NO. 2013-24



RESOLUTION AUTHORIZING THE CITY OF FOREST GROVE TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF A MULTI-USE TRAIL IN THE OLD TOWN/B STREET OPEN SPACE AREA

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

WHEREAS, the City of Forest Grove desires to participate in this grant program to the greatest intent possible as a means of providing needed parks and recreation facilities, improvements and enhancements ; and

WHEREAS, The installation of a multi-use loop trail in the Old Town/B Street open space area has been identified as a high priority in Forest Grove by City Council and City staff as it provides recreational opportunities for urban citizens within Forest Grove and the region; and

WHEREAS, the project includes the installation of a 10-foot wide paved multi-use trail that will complete a loop connecting with the existing B Street and Hwy 47 trails for a distance of 1.65 miles and will increase and encourage local use; and

WHEREAS, The City of Forest Grove hereby certifies it has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, The City of Forest Grove will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

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

Section 1. That the City of Forest Grove City Council demonstrates its support and be authorized to apply for a Local Government Grant to the Oregon Parks and Recreation Department for an Old Town Loop Trail as specified above.

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

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

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

PRESENTED AND PASSED this 8th day of April, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of April, 2013.

Peter B. Truax, Mayor

Memorandum

TO: Mayor Truax and City Councilors

FROM: Michael Sykes, City Manager
Anna D. Ruggles, CMC, City Recorder

DATE: April 8, 2013

SUBJECT: Department Work Plans & Action Plans

Background:

The City Council adopted its three key Council Goals for Fiscal Year 2013-14 pursuant to Resolution No. 2013-22. City Council and management staff met in Council Goal Setting Retreat on February 9 and in Council Work Session on February 25, 2013, to discuss Council's goals/objectives for Fiscal Year 2013-14.

Council carried over 22 objectives identified as ongoing or long-term and identified 25 new goals/objectives for a total of 47 goals/objectives for Fiscal Year 2013-14. Council completed its final review and adopted its Council Goals/Objectives for Fiscal Year 2013-14 pursuant to Resolution No. 2013-23. The Goals/Objectives that Council sets annually help guide City administration and departments as they plan for the upcoming budget year.

Department Work Plans:

Upon adoption of the Council Goals/Objectives, Department Directors were instructed to incorporate each of the priority Council goals/objectives into their work plans for Fiscal Year 2013-14. As the first step leading into the City's budget process, Department Directors have outlined their Department Work Plans, which are attached and will be presented to Council. Each Department Director will present a verbal report of their Department Work Plan to Council in two consecutive meetings beginning April 8, 2013: Light and Power, Parks & Recreation, Police, Economic Development, and Community Development; and April 22, 2013: Library, Fire, Engineering/Public Works, Administrative Services, and Legislative & Executive. At which time, there will be an opportunity to discuss and review the Department Work Plans and Action Plans for the priority Council goals/objectives for Fiscal Year 2013-14.

STAFF RECOMMENDATION:

No formal Council action is requested.

DEPARTMENT ACTION PLANS FISCAL YEAR 2013-14

LIGHT AND POWER DEPARTMENT

City of Forest Grove Light & Power Department

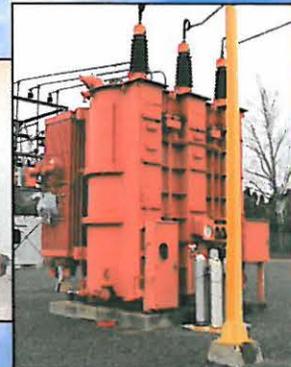
2013-2014 Projects & Goals

April 8, 2013



Substation Improvements

- Replace transformers
- Replace fuses
- Replace insulators & buss work



ACTION PLAN ITEM

System Pole Retirement



- Ongoing effort to replace all poles installed 1959 or earlier.
- Approx. 80 poles replaced so far.
- Approx. 200 poles remain.

ACTION PLAN ITEM

Conservation Programs

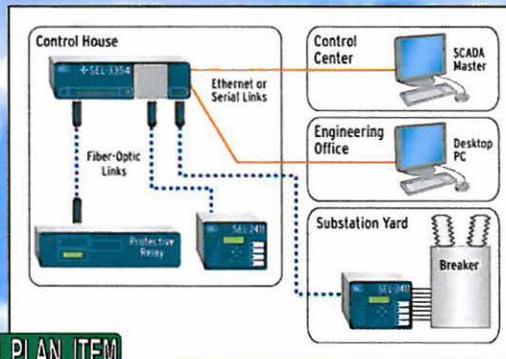
- Commercial & industrial efficiency upgrades & incentives.
- Residential energy saving measures & appliance rebates.
- Pure Power renewable energy purchase options.



ACTION PLAN ITEM
COUNCIL GOAL 1

SCADA System Installation

- **S**upervisory **C**ontrol **A**nd **D**ata **A**cquisition **S**ystem
- Control and receive feedback from substations without going into the field.
- Decrease response time to incidents.



ACTION PLAN ITEM

Schweitzer Engineering Laboratories, Inc.

Service to Pacific Univ. Cafeteria

- Replace paper insulated lead cable & relocate & upgrade transformer to serve Washburne Hall.
- Complete loop feed to Pacific U. to decrease campus outage times.



Potential City Solar Site Evaluation

- Evaluate City properties to determine feasibility of installing a future solar generation facility.

ACTION PLAN ITEM

COUNCIL GOAL 1



Wikimedia Commons

New Home Construction



Questions?



DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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.

Department(s) Assigned:	Police, Fire, Engineering, Light & Power
Lead Person(s)/Organization(s):	Janie Schutz, Michael Kinkade, Rob Foster, George Cress
List Goal Number Assigned:	Council Goal 1, Objective 10
Describe Objective/Project:	City Resiliency Plan

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

1. Background or history of the objective/project: Minimizing risk and maximizing the ability to respond and recover from disasters of all kinds has always been a priority for the Police, Fire, Public Works, and Light & Power Departments. However there has not been a specific document or plan created to address both the potential impacts from loss of service and to identify actions and resources needed to respond to and recover from major emergencies. Recent geologic studies recognizing the Cascadia Subduction Zone as an active fault indicates a potential geologic hazard to our area. This and other lesser hazards compel the City to identify risks and to plan for coping over extended periods of time with disturbances to infrastructure, vital resources, or public goods and services.

