

**CITY COUNCIL MONTHLY MEETING CALENDAR**

**June-13**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 <i>Ford Leadership</i>
2 Red Cross Blood Drive 11am - 4pm	3 Planning Comm 7pm	4	5 RWPC-CB 7pm Rural Fire Bd 8pm	6 Employee Bkft-7am Fire Stat EDC Noon Friends of Fernhill 7pm	7 FGS&CC 1st Friday Dinner	8
9	10 CITY COUNCIL 6:00 PM - EXECUTIVE SESSION (CM Eval) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11 Library 6:30pm	12 Municipal Court RWPC-CTC 1:30pm MPAC 5pm	13 PAC 5pm	14 JWC Noon - TBA	15
16	17 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	18 ODF Mtg 8am - Comm Aud	19 P&R 7am CFC 5:15pm CWAC 5:30pm	20 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	21 LOC Board Mtg	22
23	24 CITY COUNCIL 5:30 PM - EXECUTIVE SESSION (CM Eval) 6:00 PM - WORK SESSION (Comp Plan) 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 <i>Kidd out June 28 - July 7th</i>	29 Police Open House Neighborhood Watch 9am - Comm Aud
30	<i>Mayor out June 25 - July 5</i>					
	<i>Johnston out June 25 - July 31</i>					

**July-13**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Commission 7pm	2	3 Rural Fire Bd 8pm	4 CITY OFFICES CLOSED Fireworks - Tom McCall 7pm	5 FGS&CC 1st Friday Dinner <i>Mayor returns</i>	6
7 <i>Kidd returns</i>	8 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Library 6:30pm	10 Municipal Court MPAC 5pm	11 Notary Training Seminar 1pm-4pm-Comm Aud (No Cost) EDC Noon PAC 5pm	12 JWC Noon	13
	<i>City Managers Association Summer Conference - Bend</i>					
14	15 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	16	17 P&R 7am CFC 5:15pm CWAC 5:30pm Rep Unger's Town Hall 6pm - Comm Aud	18 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	19	20
21 Rotary Concours Pacific Univ.	22 NO CITY COUNCIL MEETING	23 HLB 7:15pm	24 Municipal Court PSAC 7:30am MPAC 5pm	25 WEA Bkft Forum 7:30 am Sustainability 5:30pm <i>Oregon Mayors Association Summer Conference - Corvallis</i>	26	27
28	29	30	31 <i>Johnston returns</i>			

**August-13**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 EDC - No Mtg	2 FGS&CC 1st Friday Dinner	3 FGS&CC Paws 9am Lincoln Park
4	5 Planning Comm 7pm	6	7 Municipal Court Rural Fire Bd 8pm	8 PAC 5pm	9	10 DCCFW FUNctional Food Gardens Tour 10am
11	12 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 Library 6:30pm	14 MPAC 5pm	15 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	16	17
18	19 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	20	21 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	22 Sustainability 5:30pm WEA Bkft Forum 7:30 am	23 Red Cross Blood Drive 1-6pm Comm Aud <i>Kidd out August 22 - September 10</i>	24
25	26 NO CITY COUNCIL MEETING	27 HLB 7:15pm	28 PSAC 7:30am MPAC - No Mtg	29	30	31



# FOREST GROVE CITY COUNCIL

## Monday, June 24, 2013

### Meeting Agenda

5:30 PM – Executive Session (City Manager Evaluation)  
6:00 PM – Work Session (Comp Plan & TSP Updates)  
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.



FOREST GROVE CITY COUNCIL AGENDA  
JUNE 24, 2013  
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Mayor Peter Truax 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)(i) to review and evaluate the employment-related performance of the City Manager.

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Jon Holan, Community Development Director 6:00 WORK SESSION: COMPREHENSIVE PLAN AND TRANSPORTATION SYSTEM PLAN UPDATES  
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)

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- 7:00 1. REGULAR MEETING: Roll Call and Pledge of Allegiance
2. CITIZEN COMMUNICATIONS: Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. Please sign-in before the meeting on the Citizen Communications form posted in the foyer. In the interest of time, please limit comments to two minutes. Thank you.
3. CONSENT AGENDA: See Page 4
4. ADDITIONS/DELETIONS:
5. PRESENTATIONS:
- 7:05 5. A.
  - Washington County Road Maintenance Funding Options
- 7:15 6. PUBLIC HEARING AND RESOLUTION NO. 2013-42 OF THE CITY OF FOREST GROVE APPROVING THE ISSUANCE OF TAX-EXEMPT REVENUE BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$120,000,000 TO FINANCE AND REFINANCE PROJECTS FOR PACIFIC UNIVERSITY

Rob Foster  
Public Works Director  
Susan Cole, Administrative  
Services Assistant Director

Paul Downey, Administrative  
Services Director

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|---|------|-------|---|
| Paul Downey, Administrative Services Director<br>Susan Cole, Administrative Services Assistant Director | 7:20 | 7. A. | <b><u>PUBLIC HEARING AND RESOLUTION NO. 2013-43 ADOPTING BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2013, AND ENDING JUNE 30, 2014</u></b>   |
| Paul Downey, Administrative Services Director<br>Susan Cole, Administrative Services Assistant Director | 7:25 | 7. B. | <b><u>RESOLUTION NO. 2013-44 MAKING APPROPRIATIONS FOR THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR THE FISCAL YEAR COMMENCING JULY 1, 2013, AND ENDING JUNE 30, 2014</u></b> |
| Paul Downey, Administrative Services Director<br>Susan Cole, Administrative Services Assistant Director | 7:30 | 7. C. | <b><u>RESOLUTION NO. 2013-45 LEVYING AND CATEGORIZING TAXES FOR FISCAL YEAR COMMENCING JULY 1, 2013, AND ENDING JUNE 30, 2014</u></b>   |
| Paul Downey, Administrative Services Director<br>Susan Cole, Administrative Services Assistant Director | 7:35 | 8.    | <b><u>RESOLUTION NO. 2013-46 ADOPTING FISCAL YEAR 2013-18 CAPITAL IMPROVEMENTS PROGRAM</u></b>  |
| Paul Downey, Administrative Services Director<br>Susan Cole, Administrative Services Assistant Director | 7:40 | 9. A. | <b><u>PUBLIC HEARING AND RESOLUTION NO. 2013-47 DECLARING CITY'S ELECTION TO RECEIVE STATE REVENUES</u></b>   |
| Paul Downey, Administrative Services Director<br>Susan Cole, Administrative Services Assistant Director | 7:45 | 9. B. | <b><u>PUBLIC HEARING AND RESOLUTION NO. 2013-48 CERTIFYING SERVICES PROVIDED BY THE CITY OF FOREST GROVE</u></b>  |
| Paul Downey, Administrative Services Director<br>Susan Cole, Administrative Services Assistant Director | 7:50 | 10.   | <b><u>PUBLIC HEARING AND RESOLUTION NO. 2013-49 ADOPTING CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX AND REPEALING RESOLUTION NO. 2012-44</u></b>   |
| Paul Downey, Administrative Services Director<br>Susan Cole, Administrative Services Assistant Director | 7:55 | 11.   | <b><u>RESOLUTION NO. 2013-50 ADOPTING FISCAL YEAR 2012-13 SUPPLEMENTAL BUDGET AND AUTHORIZING THE EXPENDITURE OF TRANSPORTATION SERVICES FUNDS</u></b>                                    |

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|---|------|--|
| Paul Downey, Administrative Services Director<br>Susan Cole, Administrative Services Assistant Director | 8:00 | 12. <u><b>PUBLIC HEARING AND RESOLUTION NO. 2013-51 ADOPTING FISCAL YEAR 2012-13 SUPPLEMENTAL BUDGET AND INCREASING APPROPRIATIONS WITHIN SEWER SYSTEM DEVELOPMENT CHARGE FUND</b></u>   |
| Paul Downey, Administrative Services Director<br>Susan Cole, Administrative Services Assistant Director | 8:05 | 13. <u><b>RESOLUTION NO. 2013-52 TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2012-13</b></u>  |
| Mayor Peter Truax   | 8:10 | 14. <u><b>RESOLUTION NO. 2013-53 AMENDING CITY MANAGER'S COMPENSATION PLAN AND EMPLOYMENT AGREEMENT AND AUTHORIZING COMPENSATION FOR THE CITY MANAGER FOR FISCAL YEAR 2013-14, EFFECTIVE JULY 1, 2013, THROUGH JUNE 30, 2014</b></u> |
| Michael Sykes<br>City Manager   | 8:15 | 15. <u><b>CITY MANAGER'S REPORT:</b></u>   |
|   | 8:30 | 16. <u><b>COUNCIL COMMUNICATIONS:</b></u>  |
|   | 8:45 | 17. <u><b>ADJOURNMENT:</b></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 (City Manager Evaluation) Meeting Minutes of June 10, 2013.
  - B. Approve City Council Regular Meeting Minutes of June 10, 2013.
  - C. Accept Library Commission Meeting Minutes of May 21, 2013.
  - D. Accept Planning Commission Meeting Minutes of June 3, 2013.
  - E. Accept Public Arts Commission Meeting Minutes of May 9, 2013.
  - F. Library Department Monthly Circulation Statistics Report for June 2013.
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**Date: June 24, 2013**

**PERIODIC REVIEW: OVERVIEW OF TRANSPORTATION SYSTEM PLAN UPDATE,  
DRAFT COMPREHENSIVE PLAN ELEMENTS, AND PREFERRED LAND USE  
CONCEPT**

**PROJECT TEAM:** Daniel Riordan, Senior Planner  
Jon Holan, Community Development Director  
Michael J. Sykes, City Manager

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**ISSUE STATEMENT:** This report provides an update on work completed to date for completion of periodic review (update of the Forest Grove Comprehensive Plan). This report also identifies next steps for completion of the periodic review process.

This report focuses on three aspects of periodic review:

1. The update of the Forest Grove Transportation System Plan;
2. Various chapters/elements of the comprehensive plan; and
3. The preferred land use concept/comprehensive plan map.

Elements of the comprehensive plan addressed in this report include:

- Background;
- Land Use;
- Urbanization;
- Community Sustainability;
- Natural Resources;
- Education and School Facility Element; and
- Transportation

The Housing and Economy elements have already been reviewed by the City Council. The Public and Community Facilities chapter remains outstanding. This element includes the water and sewer systems, light and power, police, fire protection, library, solid waste, parks and recreation, telecommunication, and healthcare. The water, sewer and parks sections will be based on recently adopted master plans.

The comprehensive plan adoption process including the Transportation System Plan is expected to begin in July/August of this year. Completion of periodic review will occur by December 2013.

## **BACKGROUND:**

### **Transportation System Plan**

Under regional and state requirements, a local transportation system plan (TSP) must be consistent with the Metro Regional Transportation Plan, Metro Regional Transportation Functional Plan, and State of Oregon Transportation Plan. After the current TSP was adopted in 2011, Metro adopted the 2035 Regional Transportation Plan and Regional Transportation Functional Plan. Since the local TSP is based on a 2030 planning horizon and does not include all aspects of the RTFP the Forest Grove TSP must be updated.

To meet Metro requirements, the City must update the Transportation System Plan by the end of 2013. To ensure consistency with state and regional guidelines, City staff facilitated two Inter-agency coordination meetings with the Oregon Department of Transportation, Oregon Department of Land Conservation and Development, and Metro. Meetings were held on April 1, 2013 and April 25, 2013. The first meeting focused on an overview of draft work products completed to date for the TSP update and the preferred land use concept prepared for the update of the Comprehensive Plan. The second meeting focused on comments provided by the various participating agencies.

The purpose of the current TSP update is to:

1. Extend the planning time horizon from the Year 2030 to the Year 2035;
2. Assess the potential impact of the preferred land use concept developed as part of the Periodic Review/Comprehensive Plan update; and
3. Address the Regional Transportation Plan adopted in 2010 including the Regional Transportation Framework Plan.

The TSP includes the following sections:

- Executive Summary (Attachment A);
- Goals, Policies and Performance Measures (Attachment B/C);
- Existing Conditions;
- Future Travel Demand;
- Pedestrian System Plan;
- Bicycle System Plan;
- Transit Plan;
- Roadway Plan;
- Other Modes; and
- Financing and Implementation

This update of the TSP is not intended to reconsider prior Planning Commission recommendations and City Council decisions regarding the goals and objectives of the TSP or decisions regarding the transportation network and specific projects. Subject to the three objectives noted above, this update of the TSP will reflect revisions to the TSP

previously adopted by the City Council in 2011.

## **Executive Summary**

A copy of the TSP executive summary is attached for review (Attachment A). The Executive Summary describes existing conditions, future household and employment growth, future transportation needs, transportation funding resources and the financially constrained transportation project list.

## **Goals, Policies and Performance Measures**

The TSP also includes specific goals and policies. Attachment B shows the goals and policies included in the TSP. These goals and policies form the vision for how the transportation system will be developed and maintained over the next 20 years. The Goals and Policies were updated in 2011 to reflect changes to state and regional transportation plan policies and regulations. These changes include street connectivity spacing standards, Metro and ODOT mobility standards, and Metro 2040 vehicle occupancy goals to reduce single-occupant vehicle trips. The 2013 TSP update is not intended to revisit previously adopted goals and policies previously considered by the City Council.

### Performance Measures

The updated TSP includes performance measures to comply with Metro Regional Transportation Framework Plan. The performance measures address: transportation system safety, congestion, freight reliability, walking, biking, transit and non-automobile mode share, and climate change. A description of the Metro performance areas is provided below. Attachment C shows how the Forest Grove TSP addresses each performance area. The performance measures must be met to maintain local compliance with regional requirements.

- Safety: By 2035 reduce the number of pedestrian, bicyclist, and motor vehicle occupant fatalities plus serious injuries each by 50% as compared to 2005.
- Congestion: By 2035, reduce vehicle hours of delay (VHD) per person by 10 percent as compared to 2005.
- Freight Reliability: By 2035, reduce vehicle hours of delay by truck trip by 10% as compared to 2005.
- Walking, Biking, Transit and Non-Single Occupant Vehicles: By 2035, triple walking, biking, and transit mode share compared to 2005. The Town Center mode share is 45% to 55% non-drive alone modal target for downtown Forest Grove, and 40% to 45% for industrial, employment and neighborhood areas.
- Climate Change: By 2035, reduce transportation-related carbon dioxide

emissions by 40% below 1990 levels.

### Existing Conditions

The table below shows how existing conditions have changed between the current 2030 TSP and the updated 2035 TSP. The number of households has increased between 2005 and 2010 by approximately 3.2%. During this same period employment has decreased by approximately 1,665 jobs reflecting the recent economic downturn.

#### 2030 TSP

Land Use	2005	2030
Households	7,784	11,972
Retail/Service Employees	3,463	5,301
Other Employees	4,454	6,419

#### 2035 TSP

Land Use	2010	2035
Households	8,039	11,159
Retail/Service Employees	3,141	5,368
Other Employees	2,789	5,480

### Motor Vehicle Volume

The table below shows changes in estimated motor vehicle volumes during the PM peak period for the current TSP (2005 to 2030) and revised TSP (2010 to 2035). The table indicates that motor vehicle trips have not increased much between 2005 and 2010 base years. This could be due to persons using alternative modes of transportation including carpooling, walking, bicycling or transit. This could also be due to the recent economic downturn reducing commute trips.

2030 TSP Motor Vehicle Volumes			2035 Motor Vehicle Volumes		
2005 Trips	2030 Trips	Percent Increase 2005 - 2030	2010	2035	Percent Increase 2010 - 2035
14,237	19,201	35%	14,268	22,536	58%

The results of the motor vehicle volume analysis are based on the Metro transportation model. The base 2010 modeled traffic volumes were compared against actual traffic volume counts on key arterials and key intersections. Most traffic volumes met tolerances for forecast accuracy. Based on this result, the model was used for future forecasting and assessment of future roadway improvements. The growth in vehicle trips is based on the land use assumptions contained in Metro's accepted 2035 Gamma projections. The annual growth rate is approximately 1.84%.

As the table above shows, the increase in motor vehicle trips is expected to increase at greater rate than assumed in the current TSP during the next 20 years. This is likely the result of the revised household growth projections prepared by Metro for 2035 and the land use changes recommended for the update of the comprehensive plan.

**Intersection and Road Performance**

The table below shows 2030 PM Peak Hour intersection performance. The bold intersections are those that will fail by the Year 2030. For comparison the subsequent table shows intersection performance for the Year 2035. The data indicates that the intersections likely to fail in 2030 will also fail in 2035

**2030 PM Peak Hour**

Intersection	LOS	Average Delay (Seconds)	Volume/Capacity
<b>Hwy. 47/19<sup>th</sup> Avenue</b>	<b>A/F</b>	<b>&gt;180</b>	<b>&gt;1.0</b>
<b>Hwy. 47/24<sup>th</sup> Avenue</b>	<b>A/F</b>	<b>&gt;180</b>	<b>&gt;1.0</b>
Hwy. 47/Elm Street	A/F	59.7	0.72
<b>Hwy. 47/Maple Street</b>	<b>A/F</b>	<b>&gt;180</b>	<b>&gt;1.0</b>
<b>Highway 47/Martin Way</b>	<b>A/F</b>	<b>&gt;180</b>	<b>&gt;1.0</b>
<b>Adair/Yew Street</b>	<b>A/F</b>	<b>&gt;200</b>	<b>&gt;1.0</b>
Baseline Street/Yew Street	A/F	94.3	0.86
Pacific Avenue/Quince Street	F	61.0	0.93

**2035 PM Peak Hour**

Intersection	LOS	Average Delay (Seconds)	Volume/Capacity
<b>Hwy. 47/Verboort &amp; Purdin</b>	<b>A/F</b>	<b>&gt;200</b>	<b>2.00</b>
<b>Hwy. 47/Martin Way</b>	<b>A/F</b>	<b>&gt;200</b>	<b>2.00</b>
<b>Hwy. 47/Maple Street</b>	<b>A/F</b>	<b>&gt;200</b>	<b>2.00</b>
<b>Highway 47/Elm Street</b>	<b>A/F</b>	<b>172.2</b>	<b>1.20</b>
<b>Adair/Yew Street</b>	<b>A/F</b>	<b>&gt;200</b>	<b>2.00</b>
Baseline Street/Yew Street	A/F	120.2	0.91
Hwy. 47/David Hill Rd.	F	>200	1.54
Pacific Avenue/Quince Street	D	53.4	0.97

The table below shows intersections that may improve due to land use changes proposed for periodic review. The intersections include Pacific Avenue/Quince Street, Pacific Avenue Main Street and the 19<sup>th</sup> Avenue/B Street intersections.

Intersection	2030 LOS	2035 LOS	2030 Delay	2035 Delay	2030 V/C	2035 V/C
Pacific Avenue/Quince Street	<b>F</b>	<b>D</b>	<b>61.0</b>	<b>53.4</b>	<b>0.93</b>	<b>0.97</b>
Pacific Avenue/Main St.	<b>B</b>	<b>A</b>	<b>16.4</b>	<b>9.7</b>	<b>0.55</b>	<b>0.55</b>
<b>19<sup>th</sup> Ave/B Street</b>	<b>D</b>	<b>B</b>	<b>26.7</b>	<b>14.2</b>	<b>0.88</b>	<b>0.55</b>

Several intersections are identified in the TSP as having deficiencies. These intersections include:

- Gales Creek Road at Thatcher Road
- Porter Road/Oak Street/Highway 47

- Martin Road/Highway 47
- 24<sup>th</sup> Avenue/Highway 47
- Maple Street/Highway 47
- Elm Street/Highway 47
- B Street/Highway 47
- Adair Street/Yew Street
- Pacific Avenue/Quince Street

### Preferred Roadway Network (Solution)

Attachment D shows the preferred roadway network intended to address transportation needs and gaps identified in the TSP. The preferred roadway network is consistent with the 2011 TSP previously adopted by the City Council. Several refinement areas are shown on the preferred roadway network map to address outstanding issues. The refinement areas include the Westside planning area, David Hill and Purdin Road urban reserve area, and Martin Road area.

### Revenue Update

The following table summarizes the revenue estimate included in the 2011 TSP. The revenue estimate included in the 2011 TSP is \$51.85 million. Revenue sources for transportation include state and county fuel taxes and vehicle license fees, system development charges (TDT), remaining Transportation Impact Fees and the bicycle/pedestrian path fund.

Revenue is expected to increase to \$58.434 million by 2035. This is attributable to increased Transportation Development Tax revenue based on recently released growth projections prepared by Metro. The increase in revenue is approximately \$6,584,780 or 12.7% above the current TSP.

Funding Category	Estimated 22 Year Revenues
State/County Fuel Apportionment & State Vehicle License Fees	\$33,700,000
Motor Vehicle System Development Charge (TDT)	\$13,390,000
Transit System Transportation Impact Fee (TIF)	\$1,500,000
System Development Charge Account Balance (TIF)	\$3,060,000
Bicycle and Pedestrian Path Fund	\$200,000
Total Revenues	\$51,850,000

Funding Category	Estimated 22 Year Revenues
State/County Fuel Apportionment & State Vehicle License Fees	\$33,400,000
Motor Vehicle System Development Charge (TDT)	\$21,914,780
Transit System Transportation Impact Fee (TIF)	\$348,000
System Development Charge Account Balance (TIF)	\$2,552,000
Bicycle and Pedestrian Path Fund	\$220,000
Total Revenues	\$58,434,780

## Financially Constrained Project List

The following table shows the draft financially constrained transportation project list sorted by project timing. Total project costs are estimated at \$112 million during the 20-year planning period. The City's share amounts to \$31.4 million up from \$22.4 million in the 2011 TSP.