2. Current status of the objective/project: The current City of Forest Grove/Cornelius Emergency Operations Plan provides a foundation and direction for responding to emergencies and disasters involving health, safety and welfare issues by first responders. The need arises in addressing long term issues of how the City goes about providing vital services to its citizens from the result of prolong outages or severe damage incurred to its critical infrastructure. The intent of the Resiliency Plan is to identify actions and resources needed to respond and recover from a prolong emergency.

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

Identify and evaluate critical infrastructure, systems and key resources.

- Emergency services capability assessment
- Infrastructure assessment of transportation, water/sewer and electrical systems
- Identify key functions and resources for maintaining critical systems
- Identify and develop notification procedures for public awareness
- Investigate funding sources for upgrading and securing infrastructure and public buildings
- Develop time frames for implementing plan

4. List potential barriers or challenges:

- Cost of completing the plan recommendations
- Insufficient staff time hours within City and partner organizations

5. Estimated Cost(s):

To be determined.

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

Success will be determined by the adoption of a City Resiliency Plan by the City Council.

Timeframe to Complete:

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 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Light & Power
Lead Person(s)/Organization(s):	George Cress
List Goal Number Assigned:	Council Goal 1 Objective 10 (carryover)
Describe Objective/Project:	Pursue other alternate energy sources. Photovoltaic Opportunities for City owned facilities

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

1. Background or history of the objective/project: Forest Grove has purchased BPA's Environmentally Preferred Power product (Wind Energy) for many years and is committed to continuing purchases through 2016. Forest Grove customers have an option of purchasing wind energy in 200kWh monthly blocks (Pure Power Program). Forest Grove has an active net metering program for residential photovoltaic installations and has paid approximately \$6500 in incentives for residential solar installations to date. Forest Grove applied for and received a Solar 4 Utilities grant from the Bonneville Environmental foundation (BEF) for a 7.9 kW photovoltaic installation at the Light & Power offices. Forest Grove helped obtain funding from BPA for an Energy Efficiency Study at the City's Aquatic Center. These funds helped pay for an evaluation of the Aquatic Center as a suitable site for utilizing solar collectors to heat pool and shower water.

2. Current status of the objective/project: Approximately 75 customers are participating in the voluntary Pure Power Program. During the summer of 2012 BEF contractors installed three arrays consisting of 24 panels attached to the Light & Power office building. The solar array provides electrical power for recharging the Department's Leaf, a battery powered vehicle. This summer, Light & Power will undertake a study to identify locations for potential photovoltaic installations on city-owned real estate and buildings.

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

- Explore grant opportunities or partnerships to perform study
- Select consultant to perform study
- Inventory possible locations for study
- Rank feasible sites for cost-effectiveness
- Consider projects for funding in future years

4. List potential barriers or challenges:

- Adequate funding to perform study
- Need to retain provisional High Water Mark with BPA
- Number of favorable sites with adequate physical space, solar exposure and electrical load characteristics

5. Estimated Cost(s): The Department's objective is to obtain a grant to help fund the study or partner with a regional conservation group or photovoltaic supplier to assist with the study.

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

Initial success will be determined by completion of the study. Ultimate success will be gauged by completion of an economically feasible project.

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 PLANS FISCAL YEAR 2013-14

PARKS AND RECREATION DEPARTMENT

2013-14 WORK PLAN PARKS & RECREATION AQUATICS

City Council Meeting Presentation
APRIL 8, 2013
Tom Gamble, Director

PARKS PROJECTS

- PLANNING
 - Identify New Community Garden Locations
 - Up-Date Park/Trails Master Plan
 - Future Park Location Acquisitions

TRAILS

- Pursue Additional Trail Development
- Partnerships (CWS and Metro)
- Promote Trails System Intertwine Network with Regional Partners
- Pursue Lottery Grant for Trail Development

PROGRAMS

- Develop Additional Volunteer Opportunities
- Search for Additional Revenue Resources with new Program Partnerships
- Promote Additional Teen Activities
- Promote Water Safety Outreach

ADMINISTRATIVE

- Field Policy Development
- Promote AT Smith House to City Programs
- Promote Public Art
- Examine Sustainable Dept. Practices.

Forest Grove Parks Recreation & Aquatics 2013-14 Dept. Goals & Objectives

- Continue to pursue property acquisitions in the Southwest portion of the City.
 - AT Smith Property
 - Saucy Property, connected to Metro/B Street Trail
- Provide match for Lottery Grant Application for Trail Development (B Street Loop)
- Master Plan Up-Date 2014 – 2019
- Provide new playground equipment Bard Park. The current playground is becoming difficult to maintain. Parts are difficult to find, so we have needed to remove some of the structure for safety reasons.
- Explore additional staff support:
 - Parks employee one (1) FTE
 - Aquatic Center/Parks Clerical support one (1) FTE
- Implement Energy Trust of Oregon recommendations for sustainable energy strategies at the Aquatic Center.

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	AQUATICS
Lead Person(s)/Organization(s):	GAMBLE
List Goal Number Assigned:	Goal 1, #9
Describe Objective/Project:	Aquatic Center Upgrades for Energy Efficiency(reduce energy consumption)

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

1. Background or history of the objective/project:

During Fiscal Year 12-13, the Energy Trust of Oregon in cooperation with the FGL&P Dept. conducted an energy audit of the Aquatic Center. The study was presented to the Recreation Commission and staff at the December 2012 Rec. Commission Mtg. The study concluded that a number of measures could substantially reduce the energy consumption at the pool. The study looked at solar and it's potential. It concluded that the center was not a good candidate for solar due to the long (30+years) payback. The Recreation Commission accepted the study and indicated an interest in moving forward if funding was available.

Measures would include:

- Addition of Pool Blankets
- Addition of UV chemical treatment.
- HVAC Up grades that would optimize natatorium and locker rooms
- Add heat recovery system to outside air system for main pool
- Add Boiler controls system
- Supply Fan (2) outside Air Heat Recovery system.

2. Current status of the objective/project:

Project is on hold until funding can be identified.

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

- Funding identified.
- Budget approved during the FY 2013-14 process
- City Council Presentation by the Consultant that conducted the study
- Implementation during Aquatic Center closure

4. List potential barriers or challenges:

- Timing of construction
- Funding

5. Estimated Cost(s):

Approximately \$250,000.00 for all measures. This project could be phased in over a two - three year period.

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

- Project measures in place after construction and then realizing reduced energy consumption and reduced energy bills, including water, gas and electric.

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 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Tie into AT Smith House to City Programs
Lead Person(s)/Organization(s):	Gamble
List Goal Number Assigned:	Goal 1, #12
Describe Objective/Project:	Develop relationship with Friends of Historic FG, related to the AT Smith House

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

1. Background or history of the objective/project:

The Friends of Historic FG have owned the AT Smith property for several years. The City Parks Dept. has helped with small efforts to restore the house. This project will continue the small efforts to facilitate the improvements on the property and potentially the adjacent property.

2. Current status of the objective/project:

Conversations are currently underway to find common ground for the project.

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

- Continued General Fund Support of the Parks Dept.
- Possible City Sponsored Grant opportunities.

4. List potential barriers or challenges:

- Reduction of General Fund Support of the Parks Dept.
- Other grant priorities set by the Council
- Funding

5. Estimated Cost(s):

- No total cost has been determined. The first impact could be \$210,000 during the 13-14 for property acquisition.

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

Continued progress on the AT Smith house site and surrounding area. Which will preserve one of the oldest home in FG.

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 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan and Gamble
List Goal Number Assigned:	Goal 1, #15
Describe Objective/Project:	Other locations for Community Gardens

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

1. Background or history of the objective/project:

Have one community garden in the community

2. Current status of the objective/project:

There has not been any previous effort by City to assess needs for community garden

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

Either form committee or work through Park and Rec Commission

Prepare white paper on community garden that would identify potential sites, develop criteria, assess sites based on criteria and develop recommendations

Implement recommendations

4. List potential barriers or challenges:

May require City subsidy for site or use of water

5. Estimated Cost(s):

Potential costs yet to be determined

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

Development and implementation of white paper

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:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Parks and Recreation
Lead Person(s)/Organization(s):	Gamble
List Goal Number Assigned:	Goal 1, Long-Term Goal # 14 (Carryover)
Describe Objective/Project:	Partnership with CWS on Regional Trail Project with local focus

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

1. Background or history of the objective/project:

The City has actively pursued trail development opportunities during the past 7 years. This is an ongoing project that will develop the local "Emerald Necklace" with the help of our partnerships. These include CWS (Fernhill Wetlands), Metro, and Washington County. These local trails will over time, connect our system with the Regional Trails System and the State Parks System as all agencies bring together these facilities that meet the needs of the community and region.

2. Current status of the objective/project:

- Ongoing work with CWS at Fernhill to develop the trails system and surrounding support facilities, such as the newly constructed restroom and shelter.
- Submission pending of a State Parks Lottery Grant due in April 2013.

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

- Continued funding of the Parks and Recreation Dept. at current levels.
- Increase in funding to support City Council goals.
- Continued/sustained development of homes to support parks SDC funds
- Exploration of Grant opportunities.

4. List potential barriers or challenges:

- Budget reductions.
- Overloading of Parks Maintenance staff as facilities come on line.
- Reduced grant opportunities.

5. Estimated Cost(s):

\$350,000 to \$500,000/mile of trail development, not including property acquisition.

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

Full build out of trail system based on the Trails Master Plan

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:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Library/Parks
Lead Person(s)/Organization(s):	Winters/Gamble
List Goal Number Assigned:	Goal 1, #16 (Carryover)
Describe Objective/Project:	Continue coordinating efforts for promoting public art

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

1. Background or history of the objective/project:

Since its formation, one of the primary goals of the Public Arts Comm. has been the promotion of public art. In the last six years, this effort has taken a number of forms. Art Benches, Arts Summit, Mini Grants Utilizing CEP funding, creation of an art inventory, Meet the Artist Dinners, post card creation, and city art rotation have all been part of the commissions work to fulfill its mission.

2. Current status of the objective/project:

At this year's annual goal setting retreat the Commission adopted goals that some have been brought forward for previous years.

- To enhance and expand the arts in the community through Advocacy, Visibility and Accessibility.
- To increase access to the arts for children.
- Continue the discussion regarding the formation of an Arts Foundation
- Provide classes, skill development, community outreach, and other to the citizens.
- Work closely with the Library Foundation on the Ed Carpenter project that will provide a new public art display in the Library.
- Continue to apply for a CEP Grant.

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

- Implement findings for the Arts Summit.
- Promote mini grants.
- Apply for CEP Funding
- Continue Artist dinners.
- Continue discussion surrounding the formation of an Arts Foundation.

4. List potential barriers or challenges:

- Funding
- Limited time of commission to volunteer to achieve goals.

5. Estimated Cost(s):

Expenditures are based on fund raising. One goes with the other. No cost estimates are available until a project is identified.

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

- This continues to be an on-going objective. Success will be determined by the community's response to the efforts made by the PAC. Efforts can also be measured by:
 - New public Arts Projects
 - More joint ventures with local organization such as Valley Art.
 - Additional funding becomes available.

Timeframe to Complete:

1-3 years

3-5 years

5-10 years +

x

Ongoing

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

**DEPARTMENT ACTION PLANS
FISCAL YEAR 2013-14**

POLICE DEPARTMENT

Forest Grove Police Department

2013-2014 Work Plan

Chief Janie Schutz



FGPD Work Plan

Fiscal Year 2013 - 2014

Objectives	Projects, Tasks, Programs	Category	Program Notes	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Budgeting	Administrative	Finalizing budget and expenses	X	X	X	X	X															
2	Retention Program	Administrative	Recruitment and Training	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	Community Relations	Administrative	Working to obtain grant for program	X	X				X	X													
4	Recruit	Administrative	Police Management and Training	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	TRM	Community Outreach	Recruit and deploy from youth and programs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	Training	Training	Working on getting training resources with other agencies	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	Community Outreach	Community Outreach	Regional High School Districts	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	Employee Management	Administrative	Employee Training, APMS, Compliance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	Community Relations	Community Outreach	Neighborhood Watch - Train Neighborhood Crime Prevention Councils	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	Community Relations	Administrative	Recruit - Neighborhood Watch - Recruit from High School	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	Community Relations	Administrative	Recruit - Neighborhood Watch - Recruit from High School	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	Community Relations	Administrative	Recruit - Neighborhood Watch - Recruit from High School	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	Community Relations	Administrative	Recruit - Neighborhood Watch - Recruit from High School	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	Community Relations	Administrative	Recruit - Neighborhood Watch - Recruit from High School	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	Community Relations	Administrative	Recruit - Neighborhood Watch - Recruit from High School	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	Community Relations	Administrative	Recruit - Neighborhood Watch - Recruit from High School	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	Community Relations	Administrative	Recruit - Neighborhood Watch - Recruit from High School	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	Community Relations	Administrative	Recruit - Neighborhood Watch - Recruit from High School	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	Community Relations	Administrative	Recruit - Neighborhood Watch - Recruit from High School	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	Community Relations	Administrative	Recruit - Neighborhood Watch - Recruit from High School	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