Project	Jurisdiction	City Funds (\$ Million)	Project Timing
David Hill Road Extension	City	\$0.00	0 to 5 years
Local Transit Improvements (Short Term)	City	\$0.03	0 to 5 years
Overnight Truck Parking	City	\$0.11	0 to 5 Years
B Street Extension	City	\$2.34	0 to 5 Years
Gales Way/E Street to 23 <sup>rd</sup> Ave	City	\$0.46	0 to 5 Years
Bike Lanes and Sidewalks	City	\$2.00	0 to 5 Years
E Street/Pacific Avenue/19 <sup>th</sup> Ave Intersection	City	\$3.20	0 to 5 Years
Thatcher Road Realignment	City/County	\$3.60	0 to 5 Years
Hwy. 47/Fern Hill/Maple Street Intersection Improvements	ODOT	\$0.50	0 to 5 Years
Quince/Pacific Intersection Improvements	ODOT	\$0.20	0 to 5 Years
26 <sup>th</sup> Avenue Improvements	City	\$1.40	0 to 5 Years
<b>TOTAL</b>		<b>\$13.84</b>	<b>0 to 5 Years</b>
Local Transit Improvements (Long Term)	City	\$0.07	6 to 10 Years
Main Street Extension (Hartford to David Hill Rd.)	City	\$2.34	6 to 10 Years
Vista Drive Extension (Watercrest to Thatcher)	City	\$0.37	6 to 10 Years
Talisman Lane Extension (Gales Cr. Rd. to Thatcher)	City	\$0.21	6 to 10 Years
19th Avenue/Strasburg Drive Extension	City	\$2.93	6 to 10 Years
Hawthorne Street Extension (Willamina to 26 <sup>th</sup> Avenue)	City	\$0.87	6 to 10 Years
25 <sup>th</sup> Avenue (Cedar to Hawthorne Street)	City	\$1.04	6 to 10 Years
26 <sup>th</sup> Avenue Extension (Boyd Lane to Oak Street)	City	\$1.43	6 to 10 Years
Taylor Way Extension (East) Fern Hill Rd. and Poplar St.)	City	\$0.00	6 to 10 Years
Taylor Way Extension (West) to Elm Street	City	\$0.00	6 to 10 Years
Heather Industrial Connector	City	\$0.00	6 to 10 Years
Council Creek Trail	City/Metro	\$1.10	6 to 10 Years
Pacific Avenue/19 <sup>th</sup> Avenue Boulevard Improvements	City/ODOT	\$1.56	6 to 10 Years
Hwy. 47/Martin Road Intersection Improvements	ODOT	\$0.10	6 to 10 Years
Highway 47/B Street Intersection Safety Improvements	ODOT	\$0.10	6 to 10 Years
Hwy. 47/Purdin Road Intersection Improvements	ODOT	\$0.00	6 to 10 Years
Hwy. 47/Elm Street Intersection Improvements	ODOT	\$0.52	6 to 10 Years
Yew Street/Adair Street Intersection Improvements	ODOT	\$2.60	6 to 10 Years
Willamina Avenue Improvements	City	\$1.40	6 to 10 Years
<b>TOTAL</b>		<b>\$16.64</b>	<b>6 to 10 Years</b>
Hwy. 47/B Street Intersection Signal Improvements	City	\$0.00	11 to 20 Years
23 <sup>rd</sup> Avenue Extension (Hawthorne Avenue to Hwy. 47)	City	\$1.40	11 to 20 Years
High Capacity Transit Extension	ODOT/TriMet	\$0.00	11 to 20 Years
<b>TOTAL</b>		<b>\$1.40</b>	<b>11 to 20 Years</b>
<b>GRAND TOTAL</b>		<b>\$31.4</b>	

## **Comprehensive Plan Update**

The next section of this report summarizes work prepared for the update of the Comprehensive Plan. Attachment E provides background information on comprehensive for reference and context. The background section summarizes significant changes since the land comprehensive plan update, the role of Forest Grove in the region, issues and opportunities addressed in the plan, and legal authority. The background section also includes the Forest Grove Vision Statement and overview of the Metro Region 2040 growth concept.

### **Preferred Land Use Concept (Attachment F)**

Four land use alternatives were prepared for Planning Commission and public consideration. The alternatives included:

1. Keeping the Existing Comprehensive Plan Designations;
2. Promoting and More Suburbanized Forest Grove;
3. Promoting a Mixed-Use Development Pattern; and
4. Creating An 18-Hour Town Center

The preferred land use concept prepared by the Planning Commission incorporates aspects of each of the four alternatives described above.

Several comments on the preferred land use concept are described below. These comments were considered by the Planning Commission on May 20, 2013. The comments generally focused on the Commercial Planned Development (CPD) area located north of Gales Creek Road and west of Thatcher Road.

It has been difficult for the City to administer the CPD designation since the Development Code does not include a corresponding zoning designation. The only guidance regarding permitted uses in the Commercial Planned Development area is the narrative in the Comprehensive Plan text regarding "Planned Shopping Center" as shown below:

#### ***"Planned Shopping Center***

Planned shopping center areas are intended to provide shopping opportunities in developing areas of the City where little to no commercial activity exists today. Development would be limited in scale in order to protect the integrity of the surrounding land use and any proposal for development would have to consider the entire zone. To limit the impact of commercial development on adjacent arterial and collector streets, access would be restricted with no driveways allowed along surrounding arterial and collector streets. Access to the property would be approved based upon the use of an interior drive designed to meet local street standards. All planned shopping centers would follow planned development procedures as established in the zoning and subdivision regulations.

These satellite shopping centers are of limited size and will be restricted to uses which would not be detrimental to the CBD. Uses which would be permitted within

this map designation could include a neighborhood gas station, convenience grocery store, recreation center, laundry, restaurant, etc.

Two locations were originally designated for planned shopping centers. The first is located in the northwest portion of the City at the intersection of Gales Creek and Thatcher Roads. The second location is in the vicinity of the intersection of State Highway and Beal Road. The latter was changed to Light Industrial PD as part of the 1985-1987 Major Plan Update.”

The Planned Shopping Center concept promotes coordinated development of the area. The existence of multiple property owners in the Gales Creek Road/Thatcher Road area complicates moving forward with an integrated development program. The various property owners have different expectations and timelines for development. Further complicating development is the lack of sewer lines near the subject properties.

The City received several comments regarding the Commercial Planned Development area. The comments are summarized below.

Tim Schaueremann, representing Thatcher Road LLC submitted two letters regarding the proposed Limited Commercial designation for 1525 Thatcher Road and 1121 Gales Creek Road. The intent of the proposed Limited Commercial designation is to clearly describe the permitted land uses within the zone and expand the permitted list of uses to include residential development.

Mr. Schaueremann’s letter raises several concerns about the proposed Limited Commercial designation. In general, Mr. Schaueremann questions the demand for additional commercial uses in the area. Mr. Schaueremann supports a residential designation for the area.

Recently, several local brokers inquired about commercial activities within the Commercial Planned Development area. One inquiry was for a mini-storage facility for recreational vehicles. Based on the description of permitted uses in the Comprehensive Plan as stated above, it is unclear if such a use is permissible. A Planning Commission interpretation would be necessary before staff approval is granted.

Local commercial broker Cindy Sturm also expressed interest in retaining commercial uses in the Gales Creek/Thatcher Road area.

Based on the comments summarized above, there is interest in retaining a commercial designation in the CPD area or converting the area to residential. The area immediately to the west is designated Residential Multiple Family High (RMH). The existing land uses in the CPD area include vacant land, a single family home, a machine shop, and auto repair business.

Potential options for the CPD area include:

1. Retaining the Commercial Planned Development designation for the subject area. This would perpetuate the current situation where the intent

is to develop a planned shopping center in an area where land is held by multiple owners. Furthermore, there may be more suitable locations for a shopping center especially further to the north along Thatcher Road. Such areas shown on the preferred land use map (Attachment D) include the David Hill Road/Thatcher Road and Sunset Drive/Highway 47 areas;

2. Establishing a limited commercial designation that allows commercial and residential uses outright. This would provide maximum flexibility for future development and minimize the creation of non-conforming uses. Commercial development and higher density residential use is appropriate along Gales Creek Road and Thatcher Road given that both roads are classified as arterial streets in the Transportation System Plan; or
3. Designating the area Residential Multiple Family High (RMH) similar to the property north of Gales Creek Road immediately to the west. Although higher density residential development may be appropriate within this area, such a designation will result in the creation of non-conforming uses.

The Planning Commission selected Option 2 as the preferred solution.

### **Taylor Way Industrial Area**

The Taylor Way industrial area is designated General Industrial (GI) on the Official Zoning Map. The historic A.T. Smith house, a designated historic resource, is located within the Taylor Way Industrial Area (Attachment F). The City is exploring the acquisition of a 3.5 acre parcel adjacent to the A.T. Smith house to place some type of recreational activity as shown on Attachment F. Currently the GI district does not allow recreational activity. Furthermore, the A.T. Smith house (as a historic resource) is a non-conforming use within the General Industrial zone.

Options for addressing the A.T. Smith house and recreation activity include either a Comprehensive Plan Map/Zoning Map change or text amendment. The Commission directed staff to redesignate the area to "Institutional" on the zoning map to reflect the use. Due to the requirements of Metro Title 4 (Industrial and other Employment Areas), the best way to achieve a map change is through the periodic review process. This will be incorporated in the proposed land use plan to be considered for adoption.

### **Comprehensive Goals and Policies**

Attachments, G, H, I, J and K summarize draft goals and policies for various elements of the comprehensive plan. These elements include:

- Land Use (Attachment G);
- Urbanization (Attachment H);
- School Facilities and Education (Attachment I)
- Natural Resources and Hazards (Attachment J)
- Community Sustainability (Attachment K)

The draft elements are available for review online at:

<http://www.forestgrove-or.gov/city-hall/comp-plan-update-phase-2.html>.

### **Next Steps**

Next steps for completion of the Transportation System Plan update and Comprehensive Plan update is provided below for reference:

#### **Transportation System Plan Update**

- ✓ Complete work required for the TSP grant (May 2013)
- ✓ Complete the draft TSP (May 2013)
- ✓ Prepare the TSP adoption findings including consistency with the Oregon Transportation Planning Rule and Statewide Land Use Planning Goals (May 2013).
- ✓ Complete performance measures to comply with the Regional Transportation Functional Plan (May 2013)
- ✓ Proceed with the local adoption process (July/August 2013)

#### **Comprehensive Plan Update**

- ✓ Finalize the preferred land use concept (May 2013)
- ✓ Complete the public facilities element and sustainability element (June 2013)
- ✓ Reconcile various elements of the comprehensive plan (June 2013)
- ✓ Proceed with the local adoption process (July/August 2013)

#### **Attachments**

- A. TSP Draft Executive Summary
- B. Transportation Goals and Policies
- C. Transportation System Performance Measures
- D. Preferred Roadway Network
- E. Comprehensive Plan Draft Background Chapter
- F. Comprehensive Plan Preferred Land Use Concept
- G. Draft Land Use Element Goals and Policies
- H. Draft Urbanization Element Goals and Policies
- I. Draft School Facilities and Education Element Goals and Policies
- J. Draft Natural Resources and Hazards Element Goals and Policies
- K. Draft Community Sustainability Element Goals and Policies

# **Transportation System Plan Update**

City of Forest Grove, Oregon

**Draft TSP Report  
May, 2013**



# Draft TSP Report

## Project Information

Project: **Transportation System Plan Update**  
Prepared for: **City of Forest Grove**  
1924 Council Street  
Forest Grove, Oregon 97116

## Project Representative

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Project Reference: **SCJ #805.11**  
Path: Document1

# 1. EXECUTIVE SUMMARY

The City of Forest Grove Transportation System Plan (TSP) was updated largely to reflect recent land use and transportation planning efforts within the City and the region. The major outcomes of the TSP Update include the following changes, which have been incorporated into this plan:

- Extends the planning horizon to 2035
- Evaluates the transportation implications of several land use alternatives (including a Preferred Alternative) that were considered as part of the City's land use Periodic Review process.
- Identifies the most valuable transportation system improvements that can be reasonably funded over the next 20 to 25 years.
- Identifies any changes to the TSP needed to be responsive to the 2035 Regional Transportation Plan (RTP) and Regional Transportation Functional Plan (RTFP).