Foundational Activities

- Patrol Activities – Response to criminal activities and other events
- Code Enforcement- 2013 Priority
- Investigations Activities – Detectives
- Administrative Activities – Management of Department Resources
- Evidence/Property Management- Completed Audit requested of WCSO
- Records Management



Community Outreach

- Reserve Officer Program- 3 in backgrounds
- Public Safety Advisory Commission-Assisting in developing new mission.
- National Night Out-Evaluating Format
- Citizen's Academy-5th Class in Progress
- Support of Special Needs and Community Fundraising with help of new Volunteer Event Coordinator
- Neighborhood Watch-Expansion of Program
- Proactive Crime Prevention and Patrols- Getting Officers out of the Cars and Into the Community

Training



- Firearms and Defensive Tactics
- **Active Shooter Training**
- First Aid/CPR
- Bloodborne Pathogens
- Hazardous Materials
- Emergency Vehicle Operations
- Mental Health Training and Awareness
- Leadership/Management/Supervision
- Lexipol Policy Training

Collaboration



- OACP Board Membership
- Law Enforcement Council – Wash. Co.
- Major Crimes Team
- Child Abuse Multi-Disciplinary Team
- Elder Abuse Multi-Disciplinary Team
- IGET- New Gang Liaison Position
- School Resource Officer-New Rotation
- School-To-Work Program
- Work with City Club

Administration



- Staffing
- Grant Management and Research
- Training Management / Professional Development
- Equipment / Technology
- Lexipol Policy Management and Review
- Emergency Management / NIMS Compliance
- City Ordinance Review / Proposals
- Personnel Management
- Marketing / Branding of Agency- Public Relations

Questions



DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Police/Administration
Lead Person(s)/Organization(s):	Chief Schutz and Paul Downey
List Goal Number Assigned:	GOAL 1, #13
Describe Objective/Project:	Plan for another Police Station

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

Background or history of the objective/project:

The current police department consists of a 12,868 sq. foot building which houses a staff of 34 employees and the collective work stations that are associated with the same. Along with the needed work spaces; to include locker rooms, break area, storage space, etc., the current department also houses a secure evidence room that has recently been updated within the past two years. All available space is being utilized within the police department at this time.

In November 2009 the City of Forest Grove did a Master Facility Plan that examined what a new police facility would need to include. This plan incorporates allowing for future growth and is currently written for a 22,000 sq. foot facility.

2. Current status of the objective/project:

Staff needs clarification from Council. This Action Plan addresses both a new station and/or a substation. The Master Facility Plan has been examined at a cursory level by both the Finance Department and the Police Department and further talks will need to take place.

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

- 1) Clarify with Council why additional substation would not address departmental operational needs.
- 2) Review Master Facility Plan from 2009 with Council.
- 3) Discuss potential use of the Times-Litho Building
- 4) Discuss potential costs and timing.

4. List potential barriers or challenges:

Determining how to best finance a new police facility and deciding whether to build new or renovate an older building would be the biggest challenge.

5. Estimated Cost(s):

An estimate on a new building and grounds could fall in the \$10-\$15 million dollar range.

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

The objective will be completed when all the necessary parties would agree on the appropriate path that should be taken to meet the needs within the police department. Success is measured with a final decision to move ahead on a facility.

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 PLANS FISCAL YEAR 2013-14

ECONOMIC DEVELOPMENT

Economic Development Work Plan

2013-2014

Key Goals

- Business Recruitment & Attraction
- Business Retention
- Tourism Promotion
- Downtown Revitalization
- Small/New Business Development
- Prepare Grants
- Seek Local Workforce Center
- Administration

Business Recruitment

- Business Lead Packages
- Broker Promotion
- Marketing – Multi-Media
- City Website
- Henningsen Shovel Ready Site Status
- Trade Show/Event Participation
- Site Infrastructure Readiness

Business Retention

- On-going Business Visitation
- Business Resources Dissemination
- Business Expansion Packages
- Technical Assistance –diverse issues
- Seminars/Workshops

Tourism Promotion

- Establish/Sustain Tourism Committee
- Distribute Chamber Guide/City Video
- Annual Events Calendar
- Assist with Key Events-Main Course, First Wednesday, Holiday Light Parade
- New Marketing Program Strategies

Downtown Development

- Times Litho Site Redevelopment
- Update/Distribute Downtown Brochure
- Market vacant space w/property owners
- Assist with City Club downtown events

Small/New Business Development

- Economic Gardening Program-Council Goal
- Small Business Management Training Program
- Maintain Business Provider Network
- Maintain Starting a Business Guide
- Leverage Small Business Counseling
- Leverage Local workshops/seminars

Grants

- Complete Senior Center CDBG grant
- Prepare Old Town Loop Trail grant
- Seek Other Grant Opportunities

Administration

- Staff to Forest Grove EDC
- Serve on Greater Portland Inc. EDD sub-board
- Greater Portland Inc –Professionals Roundtable
- Lead Workforce Center Group
- Liaison to Forest Grove City Club
- Interim Staff to Tourism Committee

Forest Grove Economic Development Office

2013-2014 Priority Goals & Objectives

- **Support Retention & Expansion of Existing Businesses**
 - Visitation of Existing Businesses
 - Disseminate information on business resources, incentives
 - Develop packages to complete expansion projects
- **Recruit New Businesses to locate in Forest Grove**
 - Media Advertising Package
 - Participate in Trade Shows
 - Follow up on leads, track leads, host site tours
 - Meet with brokers and site selectors
 - Enhance website/link videos
 - Maintain site information
- **Support Promotion & Growth of the Tourism Economy**
 - Increase awareness of the Forest Grove Brand
 - Expand Wayfinding Projects
- **Revitalization of Forest Grove Downtown**
 - Redevelopment of Times Litho site
 - Create events in downtown
 - Recruit new commercial businesses to improve mix
 - Work with property owners/businesses to improve buildings/storefronts appearance.
 - Help create training workshops on business operations
- **Support the Formation of New Business Start-Ups**
 - Continue to distribute start-up guide and usb package
 - Connect prospective entrepreneurs to resources
 - Develop workshops on resources for starting a business
- **Seek Grant Funding**
 - Seek funding for projects in parks and recreation, mixed use development and economic development

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Economic Development
Lead Person(s)/Organization(s):	Jeffrey King
List Goal Number Assigned:	Goal 1, #4
Describe Objective/Project:	Business Retention Efforts

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

1. Background or history of the objective/project:

One of the key objectives of economic development is business retention and expansion. Most job creation comes from business that are already located here and who grow and expanded. Along with business recruitment, this a core workplan function of Office of Economic Development. Business Recruitment is a top priority identified in the Forest Grove Economic Development Commission Strategic Plan. For retention, key strategies have been: direct business visitation, maintaining relationships with existing businesses, assist with local issues, provide businesses with resource and technical information, assistance with expansion projects including enterprise zones, and development of tools and incentive programs. Another important role has been to help existing business access new federal, state and regional programs and resources. Retention objects include: keeping a business in Forest Grove, physical expansion, job creation, business operation strategies to help strengthen a business, identifying new markets, products and strategies, and resolving regulatory issues.

2. Current status of the objective/project:

For business retention, we developed email lists of several groups including industrial businesses, downtown business, tourism businesses and EDC. We also send information to the FG Chamber of Commerce that in turn sends information to its entire membership. This enables business to access new resources and program more quickly and directly. We also put out such information through the City website and newspaper press releases. Other key retention and expansion efforts include use of enterprise zone and energy conservation, site visits and business forums/seminars. Recent examples have included businesses that have accessed Business Oregon Boost loans, STEP export grants, Oregon Grow economic gardening grants, Forest Grove Enterprise Zone program, Small business development center business management training and business counseling.

Currently we are in the process of completing two industrial expansions - Pascor and Old Trapper; one retention – Prime Time Restaurant; market research/new product development/marketing – Usher Industries and Woodfold; signage assistance - Corner Café & Ice Cream; and several small businesses who are accessing small business counseling.

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

- Maintain site visits with existing businesses
- Keep businesses updated on business resources, programs, incentives
- Continue to build relationships with existing businesses and with local business that provide business services. Build awareness of City as -economic development resource
- Implement EDC strategic plan priority goals on business retention

- Maintain economic development staff and local incentives and programs
- Network through membership in Greater Portland Inc and OEDA to learn of new business retention resources/programs
- Serve as point person for existing businesses to looking to expand or having issues with regulations.
- Consideration of urban renewal program
- Buy Local Strategies in coordination with partners like City Club, Chamber

4. List potential barriers or challenges:

- Businesses may not participate or have misconceptions about programs and resources
- Insufficient staff hours within the City staff and of partner organizations
- Ongoing recession and slow recovery: This has created slow business growth and lack of business financing available
- Limited economic development budget to initiate new program like storefront facades, local business loans, etc.
- Existing business may refuse help or not reach out in time when they need assistance.
- EDC members may be too busy to assist with priority goal implementation

5. Estimated Cost(s):

2013-2014 Estimated annual Budget for overall recruitment, marketing and economic development and retention: \$50,000 plus 1 full time staff, 1 part time college intern for part of year plus leveraged resources of partner organizations.

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

- Implement EDC priority goals on business recruitment
- # of site visits with existing businesses
- # of times technical assistance provided by existing business
- # of programs, funding accessed
- # of businesses retained by resolving a local issue such as needing more space, regulations, etc.
- # of existing businesses expanded (sales, jobs, square footage)
- # of jobs retained or created by existing businesses assisted

Timeframe to Complete:

1-3 years	3-5 years	5-10 years +	x	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 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Economic Development
Lead Person(s)/Organization(s):	Jeffrey King
List Goal Number Assigned:	Goal 1. #5
Describe Objective/Project:	Business Recruitment

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

1. Background or history of the objective/project:

One of the key objectives of economic development is business retention and recruitment. This is a core workplan function of Office of Economic Development. Business Recruitment is a top priority identified in the Forest Grove Economic Development Commission Strategic Plan. For recruitment, key strategies have been challenging due to the slow recovery. Recent recruitment efforts have included development of an economic development, advertising in Oregon Business Magazine, advertising on OPB radio, TV and web; updating the City website section on economic development, maintaining industrial site profiles on; ExpandInOregon –a statewide database, Greater Portland Inc and City of Forest Grove website; tours, mailings and lunches with top Portland metro area brokers, networking through membership in OEDA and Greater Portland Inc. and responding with information packages to business leads. The city has also participated in small business and food processing trade shows to generate leads. Development of tools- for smaller business we have created a Business Incentive Program for companies occupying existing vacant space in Forest Grove and enterprise zones for industrial sites and 10-year transportation SDC financing at a nominal interest rate. We have helped recruit 6 small retail/service businesses and three owner-operated industrial businesses

2. Current status of the objective/project:

We continue to maintain all of the business recruitment strategies outlined above. In addition we have added marketing mailing to developers and development of attractive promotional jacket folder. With the completion of the economic development video and branded usb thumb drives we can also distribute marketing material digitally.

Currently we are a finalist for recruitment two large food processing companies. The decision is expected to be made in 4-6 weeks or by end of April, early May 2013. We are also a finalist for medium sized retail business that is considering the former Blockbuster building. We also expect a Portland developer to take ownership of the former Haggen site and to work aggressively to find businesses to occupy the site. We recently convinced New Seasons supermarket to include Forest Grove in their upcoming market studies. The City of Forest Grove recently purchased the 2.6 acre former Times Litho Industrial site in the downtown. The objective will be to recruit a developer to reuse/redevelop the site which could include commercial, office, retail and restaurants along with residential. For 2013-2014 a budget has been proposed that will sustain the recruitment and marketing strategies outlined in question 1.

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

- Maintain funding for economic development recruitment and marketing strategies
- Comprehensive responses to business leads
- Continue to Implement economic marketing program with mix of paid ads, trade shows, video development, electronic media, website enhancements, collateral material, targeted mailings, leverage other organizations
- Distribute economic development video and updated demographic and market data
- Maintain industrial site profiles on public databases/websites

- Continue ads in targeted print media.
- Implement EDC strategic plan priority goals on business recruitment
- Network with brokers, site selectors, property owners and developers
- Network through membership in Greater Portland Inc and OEDA
- Working with Washington County partners seek metro funding to enable detailed site infrastructure needs that will help move them to shovel ready status.