This TSP Update largely focuses on assessing changes to the City's Roadway Network Plan with changes to the Transit Plan (including Chapters 4, 7 and 8). Changes to these chapters reflect the results of planning efforts that have been undertaken since the adoption of the 2011 TSP. Only minor edits were made to the Existing Conditions chapter, while the Financing/Implementation chapter included an update to the project list, cost estimates and revenue projections. No substantive changes were made to the chapters presenting Goals and Policies, the Pedestrian System Plan, the Bicycle System Plan, and Other Modes.

Several public meetings and work sessions were held during the development of the 2011 TSP Update to share findings and collect input to the plan update process. The venues for public involvement included City Council and Planning Commission work sessions, Project Advisory Committee, and Technical Advisory Committee meetings. For the 2013 Update, community outreach was conducted at the local Farmer's Market and was supplemented through Planning Commission and City Council work sessions.

## 1.1 Transportation Needs

### 1.1.1 Existing Conditions

The review of current travel and safety conditions around the city conducted for the 2011 TSP Update identified several issues that were carried into the plan update process:

- Pedestrian volumes were highest along Pacific Avenue and B Street.
- Bicycle activity was highest along Pacific Avenue, Main Street, and Willamina Avenues.
- The non-motorized vehicle system is most fragmented in the northeast corner of the city.
- Transit ridership data shows the highest demand at bus stops near 19th Avenue / B Street and 19th Avenue / Main Street.
- Over the past decade, the largest change in traffic volumes have resulted from construction of the Highway 47 bypass, which shifted traffic away from Sunset Drive. Volumes on Highway 47 and the Pacific Avenue / 19th Avenue couplet are generally similar to 15 years ago, with some locations showing minor increases and others showing minor decreases.
- Two intersections (Highway 47 / Maple Street and Yew Street / Adair Street) were found to be deficient according to operational standards, with traffic volumes already at capacity during the PM peak hour. Vehicles attempting to turn onto the mainline from the stop-controlled side street face significant delay during the PM peak hour.

- The intersection of B Street / 23rd Avenue was the only intersection with a collision rate that indicates a safety issue is present based on an accident rate of 1.2 collisions per million vehicles. This is the only intersection with a rate over 1.0.

### 1.1.2 Future City Growth

Land use is a key factor in developing a functional transportation system. The amount of land that is planned to be developed, the type of land uses, and how the land uses are mixed together have a direct relationship to expected demands on the transportation system. The expected growth within Forest Grove is summarized in Table 1-1. These projections were used to forecast future travel volumes and determine future needs within the city.

**Table 1-1. Forest Grove TSP Study Area Land Use Summary**

Land Use	2010	2035	Increase	% Increase
Households	8,039	11,159	3,120	39%
Retail/Service Employees	3,141	5,368	2,227	71%
Other Employees	2,789	5,480	2,691	96%

Source: Metro and City of Forest Grove, 2012.

### 1.1.3 Future Transportation Needs

#### *Streets and Roadways*

Future growth on the street and highway system was assessed for a Preferred Land Use Alternative This alternative includes development consistent with the 2035 Metro Gamma household and employment forecast, and reflects changes to the City’s existing Comprehensive Land Use Plan to encourage more nodal mixed use development.

Based on the analysis of this land use scenario, a majority of the study intersections would meet applicable performance standards. The minor (unsignalized) approach at eight intersections is expected not to meet these standards, with volume-to-capacity ratios exceeding ODOT’s standard of  $\geq 0.99$  or levels of service exceeding the City’s standard of LOS D. Typically the most congested movement would be for vehicles attempting to make left turns across major street traffic.

The greatest street system problem areas are summarized below:

- Side-street vehicle turns onto Highway 47 at unsignalized intersections – Porter Road/Oak Street, Martin Way, 24<sup>th</sup> Avenue, Maple Street, and Elm Street are expected to have very long delays during 2035 peak travel hours in excess of adopted performance standards.
- Side-street vehicle turns onto TV Highway at Yew Street – Vehicles attempting to turn from Yew Street onto Adair Street and Baseline Street face significant delay at unsignalized intersections in 2035 during peak hours.
- Side-street vehicle turns at the intersection of Gales Creek Road with Thatcher Road, and at the four-way stop intersection of 19<sup>th</sup> Avenue with B Street would exceed the applicable performance standards during the 2035 PM peak hour.
- One signalized intersection would exceed applicable operational standards – Pacific Avenue at Quince Street (Highway 8 at Highway 47). The existing RTP includes improvements at this intersection which are anticipated to be constructed over the next year or two.

- Connectivity – Out-of direction travel increases travel time and can cause increased congestion on roadways and at intersections. David Hill Road, 23rd Avenue, E Street, Heather Street, 19<sup>th</sup> Street, and others have been identified as locations where connectivity should be improved.

### ***Pedestrians and Bicyclists***

The capacity deficiencies in the City indicate the need to not only invest in roadway operations and capacity enhancements at key locations, but also to add local street connections to improve circulation within Forest Grove and to provide improved connectivity for pedestrians, bicyclists, and motor vehicles.

Connectivity and pedestrian linkages are generally good on the arterial and collector street system in the downtown area. Although sidewalk availability on the arterial and collector street system is limited, some residential streets have sidewalks, especially in areas developed within the past ten to fifteen years. In addition to paved sidewalks, Forest Grove has a multi-use path located along the west side of Highway 47 between Pacific Avenue and B Street.

Major streets with significant sidewalks deficiencies include:

- Thatcher Road north of Gales Creek Road.
- Willamina Avenue from Gales Creek Road to Sunset Drive.
- 24th Avenue from Quince Street to Yew Street.
- 19th Avenue from Highway 47 to Mountain View Lane.

The arterial and collector roadway system within the study area has fairly continuous bicycle facilities. Bicyclists are able to utilize bike lanes to cross the City east-west on Gales Creek Road, E Street, Pacific Avenue / 19th Avenue and Highway 8. Bicyclists are able to utilize bike lanes to cross the northeast portion of the City on Highway 47 north of Highway 8

### ***Transit***

The quality of transit service and the identification of future needed improvements within Forest Grove can be characterized by the following indicators:

- Transit route coverage
- Frequency
- Reliability
- User amenities

The transit coverage area for existing service in Forest Grove generally lies between 16th and 23rd Avenues along Pacific Avenue and 19th Avenue (illustrated in figure 7-1). Less than half of the city is within a ¼-mile distance from existing transit stops. However, most land uses that provide density that supports fixed-route transit service are contained within the current service area.

The future demand for transit service in Forest Grove is expected to increase with expected future development. As the residential areas to the north and west of the city center are developed, demand for transit services to those portions of the city will increase. As recognized by the 2009 Transit Enhancement Study, some parts of Forest Grove are underserved by transit, including Forest Grove High School. However, TriMet analyzed several options for extending existing line 57 fixed-route service to Forest Grove High School in conjunction with the City’s Transit Enhancement Study, and found that they did not meet TriMet’s criteria for service expansion.

Transit route frequency is an important measure of transit quality of service and mode attractiveness. Route frequency is determined by headway - the length of time between two vehicle arrivals at a single

stop. Route 57 is a frequent service bus providing 17-minute headways between 6 a.m. and 9 p.m. and 30 to 60 minute headways in the early morning and late evening.

Transit service reliability is a key performance characteristic for retaining riders. Congested roadways, bottlenecks and traffic signals can delay transit vehicles and cause transit vehicles to arrive off schedule and close together. In the future, the Pacific Avenue and 19th Avenue transit corridors will be faced with increased congestion and traffic signal control delays. Improving overall signal timing and implementing transit signal priority as traffic signals are upgraded or replaced is one option for reducing traffic delay to transit vehicles.

User amenities include such items as bus stops, transit shelters, transit centers, illumination, safe pedestrian access and many other features. Many of the bus stops within the study area today have bus shelters or other amenities due to the high volume of passengers and TriMet's continuing construction of access improvements along line 57. Further improvements were implemented along the route in 2009 via TriMet's TIP implementation of expanded frequent service.

### **1.1.4 Transportation Plan**

#### ***Roadway Plan***

The Preferred Roadway Plan as presented in Chapter 8 identifies many needed improvement projects throughout the city. However, there are several locations where the complexity and interconnection of transportation issues in various corridors and sub-areas has precluded identifying acceptable solutions during the TSP planning process. Accordingly, several locations in the city have been identified for future Refinement Plan studies to further develop appropriate long-term solutions. The proposed Refinement Plan Study areas would include:

- Addressing existing and potential future congestion at the intersections of Yew Street with Adair Street, Yew Street with Baseline Street, and Mountain View Lane with Pacific Avenue. Potential improvements could focus on these intersections specifically or could be expanded to address additional street connections between Yew Street and Mountain View Lane to east/west roadways including OR 8 (Pacific Avenue), 24th Avenue, and Holladay Street.
- Highway 47 access between approximately Hawthorne Street on the north and 19th Avenue on the south. This area would include the challenging highway intersections with Martin Road and 24<sup>th</sup> Avenue along with the proposed extensions of 23rd Avenue (east to intersect with Highway 47) and Holladay Street (west to intersect with Highway 47).
- Development of a local street plan to guide future development of the David Hill area in the northwestern portion of the City. Existing challenges relate both to the long-term need to improve David Hill Road to an urban section (portions of this road are currently narrow and winding with minimal shoulders), to connect David Hill Road to Highway 47, and to provide a system of local streets serving the expected residential and mixed use development in this area. Topography and the need to preserve vegetative corridors must also be considered.
- Development of a street connectivity plan to provide access to the City's northern urban reserve, as well as circulation within the urban reserve area. The intent of this refinement plan is to ensure that potential improvements within the existing UGB do not preclude creation of a logical and context-sensitive street system when the urban reserve is ultimately developed.

The solutions in these areas proposed in the Preferred Roadway Plan are considered to be preliminary, and may be modified upon completion of the future Refinement Plan Studies.

### ***Pedestrian and Bicycle Plans***

There is also a need to balance investment with other modes of travel to provide improved travel choices and reduce the demand on the system. Significant gaps in pedestrian and bicycle connectivity exist, as detailed in the Pedestrian Plan (Chapter 5) and Bicycle Plan (Chapter 6). Key pedestrian and bicycle projects proposed include:

- Highway 47 crossings north and south of Pacific Avenue, particularly in the vicinity of Mountain View Lane.
- Sidewalks and bicycle lanes connecting Fern Hill Road, Poplar Street and Heather Street.
- Sidewalks and bicycle facilities on Willamina Avenue, B Street, Thatcher Road.
- Bicycle lanes on Maple Street, Hawthorne Street, and B Street.
- Bicycle Boulevard treatments on 18th Avenue, Goff Road, B Street and Cedar Street.
- Sidewalks on Pacific Avenue east of Highway 47.
- Multi-use paths along the north and west UGB.