4. List potential barriers or challenges:

- Ongoing recession and slow recovery: This has created additional excess available space in the metro area; limits # of businesses moving, expanding; lack of business financing available
- Current land and building inventory may not match needs of business leads
- Limited economic development budget
- Insufficient staff hours within the City staff and of partner organizations
- EDC members may be too busy to assist with priority goal implementation
- Distance of Forest Grove from Portland perceived by businesses
- Certain industrial sites may not have adequate infrastructure to be developable in short term or otherwise encumbered in some way/Lack of support or interest from property owner in participating in improvements

5. Estimated Cost(s):

2013-2014 Estimated annual Budget for overall recruitment, marketing and economic development and retention: \$50,000 plus 1 full time staff, 1 part time college intern for part of year plus leveraged resources of partner organizations.

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

- Implement EDC priority goals on business recruitment
- # of hits on websites, YouTube; # of eyeballs viewing, # of subscribers to periodical/newspaper
- # of recruitment leads responded to
- # of businesses recruited
- # of new businesses locating Forest Grove
- # of new jobs created
- commercial and industrial square footage absorbed per year

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:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Economic Development
Lead Person(s)/Organization(s):	Jeffrey King
List Goal Number Assigned:	Goal 1, #11
Describe Objective/Project:	Pursue Local Workforce Center

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

1. Background or history of the objective/project:

Forest Grove has had a higher unemployment and poverty rate than eastern and southern parts of Washington County. In addition the area has a higher Latino immigrant population. Services such as job search and workforce training are an important need in the area. Forest Grove has had a satellite workforce center both in 2005-2007 and 2010-2011. However they were closed due to a lack of federal and state workforce funds. The centers were operated by a consortium of Oregon Department of Employment, Worksystems, Inc. and Portland Community College. The most recent center was heavily used before it was closed in July of 2011. In the wake of the closure some limited seminars on workforce job search and training have been held at the Forest Grove Public Library in coordination with the Oregon Department of Employment. These have included computer labs on how to use computers for job search and accessing workforce training resources, resume writing, interview skills and how to access resources.

2. Current status of the objective/project:

Both the Forest Grove and the downtown Hillsboro workforce centers were closed and consolidated into the regional workforce Center at PCC-Willow Creek at 185th Ave in Hillsboro/Beaverton. This occurred due to significant federal and state budget cuts. These cuts have been sustained. Since that time the situation has worsened with deeper cuts due to federal sequestration.

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

- Coordinated meetings/discussion with workforce stakeholders
- Search for federal and state workforce center/training funds to establish and operate a center
- identify a location and staffing
- Coordination with Forest Grove Library to offer some limited services as a contingency backup to opening a center, while funds remain unavailable.

4. List potential barriers or challenges:

- Lack of available funding. Workforce job search and training services are typically a state function. The funding situation since the last closure of the Workforce Center in 2011 has deepened with federal sequestration.
- Willingness of state and regional non-profit Worksystems to recognize a need and open a Workforce center in Forest Grove.
- Inability of local private sector, government or non-profits to provide a funding share or match.

5. Estimated Cost(s):

\$300,000 in year 1, \$200,000+ annually thereafter

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

- Operation of a Workforce Center in Forest Grove
- Workforce Center services provided in particular to Veterans, Minorities and younger works
- Regular usage of the Center

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:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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Department(s) Assigned:	Economic Development
Lead Person(s)/Organization(s):	Jeffrey King
List Goal Number Assigned:	Goal 2, #22
Describe Objective/Project:	Economic Gardening

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

1. Background or history of the objective/project:

Providing assistance to small businesses is an important objective of the Forest Grove economic development program. Economic Gardening helps second stage small businesses grow through market research, new product of service development and development of stronger marketing strategies. The economic gardening is part of a broader small business program offered by the City partners in its network. This has included small business management training programs, small business counseling, commercial energy conservation programs, Pacific University business student project, seminars and workshops. Forest Grove began offering economic gardening programs in 2011 by accessing regional partners funding.

2. Current status of the objective/project:

Economic Gardening is funded by the State of Oregon through the Oregon Grow program and a smaller Economic Gardening Program through the City of Forest Grove. The City has entered into a contract with OMEN to provide services to City of Forest Grove. City staff has established an application, program overview and marketing materials. The City is about to actively promote the program again shortly. Forest Grove has had three businesses in economic gardening programs. Old Trapper utilized funding from Portland Regional Partners pilot program, Usher Industries was funded by the state Oregon Grows program and Woodfold Co. is now being assisted by Forest Grove program funds.

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

- Marketing and outreach of state and local economic gardening programs
- Maintain funding of state and local economic gardening programs
- Meet with business to define need
- Provide technical assistance and onsite meetings to help business complete application and refine scope of work
- Maintain program application and contract with service vendor
- Provide oversight and follow through to insure progress stays on track and gets completed
- At conclusion of project help company with other resources to implement findings

4. List potential barriers or challenges:

- lack of companies applying for program or company not in a position to apply for program
- No ongoing state or city funding for economic gardening
- lack of awareness of program
- company lacks resources or otherwise does not implement recommendations/strategies

5. Estimated Cost(s):

\$5,000 annually City plus state funded program

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

- Program is fully subscribed – adequate demand
- Business evaluation of program is positive
- Business implements some or all of recommendations
- After 1 year business revenue increase, number of jobs retained or added

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 2013-14

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Department(s) Assigned:	Economic Development
Lead Person(s)/Organization(s):	Jeffrey King
List Goal Number Assigned:	Carryover from 2012-13 Goal 3, #30
Describe Objective/Project:	Promote Tourism Opportunities

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

1. Background or history of the objective/project:

Forest Grove has an opportunity to expand tourism in the region as it has some of the greatest potential for tourism in the County. The Washington County Visitors County (WCVA) has, in their strategic plan, identified wine, amateur sports, outdoor recreation, golf, nature, farms and produce and culture and shopping as our prime strengths in building the tourism industry in Washington County. A Tourism assessment was completed by Roger Brooks and a Branding and Marketing Plan by Bill Baker of Total Destination Management. Key attributes for the Forest Grove area are: wineries, history/heritage, college town, outdoor recreation, nature, community events, McMenamins Grand Lodge and Pacific University.

Forest Grove has partnered with the Washington County Visitors Association, Forest Grove Chamber of Commerce, Pacific University, Forest Grove EDC, Forest Grove City Club and private tourism operators to develop and promote tourism in the Forest Grove area. Tourism /Branding is also one of the top priorities in the EDC Strategic Plan. Significant accomplishments include a Branding and Marketing Plan, Wayfinder Signage and Kiosks, Updated City and Chamber websites targeted for visitors/tourists, tourism sector handout flyers, Events Calendar, tourism guide, tourism video and newer events such as FG Uncorked, Holiday Light Parade and First Wednesday.

2. Current status of the objective/project:

The programs and events listed above have been sustained. A key effort is to establish a Tourism Committee of stakeholders to: Improve awareness and communication of tourism amenities and events, implement branding report, and improve cross-marketing and joint event promotions. Other current issues are distribution of the chamber guide and tourism video.

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

- Establishment of a Tourism Committee of key tourism stakeholders
- Increase Support/awareness of tourism businesses and frontline workers of amenities and events so they can market more effectively to the public and establish specials and packages in coordination with event and/or others
- Distribute existing brochures , guides and video to locations in Portland Metro area and throughout Oregon
- Identify funding among stakeholders for marketing of tourism in area
- Tourism Sector (e.g. restaurants) Group coordination
- Identify existing tourism assets (amenities, resources, events)
- Develop Communications Plan among stakeholders
- Expand wayfinder sign and kiosk system

4. List potential barriers or challenges:

- Lack of Buy-in support from key industry partners
- Lack of organizational or staff capacity
- Recession/insufficient economic recovery
- Lack of Funds
- Poor or gaps in internal communication among stakeholders
- Failing events, amenities; not enough customers or volunteers to organize, not sustained

5. Estimated Cost(s):

Varies. \$3,000 to distribute tourism guide, \$20,000 for additional wayfinding signs and campaigns, \$20,000 for marketing campaign –some of this cost can be leveraged through partners.

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

- Sustained Tourism Committee. Measure: regular meeting and attendance
- Distribution of existing tourism guides, downtown brochures and tourism video Measure: # items distributed
- Increase in attendance and revenue in top 10 tourist amenities and events
- Increase in lodging occupancy rates and hotel-motel tax
- % of events sustained an held annually

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:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Economic Development
Lead Person(s)/Organization(s):	Jeffrey King
List Goal Number Assigned:	N/A
Describe Objective/Project:	Redevelopment/Reuse of Times Litho site

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

1. Background or history of the objective/project:

The City purchased the vacant Times Litho at the end of December 2013. It is 2.68 acres and contains 54,647sf which includes an industrial building, an office building, and a house. The reasoning behind the purchase is that 1) a competing buyer wanted to make part of it storage, and 2) It is a rare opportunity that such a sizable site at a prime location in the downtown has become available. Redevelopment of the site could have a significant stimulative impact on the downtown. The site has been re-zoned to town center support and no longer supports industrial. Much of the existing building has outdated or missing utility systems and could not be leased short-term with improvements.

The objective is redevelopment of the site to its highest and best use as well as increasing the value and property taxes realized.

2. Current status of the objective/project:

Two approaches have been taken:

- 1) Short-medium term: Identify the status of the facility and utility systems in its current state, the cost of improvements to bring it up to code, lease prices that could be realized, and the amount of time needed to re-coup these costs. A policy decision will need to be made as to whether it is cost-effective to do so and depends on when long-term redevelopment of the site occurs.
- 2) Long-term: a determination of the highest and best use and feasibility of a private sector developer(s) purchasing and redeveloping the site. Redevelopment may include residential, commercial, office, retail, mixed use and possibly commercial

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

- Determine cost of improvements to bring to leasable condition and years to recouping costs
- Initial meetings with private developers to determine potential interest and feedback
- Completion of a market study/analysis
- Establishment of a redevelopment committee to determine a vision for redevelopment and design/development elements for the site.
- Review by City Council on the committee findings and a determination on how/whether to go forward
- Development of a prospectus and RFP for private sector development
- Committee to review proposals and design concepts and make recommendations
- Negotiated agreement with a developer to develop all or part of the site including any public participation required
- City to assist project management

4. List potential barriers or challenges:

- Costs of improvements needed to lease existing property
- Lack of market demand or amount of leases realized too low to make redevelopment financially feasible
- lack of developers bidding at time on initial RFP
- Inability of developer to secure adequate private financing
- Urban Renewal District not approved/insufficient public financing to reduce costs and make project financially feasible.

5. Estimated Cost(s):

\$10 million + (mostly private funds)

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

- successful negotiations leading to sale of land and redevelopment of site
- # jobs created
- attractive project that is accepted by community. measure: survey
- # of new workers/residents working/living in downtown
- Long-term: stimulative effect leading to additional phases on site/other redevelopment/rehab in downtown
- Long-term: net new property taxes realized

Timeframe to Complete:

1-3 years

x

3-5 years

5-10 years +

Ongoing

PART II: ACCOMPLISHMENT *(End of Year)*

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

DEPARTMENT ACTION PLANS FISCAL YEAR 2013-14

COMMUNITY DEVELOPMENT

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan
List Goal Number Assigned:	Goal 1 (#3)
Describe Objective/Project:	Complete Transit Upgrades

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

1. Background or history of the objective/project:

The City has pursued expansion of transit service. In 2009, a Transit Committee was convened and issued the results of an initial transit study. The City also pursued expansion of the Line 57 service with TriMet without success. In FY 12-13, the City funded the development of a transit study with Nelson-Nygaard. During the same time frame, TriMet approached Ride Connection to seek funding for an expansion of transit service in the community.

2. Current status of the objective/project:

Completing the transit study and pursuing funding for expanded transit service.

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

Complete transit study to determine long-term strategy to continue service.
Identify appropriate route and service program
Acquire buses
Begin operation

4. List potential barriers or challenges:

Not obtaining all funding needed to initiate service for two years
Not developing long-term funding strategy to sustain service

5. Estimated Cost(s):

\$60,000 for grant matching funds (source would be Traffic Impact Fees dedicated for transit)

Possible funding needed to sustain long-term service (amount and source yet to be determined)

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

Able to develop long-term transit service program

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:

DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2013-14

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan
List Goal Number Assigned:	Goal 1 (#6)
Describe Objective/Project:	Develop Strategic Sustainability Plan

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

1. Background or history of the objective/project:

An ad hoc committee on sustainability has been formed
 Assessment of City commute patterns been completed
 Inventory of some sustainability efforts by City has been made
 Potential PSU assessment of sustainability for Forest Grove

2. Current status of the objective/project:

Ad Hoc committee has been focusing on developing action plan

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

Determine status of committee and if City committee should be formed
 Determine focus of sustainability plan - City of Forest Grove vs community of Forest Grove
 Review PSU student assessment
 Prepare white paper on status on sustainability in community and other communities – develop recommendations
 Review paper with Sustainability Committee for input
 Implement recommendations
 Create process to implement and update strategic plan