### ***Transit Plan***

As detailed in the Transit Plan (Chapter 7), the City, in conjunction with Ride Connection, will initiate enhanced local transit service to augment the existing Line 57 operated by TriMet, Line 33 operated by Yamhill County Transit, and existing Ride Connection that links Forest Grove with the surrounding rural areas. Bus service (see Figure 7-1) will be a deviated fixed-route with options for flex service. It would serve specified fixed stops at or between published time points, but would be able to flex or deviate off the route between time points to pick up passengers who live beyond walking distance of fixed stops or are unable to access the stops. The service would be structured into two one-way loop routes, one focused on the eastern portion of the city (operating in a counter-clockwise direction) and the other focused on the western portion of the city (operating in a clockwise direction). The western portion of the city currently lacks transit service and this route would connect residential areas throughout the city to Forest Grove High School and Neil Armstrong Middle School, Pacific University, and key retail destinations and activity centers. The eastern portion of the route follows a portion of the Line 57 corridor to serve as a feeder and to connect residents to activity centers along this corridor, but also deviates to provide greater coverage in residential areas, particularly south of 19th Avenue. Peak hour service would include runs serving shift times at key employers. This service would be supported by user amenities such as bus stops and shelters (at selected locations).

## **1.2 Developing a Financially Constrained Transportation Plan**

### **1.2.1 Transportation Funding**

Through previous planning efforts, transportation studies, and updates to the City's TSP, numerous transportation improvement projects have been identified to address future needs. While this broad set of system solutions remains applicable to existing and future needs of the transportation system, the large set of projects was not developed with current fiscal constraints and totals over \$100 million. This level of transportation investment, even with support from other agencies, cannot be reasonably funded with anticipated City transportation revenues of approximately \$58.4 million through 2035, particularly with approximately \$27 million in estimated costs for operations, maintenance programs, and various set aside programs (e.g., schools safety, neighborhood traffic control, and bicycle/pedestrian path maintenance).

The costs of identified transportation projects to achieve the desired transportation network (Preferred Plan) exceed the reasonably expected funding levels. Since funding is not available for the entire set of identified projects, a subset of projects that can be reasonably funded (Financially-Constrained Plan) must be selected for prioritization and implementation. One purpose of the TSP is to determine the projects and programs that provide the greatest benefit to the transportation system through the available funding resources.

Projects that were identified for the Financially-Constrained Plan project list not only addressed an identified need for the transportation system, but also need to be reasonably likely to be funded. The projects included were selected based on the following criteria:

- Consensus – projects previously identified in coordination with other jurisdictions (i.e. Metro RTP and Washington County Major Streets Transportation Improvement Program or MSTIP).
- Existing Need – projects that address an existing need as opposed to a projected future deficiency.
- Demonstrated Need – projects that are consistently needed to address deficiencies across multiple alternatives.
- Cost Effectiveness – projects that fit within available funding.

All other identified projects continue to be recognized as Preferred Plan projects, meaning if unanticipated funding sources become available, they may still be pursued for implementation.

### **1.2.2 Revenue Forecast Scenario Projects**

Based on the prioritization of investment in transportation facilities, a Financially-Constrained Plan was developed. The Plan projects include a mix of operational, capacity, and connectivity improvements for all modes of travel on City, County, and ODOT facilities. Table 1-2 identifies the plan projects and summarizes the estimated total cost of the projects, as well as the estimated cost to the City. As listed, the planned City of Forest Grove funding amount (approximately \$31.88 Million) is significantly less than the unconstrained Preferred Plan project list and is reasonable to achieve over the next 20 to 25 years. Plan priorities and funding recommendations for other agencies are recommendations from Forest Grove on how best to invest limited resources to serve future travel needs within the City.

**Table 1-2. Forest Grove Financially-Constrained Plan Projects (2014 Dollars in Millions)**

#	Name	Description	Jurisdiction Owner/ Operator	Metro Project ID	RTP Financially Constrained	Total Cost	Funding Source	Non-City Funds	City Funds	Project Timing
1	David Hill Road Extension	Construct new 2-lane collector with bicycle lanes, sidewalks and street lights from existing terminus to Highway 47	City	10772	Add	\$8.0 **	County (MSTIP)	\$8.0	--	0-5 years
2	Highway 47 / Pacific Avenue Intersection Improvements *	Additional channelization, crosswalk, and traffic signal modification at intersection. Specific improvements may be modified at a future date.	ODOT	10780a	Yes	\$4.8 **	City Metro ODOT	-- \$1.3 \$3.3	\$0.20	0-5 years
3	Highway 47 / Martin Road Intersection Improvements*	Construct improvements (e.g. roundabout) at Highway 47 intersection with Holladay Street Extension, Martin Road, and 23rd Avenue Extension	ODOT	10780b	Add	\$1.56 **	City ODOT	-- \$1.46	<\$0.10	6-10 years
4	Highway 47 / B Street Intersection Improvements*	Construct safety improvements	ODOT	10780c	Add	\$0.32 **	City ODOT	-- \$0.22	<\$0.10	6-10 years
5	Highway 47 / Fern Hill-Maple Street Intersection Improvements*	Construct improvements (e.g. traffic signal) at Highway 47 intersection with Maple Street / Fern Hill Road, including interconnect with rail crossing	ODOT	10780d	Add	\$5.0 **	City ODOT	-- \$4.5	\$0.50	0-5 years
6	23rd Avenue Extension	Extend from Hawthorne Avenue east to Highway 47.	City	10774	Yes	\$4.26 **/***	City Developer	-- \$2.86	\$1.4	11-20 years
7	Highway 8 / Pacific Avenue-19 <sup>th</sup> Avenue Improvements *	Retrofit street with boulevard design from B Street to Cornelius City Limits	City & ODOT	10779	Yes	\$15.60 **/***	City Metro	-- \$14.04	\$1.56	6-10 years
8	Thatcher Road Realignment	Realign intersection at Thatcher Road at Gales Creek Road and add traffic signal	City & County	10773	Yes	\$3.6 ***	City	--	\$3.6	0-5 years

**Table 1-2 Continued. Forest Grove Financially-Constrained Plan Projects (2014 Dollars in Millions)**

#	Name	Description	Jurisdiction Owner/ Operator	Metro Project ID	RTP Financially Constrained	Total Cost	Funding Source	Non-City Funds	City Funds	Project Timing
9	High Capacity Transit Expansion	Analysis for proposed extension of light rail service from Hillsboro to Forest Grove.	ODOT/ TriMet	10771	Yes	\$2.29 **	Metro (FTA)	\$2.29	--	11-20 Years
10	Council Creek Trail	16-mile multi-use trail from Hillsboro to Banks. Multi-use trail from the end of the Westside MAX in Hillsboro, thru Washington County, & Cities of Cornelius, Forest Grove, & Banks, connecting to Banks-Vernonia State Trail, with added short trail south to Tualatin River.	TBD	10806	Yes	\$5.20 **	City Metro (Federal)	-- \$4.1	\$1.10	6-10 years
11	Bike Lanes and Sidewalks	Thatcher (Gales Ck-David Hill), Willamina (Gales Ck-Sunset), B Street (26 <sup>th</sup> -Willamina) Ped & Blke Improvements	City	10782	Yes	\$8.29 **/**	City Metro Developer	-- \$4.29 \$2.0	\$2.00	0-5 years
12	E Street / Pacific Avenue-19th Avenue Intersection	Extend 19th Avenue west and connect to E Street and Pacific Avenue with round-about.	City	10775	Yes	\$4.77 ***	City Developer	-- \$1.57	\$3.2	0-5 years
13	Highway 47 / B Street Intersection Improvements*	Construct improvements (e.g., traffic signal)	City	10780e	No	\$0.5 ***	ODOT	\$0.5	--	11-20 Years
14	Highway 47 / Purdin Road Intersection Improvements*	Construct improvements at Highway 47 (e.g. roundabout) to connect Purdin Road and Verboort Rd.	ODOT	10780f	No	\$3.17 **	ODOT	\$3.17	--	6-10 Years
15	Heather Industrial Connector	Construct new 2-lane industrial collector from west terminus of Heather to Poplar Streets	City & County	10778	Yes	\$1.73 **	CWS	\$1.73	--	6-10 Years
18	Highway 47 / Elm Street Intersection Improvements*	Construct improvements (e.g. traffic signal.)	ODOT	NA	No	\$0.52 **	ODOT	\$0.52	--	6-10 Years

**Table 1-2 Continued. Forest Grove Financially-Constrained Plan Projects (2014 Dollars in Millions)**

#	Name	Description	Jurisdiction Owner/ Operator	Metro Project ID	RTP Financially Constrained	Total Cost	Funding Source	Non-City Funds	City Funds	Project Timing
19	Yew Street / Adair Street Intersection Improvements*	Construct improvements (e.g. traffic signal)	ODOT	NA	No	\$2.60 ***	City	--	\$2.6	6-10 Years
20	Overnight Truck Parking	Location to be determined	City	NA	No	\$0.11	City	--	\$0.11	0-5 Years
21	B Street Extension	Construct 2-lane local roadway between Hartford Drive and David Hill Road Extension	City	NA	No	\$6.1 ***	City Developer	-- \$3.76	\$2.34	0-5 Years
22	Main Street Extension	Construct 2-lane local roadway between Hartford Drive and David Hill Road Extension	City	NA	No	\$6.1 ***	City Developer	-- \$3.76	\$2.34	6-10 Years
23	Vista Drive Extension	Construct 2-lane local roadway between Watercrest and Thatcher Roads	City	NA	No	\$1.12 ***	City Developer	-- \$0.75	\$0.37	6-10 Years
24	Talisman Lane Extension	Construct 2-lane local roadway between Gales Creek Road and Thatcher Road	City	NA	No	\$0.63 ***	City Developer	-- \$0.42	\$0.21	6-10 Years
25	19th Avenue/ Strasburg Drive Extension	Construct 2-lane collector between southern terminus of Strasburg Drive and E Street at 19th Avenue	City	NA	No	\$4.38 ***	City Developer	-- \$1.45	\$2.93	6-10 Years
26	Gales Way , E Street to 23 <sup>rd</sup> Avenue	Reconstruct and widen pavement with curbs, gutters and sidewalks	City	NA	No	\$0.457	City	--	\$0.457	0-5 Years
28	Hawthorne Street Extension	Construct 2-lane collector between Willamina Street and 26th Avenue	City	NA	No	\$1.30 ***	City Developer	-- \$0.43	\$0.87	6-10 Years
29	25th Avenue	Construct 2-lane local roadway between Cedar and Hawthorne Streets	City	NA	No	\$1.55 ***	City Developer	-- \$0.51	\$1.04	6-10 Years