4. List potential barriers or challenges:

Potential funding needs
 Resolution of focus of plan and committee
 Potential objection from existing boards and commissions, particularly if City Commission on Sustainability is formed

5. Estimated Cost(s):

\$600 to maintain membership in ICLEI
Other potential costs yet to be determined

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

Development and implementation of strategic plan

Timeframe to Complete:

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:

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FISCAL YEAR 2013-14

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan
List Goal Number Assigned:	Goal 1 (#8)
Describe Objective/Project:	Add to Affordable Housing

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

1. Background or history of the objective/project:

Comp plan update has housing element which addresses subsidized housing
Have recent approval of subsidized family farm labor housing

2. Current status of the objective/project:

There are no special limitations or incentives to allow or encourage affordable housing in the community

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

Prepare white paper on affordable housing to clarify definition and relevant issues – develop recommendations
Implement recommendations

4. List potential barriers or challenges:

Market rate affordable housing may be difficult to achieve due to lack of control of profit

5. Estimated Cost(s):

Other potential costs yet to be determined

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

Development and implementation of white paper

Timeframe to Complete:

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:

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan/Foster/King
List Goal Number Assigned:	Goal 1 (8 carryover)
Describe Objective/Project:	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 three 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.

Staff engaged the services of Michele Reeves to present recommendations about downtown revitalization. She also recommended not to pursue a public plaza at this time due to inadequate pedestrian traffic and to change Pacific and 19th Avenues from one way to two way.

Staff also engaged the services of Kittelson and Associates to examine circulation related issues, particularly the appropriate direction of College Way. A Council work session was held on the matter.

2. Current status of the objective/project:

Most analysis has been completed. A follow-up meeting on the street direction for College Way needs to be completed.

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

- Assist businesses to help implement recommendations made by Ms. Reeves
- Follow-up meeting between Ms. Reeves and Pacific University
- Complete decision on College Way
- More detailed analysis on making Pacific and 19th two-way
- Evaluate opportunity to incorporate a Plaza at Times Litho site, recently purchased by City

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

5. Estimated Cost(s):

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

Conclusion reached on College Way and Pacific – 19th Avenues

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 2013-14

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan
List Goal Number Assigned:	Goal 1 (#16)
Describe Objective/Project:	Permanent Sustainability Committee

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

1. Background or history of the objective/project:

An ad hoc committee on sustainability has been formed

2. Current status of the objective/project:

Ad Hoc committee has been focused on developing action plan for the community

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

As part of white paper for sustainability plan, assess establishing permanent City Committee by determining if committee is appropriate and, if appropriate, whether the current Ad Hoc Committee or a new committee should be formed
Implement recommendations

4. List potential barriers or challenges:

Potential funding needs

5. Estimated Cost(s):

\$600 to maintain membership in ICLEI
Other potential costs yet to be determined

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

Question of whether there should be a City Sustainability Committee is resolved.

Timeframe to Complete:

<input checked="" type="checkbox"/>	1-3 years	<input type="checkbox"/>	3-5 years	<input type="checkbox"/>	5-10 years +	<input checked="" type="checkbox"/>	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 2013-14

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Department(s) Assigned:	Engineering/Community Development
Lead Person(s)/Organization(s):	Foster/Holan
List Goal Number Assigned:	Goal 1 (#19 carryover)
Describe Objective/Project:	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, the City is conducting a transit study and possibly implementing expanded service to the community (separate Action Plan).

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

- 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 for rail transit 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 Westside Transit:

- Staff time estimated to be \$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 2013-14

Department Work Plan and City Council Goal Objectives

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Department(s) Assigned:	Police/Community Development
Lead Person(s)/Organization(s):	Schutz/Holan
List Goal Number Assigned:	Goal 1 (#6 carryover)
Describe Objective/Project:	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:

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan/Foster/King
List Goal Number Assigned:	Goal 1 (#8 carryover)
Describe Objective/Project:	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 three 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.

Staff engaged the services of Michele Reeves to present recommendations about downtown revitalization. She also recommended not to pursue a public plaza at this time due to inadequate pedestrian traffic and to change Pacific and 19th Avenues from one way to two way.

Staff also engaged the services of Kittelson and Associates to examine circulation related issues, particularly the appropriate direction of College Way. A Council work session was held on the matter.

2. Current status of the objective/project:

Most analysis has been completed. A follow-up meeting on the street direction for College Way needs to be completed.

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

- Assist businesses to help implement recommendations made by Ms. Reeves
- Follow-up meeting between Ms. Reeves and Pacific University
- Complete decision on College Way
- More detailed analysis on making Pacific and 19th two-way
- Evaluate opportunity to incorporate a Plaza at Times Litho site, recently purchased by City

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

5. Estimated Cost(s):

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

Conclusion reached on College Way and Pacific – 19th Avenues

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 2013-14

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan
List Goal Number Assigned:	Goal 1 (#12 carryover)
Describe Objective/Project:	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: Have had space the past two years at Farmers Market. Will obtain space at Farmer's Market and send 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 2013-14

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Planning Division
List Goal Number Assigned:	Goal 1 (#18 carryover)
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. Subsequently, two work sessions have been held with the City Council. At the end of the last session, direction was given to proceed with the preparation of the Urban Renewal Plan and Report on the Plan.

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

1. Prepare and complete urban renewal plan and report on the plan; address any remaining issues by the Council;
2. Select an Ad Hoc Committee to review the project area, objectives, financial analysis, projects and activities, impact on overlapping taxing districts and bonded indebtedness;
3. Planning Commission determination of urban renewal plan compliance with the Comp Plan;
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 three identified barriers and challenges associated with this project:

1. Impact on General Fund from tax increment makes adoption of program infeasible.
2. Lack of support from potentially affected taxing districts; and
3. Lack of support from potentially affected property owners and general public.

5. Estimated Cost(s):

Staff time

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

Success will be measured by:

1. Adoption of urban renewal plan and report on plan; and
2. 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 2013-14

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Department(s) Assigned:	Community Development
Lead Person(s)/Organization(s):	Holan/Riordan/Reitz
List Goal Number Assigned:	
Describe Objective/Project:	Westside Planning Program

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:

- Form property owners committee for each area (David Hill and Purdin Road)
- 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 \$100,000 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	<input type="checkbox"/> 3-5 years	<input type="checkbox"/> 5-10 years +	<input type="checkbox"/> Ongoing
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PART II: ACCOMPLISHMENT *(End of Year)*

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