**Table 1-2 Continued. Forest Grove Financially-Constrained Plan Projects (2013 Dollars - Millions)**

#	Name	Description	Jurisdiction Owner/ Operator	Metro Project ID	RTP Financially Constrained	Total Cost	Funding Source	Non-City Funds	City Funds	Project Timing
31	26th Avenue Extension	Construct 2-lane collector between Boyd Lane and Oak Street	City	NA	No	\$2.14 ***	City Developer	-- \$0.71	\$1.43	6-10 Years
32	Taylor Way Extension (East)	Construct 2-lane industrial road between SW Fern Hill Road and Poplar Street	City	NA	No	\$2.66 ***	CWS	\$2.66	--	6-10 Years
33	Taylor Way Extension (West)*	Construct 2-lane industrial road between Elm Street and western terminus of Taylor Street	City	NA	No	\$1.77 ***	ODOT	\$1.77	--	6-10 Years
34	Local Transit Improvements – Short Term	Vehicular acquisition and installation of amenities	Ride Connection /City	NA	Add	\$0.255	City TriMet (FTA)	-- \$0.229	\$0.026	0-5 Years
35	Local Transit Improvements – Long Term	Vehicular acquisition and installation of amenities	Ride Connection /City	NA	Add	\$0.695	City TriMet (FTA)	-- \$0.624	\$0.071	6-20 Years
36	26 <sup>th</sup> Avenue	Improve 26 <sup>th</sup> Avenue to City standards	City	NA	No	\$1.4	City	--	\$1.4	0 - 5 Years
37	Willamina Avenue	Improve Willamina Avenue to City standards	City	NA	No	\$1.4	City	--	\$1.4	6 – 10 Years
						<b>TOTAL:</b>	<b>\$114.79 M</b>		<b>\$31.4M</b>	

Source: City of Forest Grove. Estimated share of city cost provided by City of Forest Grove.

Notes:

\*Project will require ODOT approval. Inclusion of a project in this table does not obligate or imply the obligation of funds for any specific project.

\*\*Partially or fully funded by jurisdictional agency (i.e. TriMet, ODOT, Washington County, Metro or other).

\*\*\*Partially or fully funded by private development exactions.

## 2. GOALS, POLICIES AND PERFORMANCE MEASURES

### 2.1 Overview

The transportation goals and policies form the vision for how the local transportation system will be developed and maintained over the next 20 years. Goals and policies were initially adopted as part of the Forest Grove TSP in 1999, and were updated in 2011 to reflect changes to state and regional transportation plan policies and regulations (see Appendix A for a summary of relevant plans and policies). The key updates to the TSP goals and policies between 1999 and 2011 include Metro street connectivity spacing standards, Metro and ODOT mobility standards and Metro 2040 vehicle occupancy goals to reduce single-occupant vehicle trips.

This chapter also provides guidance on how Forest Grove can address and contribute to meeting regional transportation plan performance measures.

### 2.2 Goals and Policies

The following transportation goals and policies were developed with input from the Project Advisory Committee and city staff. The policy framework of the plan was organized as follows:

**Goal** - A statement that describes an ideal condition that the City desires to attain over time for various aspects of the transportation system.

**Policy** - One or more statements that are intended to outline specific measures that will be taken to achieve a goal.

**Actions** - Discrete steps to be completed that support or enact a specific policy statement.

The following section lists the recommended goals, policies and actions for the Forest Grove updated TSP.

<b>Goal 1:</b>	<b>Develop and maintain a balanced transportation system that provides travel choices and reduces the number of trips by single occupant vehicles.</b>
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**Policy a.** Provide a citywide network of safe and convenient walkways and bikeways that are integrated with other transportation modes and regional destinations.

- *Action: The City will develop new and improved pedestrian routes with ultimate goal of a complete 'pedestrian grid' in Forest Grove.*
- *Action: Sidewalk standards shall be developed to define various widths, as necessary, for City street types.*

**Policy b.** Collaborate with the Tri-County Metropolitan Transportation District of Oregon (TriMet) and other transit providers to provide convenient and accessible public transit service.

- *Action: The City will identify key segments of pedestrian network to be constructed or improved to enhance transit access in under-served areas of the City.*
- *Action: The City will identify key improvements to street crossings to enhance safety and reliability of access to transit.*
- *Action: The City will provide their specific needs to TriMet as part of their annual system review.*

- *Action: The City will work with TriMet to confirm and adjust major transit stops in anticipation of the next RTP update.*
- *Action: The City will consult TriMet in identifying opportunities for major transit stop improvements as adjoining development occurs or grant funding becomes available, whichever occurs first.*

**Policy c.** Support travel options that allow individuals to reduce single-occupant vehicle trips.

**Policy d.** Establish local non-Single Occupant Vehicle (SOV) modal targets, subject to new data and methodology made available to local governments, for all relevant design types identified in the Regional Transportation Plan. Targets must meet or exceed the regional modal targets for 2040 Growth Concept land use design types as illustrated in the following table:

2040 Regional Metro Target Non-Single Occupant Vehicle	
2040 Design Type	Modal Target
Regional centers, town centers, main streets, station communities, corridors	45 to 55 percent non-single occupant vehicle
Industrial areas, employment areas, inner neighborhoods, outer neighborhoods	40 to 45 percent non-single occupant vehicle

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

**Goal 2: Develop and maintain a transportation system that reduces the length of travel and limits congestion.**

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

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

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

- *Action: The City will work with ODOT and Washington County to preserve access control standards to reduce conflicts among vehicles and trucks, as well as conflicts between vehicles and pedestrians.*
- *Action: Prepare a complete transportation plan for Highway 8 and Highway 47 intersections.*

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

<b>Goal 3:</b>	<b>Develop and maintain a transportation system that is safe.</b>
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**Policy a.** Safe and secure pedestrian and bicycle ways shall be designed between parks and other activity centers in Forest Grove.

**Policy b.** Safe and secure routes to schools shall be designated for each school and any new residential project shall identify the safe path to school for children.

**Policy c.** All transportation-related improvements will be designed and constructed to meet City standards developed in the City's Design Standards, the Americans with Disabilities Act (ADA), and to encourage provisions for bicycling, walking and transit use.

**Policy d.** Access control and spacing standards should be developed for all streets to improve safety and promote efficient through street movement. Access control measures shall be generally consistent with Washington County access guidelines to ensure consistency on city and county roads.

- *Action: The City will adopt and implement access control and spacing standards for all street classifications in Forest Grove. For roadway reconstruction, existing driveways shall be compared with the standards and a reasonable attempt shall be made to comply.*

**Policy e.** Generally favor granting property access from the street with the lowest functional classification.

**Policy f.** Establish a City monitoring system that regularly evaluates, prioritizes and mitigates high accident locations within the City.

- *Action: Review traffic accident information regularly to systematically identify, prioritize and remedy safety problems. Working with the County, develop a list of project necessary to eliminate safety problems. Require development applications to identify and mitigate for high collision locations if they generate 10% increase to existing traffic at an intersection.*

**Policy g.** New roadways shall meet Illuminating Engineers Society Lighting Standards. Existing roadways within the City shall be systematically retrofitted with roadway lighting as roadway reconstruction and fronting property redevelopment opportunities occur.

- *Action: Priority locations for roadway lighting shall include schools, parks and town center. The City shall coordinate with the City's Light and Power district.*

<b>Goal 4:</b>	<b>Design and construct transportation facilities in a manner that enhances the livability of Forest Grove.</b>
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**Policy a.** Maintain the livability of Forest Grove through proper location and design of transportation facilities.

- *Action: Design streets and highways to respect the characteristics of the surrounding land uses, natural features and other community amenities.*

**Policy b.** Increase the health and physical well-being of citizens by providing safe and convenient opportunities for walking and bicycling.

**Policy c.** Protect residential neighborhoods from excessive through traffic and travel speeds while providing reasonable access to and from residential areas.

- *Action: Allow for neighborhood traffic management on appropriate roadways.*

**Policy d.** Provide a seamless and coordinated transportation system that is barrier-free, provides affordable and equitable access to travel choices and serve the needs of all people and businesses, including people with low income, children, seniors and people with disabilities.

- *Action: Pedestrian crossing spacing, traffic signal spacing and landscape standards for arterials in Forest Grove shall be developed in conjunction with Washington County, ODOT and Metro.*
- *Action: Construct new transportation facilities and rebuild existing facilities to fully comply with the Americans with Disabilities Act.*

<b>Goal 5:</b>	<b>Promote the development of Forest Grove, the state, and the national economy through the efficient movement of people, goods, services, and information in a safe manner.</b>
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**Policy a.** Ensure a safe and efficient freight system that facilitates the movement of goods to, from, and through Forest Grove and through the region while minimizing conflicts with other travel modes.

**Policy b.** Require safe routing of hazardous materials consistent with federal and state guidelines.

**Policy c.** Grade separation or gate control should be considered for all railroad crossings.

- *Action: Support the upgrading of railroad grade crossings to current design standards.*

**Policy d.** Provide transportation facilities that support land development that is consistent with the Comprehensive Plan.

- *Action: City will pursue development of plans for overnight truck parking.*

**Policy e.** Evaluate land development projects to determine possible adverse traffic impacts.

**Policy f.** Ensure that all new development contributes a fair share toward on-site and off-site transportation system improvement remedies.

- *Action: Require dedication of land for future streets when development is approved.*
- *Action: The property developer shall be required to make street improvements for their portion of the street commensurate with the proportional benefit that the improvement provides the development.*

<b>Goal 6:</b>	<b>Establish and maintain a context sensitive set of transportation design and development regulations.</b>
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**Policy a.** Streets should be designed to support their intended users.

- *Action: A street functional class system shall be developed for Forest Grove, which meets the City's needs and respects the needs of other agencies (Washington County, ODOT, Metro). Appropriate design standards for these roadways shall be developed by the appropriate jurisdictions.*
- *Action: A primary emergency response route system shall be developed for roadways within Forest Grove in coordination with the local Fire District. Appropriate traffic calming guidelines for these routes shall be developed in coordination with the local Fire District and other local emergency service providers.*

**Policy b.** Integrate bicycle and pedestrian facilities into all planning, design, construction and maintenance activities.

**Policy c.** Require developers to include pedestrian, bicycle, and transit-supportive improvements within proposed developments and to adjacent right-of way in accordance with adopted policies and standards.

- *Action: The City will adopt transit-oriented design standards that require new retail, office and institutional buildings that are near a RTP designated major transit stops or located along transit routes to meet RTP design requirements.*

**Policy d.** Promote context-sensitive transportation facility design, which fits the physical context, responds to environmental resources, and maintains safety and mobility.

- *Action: Amend their street design standards to allow for design exceptions for various street elements (e.g., reduced lane width, methods and materials for provisions of sidewalks, etc.) to fit constrained settings, or unusual applications. Design exceptions would be subject to the review and approval of the City Engineer.*
- *Action: Amend their street design standards to allow for options related to storm drainage design on city facilities. These 'green street' design options would be subject to the review and approval of the City Engineer.*

**Goal 7: Provide a transportation system that meets present needs without compromising the ability of future generations to meet their needs.**

**Policy a.** Encourage an energy efficient transportation system.

**Policy b.** Increase the use of walking and bicycling for all travel purposes.

**Policy c.** Improve and enhance the livability of Forest Grove residents by decreasing reliance on the automobile and increasing the use of other modes to minimize transportation system impacts on the environment.

**Policy d.** Practice stewardship of air, water, land, wildlife, and botanical resources. Take into account the natural environments in the planning, design, construction and maintenance of the transportation system.

**Goal 8: Provide transportation performance measures set and maintained by the City.**

**Policy a.** A minimum intersection level of service standard shall be set for the City of Forest Grove. All public facilities under the city's jurisdiction shall be designed to meet this standard.

- *Action: Level of service D shall be the City's mobility standard to balance provision of roadway capacity with level of service and funding.*

**Policy b.** Parking minimum and maximum ratios shall be set to provide adequate parking, while providing an incentive to limit the use of the single occupant vehicle. DEQ encourages lower parking ratios to encourage use of alternative modes (walking, biking, transit, carpooling, etc.).

- *Action: Parking standards shall be included in the City development code.*

<b>Goal 9:</b>	<b>Develop a transportation system that is consistent with the City's Comprehensive Plan and adopted state and regional plans.</b>
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**Policy a.** Coordinate and cooperate with adjacent jurisdictions and other transportation agencies to develop transportation projects that benefit the City of Forest Grove and the region as a whole.

- *Action: Work with Metro in developing travel forecasts for the City that are used to assess future regional travel needs. Housing and employment forecasts for Forest Grove should be consistent with the Metro forecasts in the latest adopted Regional Transportation Plan.*

**Policy b.** Work collaboratively with other jurisdictions and agencies so the transportation system can function as one system.

- *Action: City will consider the State adopted mobility standards for all state facilities, based on the Oregon Highway Plan.*

**Policy c.** Coordinate with other jurisdictions and community organizations to develop and distribute transportation-related information.

**Policy d.** Review City transportation standards periodically to ensure consistency with regional, State and federal standards.

**Policy e.** Coordinate with TriMet and adjacent jurisdictions to identify existing and future transit related needs.

- *Action: The City will coordinate with TriMet to provide additional rider amenities (shelters, lighting, trash cans, route information) at transit stops within the City that are consistent with TriMet guidelines.*
- *Action: Work with TriMet and ODOT to plan a dedicated higher speed transit route on the existing ODOT rail right-of-way.*
- *Action: Provide good circulation with idea of transit routes.*

**Policy f.** Coordinate with local railroad companies and the Oregon Public Utilities Commission to provide an efficient and accessible commercial railroad system in and through Forest Grove.

**Policy g.** Coordinate with ODOT to address improvements to State highways within Forest Grove that will benefit all modes of transportation.

<b>Goal 10:</b>	<b>Efficiently use funding sources to implement transportation system improvement projects recommended in the TSP.</b>
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- Policy a.** Provide a cost-effective transportation system where the public, land use development and users pay their respective share of the system’s costs proportional to their respective demands placed upon the multimodal system.
- Policy b.** Identify and develop diverse and stable funding sources to implement recommended projects in a timely fashion.
- Policy c.** Ensure maintenance of the transportation system as a priority.
- Policy d.** Identify local street improvement projects that can be funded by the State of Oregon to improve the state highway system.
- *Action: The City will identify local street system improvements that are cost-effective in improving state facility conditions. These projects could be candidates for State financial assistance.*
- Policy e.** Provide funding for local match share of joint funded capital projects with other public partners.
- Policy f.** Funding should be prioritized to enable projects and programs that are most effective at meeting the goals and policies of the transportation system plan.
- *Action: The City will develop and apply outcome-based funding strategies for crucial transportation investments in the community.*
- Policy g.** Ensure pavement continuous sidewalks on at least one side of the street at a minimum for collector and local streets.

### 2.3 Performance Measures

The 2035 Regional Transportation Plan (RTP) includes a variety of performance measures that will be used to track the region’s progress in developing an integrated and multimodal transportation system. To support progress toward achieving regional goals, the RTP requires that the Forest Grove TSP incorporate performance measures that can be used to evaluate and monitor local activities and accomplishments. This will help ensure that local efforts help achieve regional objectives. Relevant regional performance measures contained in the RTP that will be addressed in the TSP include:

- Safety
- Congestion
- Freight Reliability
- Walking, bicycling, transit and non-SOV modes
- Climate Change

Table 2-1 focuses on these performance measurement categories, identifies specific performance measures for the Forest Grove TSP, and discusses applicable system deficiencies and associated TSP projects that help to address the deficiencies and, thus, help meet the performance measures.

**Table 2-1. Forest Grove TSP Performance Measures**

Metro's 2035 Performance Metrics	Forest Grove Performance Measure	Forest Grove System Deficiencies	Forest Grove TSP Projects that Address the Deficiencies
<b>Safety</b>			
By 2035, reduce the number of pedestrian, bicyclist, and motor vehicle occupant fatalities plus serious injuries each by 50% as compared to 2005	<p>Reduce fatalities for drivers, walkers, and bikers from existing conditions</p> <p>Address known deficiencies and high-crash areas as high-priority projects</p> <p>Reduce the number of County and State SPIS sites within the City.</p>	<p>Only one intersection has a crash rate exceeding 1.00 collisions/MEV - B Street/ 23<sup>rd</sup> Avenue.</p> <p>Three locations are included on Washington County's SPIS list:</p> <ul style="list-style-type: none"> <li>• Highway 47/Maple Street-Fern Hill Road)</li> <li>• Oregon Highway 47 / B Street (65)</li> <li>• 1st Avenue / Baseline Street (192)</li> </ul>	<p>A safety improvement project has been identified in the TSP for the intersection of B Street with 23<sup>rd</sup> Avenue.</p> <p>Improvements were also identified to address both congestion and safety issues at the intersections of Highway 47 with both Maple Street/Fern Hill Road and B Street.</p>
<b>Congestion</b>			
By 2035, reduce vehicle hours of delay (VHD) per person by 10 percent as compared to 2005	<p>On Washington County and ODOT-owned roads the v/c is less than or equal to 0.99</p> <p>On City roads, LOS D</p> <p>In downtown Forest Grove (a Metro-designated Town Center) – 2 hour peak hour standards:</p> <ul style="list-style-type: none"> <li>• First peak hour v/c &lt; 1.1</li> <li>• Second peak hour v/c &lt; 0.99</li> </ul>	<p>Analysis shows that two intersections are currently not meeting standards (Highway 47/Maple Street, and Adair Street/Yew Street)</p> <p>This increases to nine intersections by 2035</p>	<p>Roadway capacity and intersection optimization projects help improve traffic flow and maintain future congestion within the existing standards. Additionally, the TDM/TSM programs, increased transit, and more complete bicycle and pedestrian network will help reduce vehicle demand on roads within Forest Grove.</p> <p>The preferred system of transportation improvements meet existing standards</p>
<b>Freight Reliability</b>			
By 2035, reduce vehicle hours of delay by truck trip by 10% as compared to 2005	<p>Reduce delays for truck trips on state highways in Forest Grove</p> <p>Develop truck routing system for city streets within Forest Grove</p> <p>Develop overnight truck parking</p>	<p>With the exception of the state highway system (OR 8 and OR 47) there are currently no designated truck/freight routes in Forest Grove. Travel times on state highways are not predictable and can vary from day to day, increasing costs for businesses that rely on shipping.</p>	<p>The TSP identifies several refinement planning areas along OR 47 to address access to/from industrial/employment centers within Forest Grove. These refinement plans should be prepared and adopted to provide the necessary direction to serving freight mobility needs.</p> <p>The TSP also identifies the need for signalization, signal optimization and intersection improvements at other locations along the state highway system.</p>

**Table 2-1 Continued. Forest Grove TSP Performance Measures**

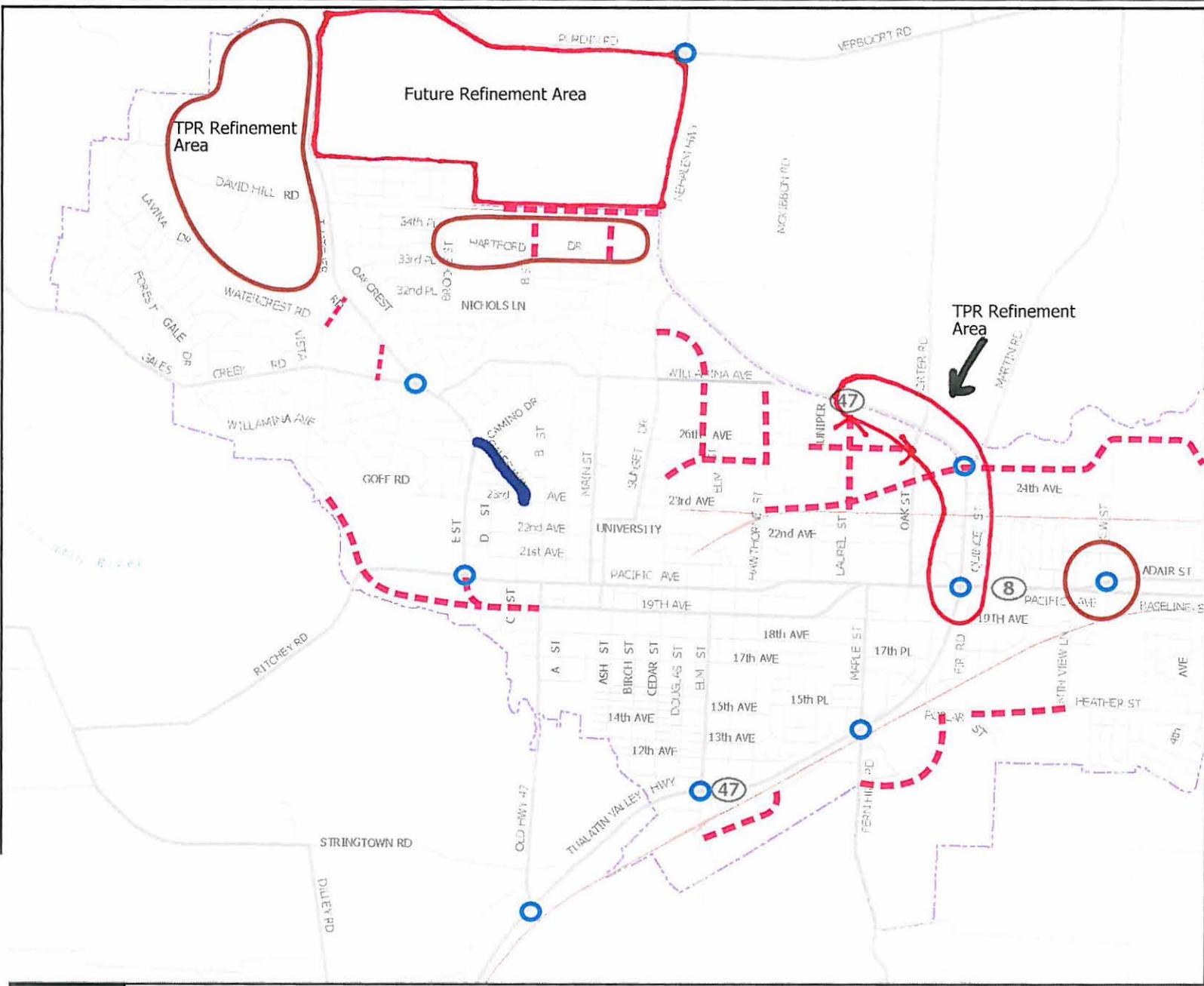
Metro's 2035 Performance Metrics	Forest Grove Performance Measure	Forest Grove System Deficiencies	Forest Grove TSP Projects that Address the Deficiencies
<b><u>Walking, Biking, Transit and Non-SOV</u></b>			
<p>By 2035, triple walking, biking, and transit mode share compared to 2005</p> <p>Town Center mode share is 45-55% non-drive alone modal target for downtown Forest Grove, and 40-45% for industrial, employment and neighborhood areas</p>	<p>Implement policies and projects to move towards the regional non-SOV mode share as appropriate for the City</p> <p>Work towards achieving the RTP non-SOV mode share targets of 44-55% for Downtown Forest Grove, and 40-45% for other areas of the City.</p>	<p>There are a number of gaps in the sidewalk, bike lane, and multi-use path systems in Forest Grove. There are also few wayfinding signs to direct pedestrians and bicyclists to use the existing multi-use paths.</p> <p>Current mode share for those traveling to work who live in Forest Grove is 70.4% drive alone, 10.9% carpool, 5.8% take transit, 7.6% walk, 1.2% bicycle/other mode, and 4.1% telecommute.</p>	<p>The TDM/TSM programs focused on providing more local transit service and connectivity, and completing the pedestrian and bicycle network will help to increase the percentage of local residents in Forest Grove who walk, bicycle, take transit and carpool in the downtown core, to other city destinations and to destinations in the remainder of the region.</p>
<b><u>Climate Change</u></b>			
<p>By 2035, reduce transportation-related carbon dioxide emissions by 40% below 1990 levels</p>	<p>Strive to reduce VMT per capita by 10 percent compared to 2010.</p>	<p>Forest Grove is located at the edge of the metropolitan area with a large daily commute to jobs elsewhere in the region (e.g., more than 80% of Forest Grove workers are employed outside of the city). 48% travel less than 10 miles to work, 41 % 10 to 24 miles and 11% over 24 miles. This contributes to the existing level of VMT per capita.</p>	<p>The TDM/TSM programs, increased transit, and more complete bicycle and pedestrian networks will help to decrease per capita VMT and the associated transportation-related emissions to meet this performance metric.</p>

### Legend

-  Future Study Area
-  Water
-  City Limits
-  Urban Growth Boundary
-  Proposed Roadway \*
-  Proposed Intersection Improvement
-  Proposed Road Improvement

\* Road alignments are conceptual. Further study required.

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



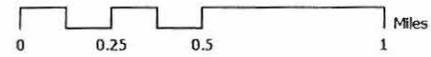
TPR Refinement Area



ATTACHMENT D

**FIGURE 8-7**

**PREFERRED ROADWAY NETWORK PLAN**



## BACKGROUND

### Introduction

Forest Grove is a full-service community located at the far western edge of the Portland regional urban growth boundary near the foothills of the Coastal Mountain Range. The surrounding farms and forest give the community a rural feel seemingly far removed from the suburban landscape found elsewhere in the region. Because of this unique setting, Forest Grove has the resources and natural amenities that form the very character and high quality of life experienced by residents and visitors of the community. The Forest Grove Comprehensive Plan strives to protect this quality of life while accommodating expected housing and employment growth over the next twenty years.

In addition to Forest Grove's natural setting, Forest Grove is home to Pacific University, a renowned private liberal arts and health professions university. The city is also known for its strong and vibrant historic town center, mature and developing neighborhoods, a retail corridor, high quality parks and open spaces, and many community gathering places where cultural and entertainment events take place throughout the year.

These amenities, available land, and competitive cost of living, have helped fuel a steady rate of population growth since the comprehensive plan was adopted in 1980. In 1980, the population of Forest Grove was about 11,500 persons. Since 1980, the population of Forest Grove has almost doubled to over 21,000 persons. The prediction of the 1980 plan that Forest Grove can be expected to almost double its population over the next twenty years was very well founded.

Although Forest Grove will not likely experience another doubling of its population over the next twenty years growth will continue at a steady pace. Population growth will occur due to natural increase, nearby employment opportunities, moderate climate availability of water and competitive local utility rates. It is expected that the population of Forest Grove will increase to about 28,000 persons by the year 2030. This population will require approximately 2,500 housing units based on an average of 2.71 persons per dwelling unit. This represents approximately 50% of the development capacity within the urban growth boundary of approximately 4,850 housing units. This suggests that it's possible to accommodate expected residential growth within the confines of the existing urban growth boundary. In contrast, analysis suggests that land within the urban growth boundary is inadequate for large lot industrial needs. The land use and economic development elements of the comprehensive plan addresses land needs in more detail.

The comprehensive plan is a tool for maintaining the quality of livability of the community by coordinating development and use of natural resources with anticipated urban growth as it occurs. The plan will be most effective as a tool to provide long run money saving benefits not only to City government function but to the community as a whole. Development will be coordinated with utility services so that streets, water lines, sewers, storm drains, etc. will not be overloaded before their economic life has finished.

Services and development will be provided in a logical, sequential manner in an effort to reduce duplicating costs and environmental damage.

### Significant Changes since Last Plan Update

Aside from population growth, there have been many significant changes since adoption of the Comprehensive Plan in 1980. Western Washington County has experienced considerable employment growth with the evolution of the high technology sector; the Oregon Highway 47 bypass was constructed changing traffic patterns in the city; and significant policies affecting land use were adopted by regional and state agencies as explained below.

Hillsboro exemplifies much of the change in western Washington County since 1980. Hillsboro has grown from a population of about 28,000 persons in 1980 to a population of over 90,000 persons in 2010. Some of this growth is attributable to annexation of previously unincorporated territory. However, considerable population growth is due to gains in employment especially in the high technology sector.

The growth of Hillsboro is clearly beyond our control, however what happens in Hillsboro has an impact on Forest Grove. Such impacts include the type of housing built in Forest Grove, the shopping opportunities that are provided for residents and the need for new or expanded roads to accommodate commuting to job opportunities outside the city.

To help tackle regional issues such as housing and transportation, Metro adopted the Region 2040 growth management concept in 1995. The Region 2040 concept impacts how and where cities in the region grow. Generally, regional growth is guided by the location of the urban growth boundary, regional investments in transportation, local zoning designations including minimum density requirements, annexation policies and location of water and sewer lines. Region 2040 addresses growth management by promoting mixed-use town centers, a multi-modal transportation system, coordination between land use and transportation decisions, and separation between urbanizable and rural lands.

As noted above, transportation decisions have significant impacts on the use of land. The Regional Transportation Plan adopted by Metro, impacts how federal and certain state transportation funds are spent in the region. Adoption of the RTP is a federal requirement for use of federal transportation funds. As a result of this requirement many transportation decisions are made at the regional level. Metro has the responsibility for allocating federal transportation projects such as investment in high capacity transit as well as highway improvements. Regional allocation of the limited and decreasing transportation funding for local needs is highly competitive. Close coordination with regional partners is needed to ensure Forest Grove's interests are considered and acted upon.

Another significant policy change is the establishment of urban and rural reserves in the Portland area. The Oregon Land Conservation and Development Commission will consider regional recommendations for urban and rural reserves. These reserves are

intended to identify areas for potential urbanization during the next fifty years as well as areas where agricultural and forestry operations will be protected. The intent of this policy is to provide certainty to the agricultural community and development interests. This certainty will enable long term financial investment decisions in and around the region.

### Plan Context

Forest Grove's Comprehensive Plan represents a cooperative effort by the City and its residents, businesses, and industries. The principal aim of the plan is to establish a coordinated set of policies addressing the quantity, quality and location of future urban development in and around Forest Grove. By developing and adopting such a set of policies for the area, future urban development can be guided into areas best suited for development taking into account areas with severe building limitations or where municipal services cannot be provided in a cost effective manner. Through such efforts urban sprawl type development can be avoided saving acres of valuable agricultural and forestry land as well as other natural resources.

While the comprehensive plan represents a position and commitment by the entire community relative to urban growth, many of the adopted policies represent specific directives for action to various City departments, commissions, and the City Council. Based in Oregon State Law, the authority and responsibility for the planning, management and protection of the community's resources, the coordination of the physical development, and the provision of adequate public facilities and services are all under the purview of local government. However, it is the intent of the law that policies contained in the comprehensive plan should reflect the position of the general public through an adopted citizen involvement program. It was through just such a process that the Forest Grove Comprehensive Plan was developed.

### Predictability in Planning

Planning is a process. This process is intended to provide an opportunity for citizen involvement in the preparation of plans and policies affecting land use. This process is also intended to improve predictability in land use decisions. The aim is to establish policies leading to decisions that provide landowners with clear expectations as to what they can and can't do with their land. In addition to guiding how land might be used today, the comprehensive plan also describes how land could be used in the future. Therefore, by its very nature, the comprehensive plan should reduce uncertainty for landowners and the community as to what that vacant tract of land next to a subdivision might be used for in the future.

### Forest Grove in the Region

Forest Grove's place in the region has changed since the comprehensive plan was adopted in 1980. Forest Grove is located in the far western boundary of the Metro Portland planning area. In relation to other cities in the Portland regional urban growth boundary, Forest Grove is located the furthest from downtown Portland. Forest Grove is roughly the same distance from downtown Portland as Newberg and Estacada. This

presents both opportunities and challenges for the City. First, land use and transportation policies that might work in Portland, Tigard or Beaverton may not be applicable to Forest Grove. Comparatively, population densities are lower and land economies are very different in Forest Grove than larger and closer-in cities with better access to Interstate 5 and Highway 26. Regional policies should take these differences into consideration.

Forest Grove's role in the region is defined by Forest Grove being a college town; a market center for the surrounding western Washington County agricultural areas; a retirement community; and place to live and raise a family while also working in the high technology industries of western Washington County.

Forest Grove's planning area includes the area within the Forest Grove city limits as well as unincorporated territory within the urban growth boundary west of the City of Cornelius. Roles and responsibilities for planning in the unincorporated area are described in the urban planning area agreement between the City of Forest Grove and Washington County.

#### Issues and Opportunities Addressed in the Plan

The Forest Grove Comprehensive Plan identifies a number of issues and opportunities. Issues include limited employment options in Forest Grove, improved transportation connections to the region including Hillsboro, limited retail opportunities in the City, lack of Town Center gathering place.

Opportunities include proximity to Hillsboro, proximity to agricultural resources, Pacific University, cost competitive electrical rates, water supply and local control over watershed, Town Center.

Fundamentally a comprehensive plan is a map and coordinated policy statement showing how the city expects to grow in the future. A comprehensive plan is more than a map or list of goals of goals and objectives. The plan shows what's important to the community – what we as residents' and business owners' value. It shows how parts of the city are interrelated. It shows how we'll respond to change and ensure that current and future community needs are met. Simply put a comprehensive plan is who we are as a community.

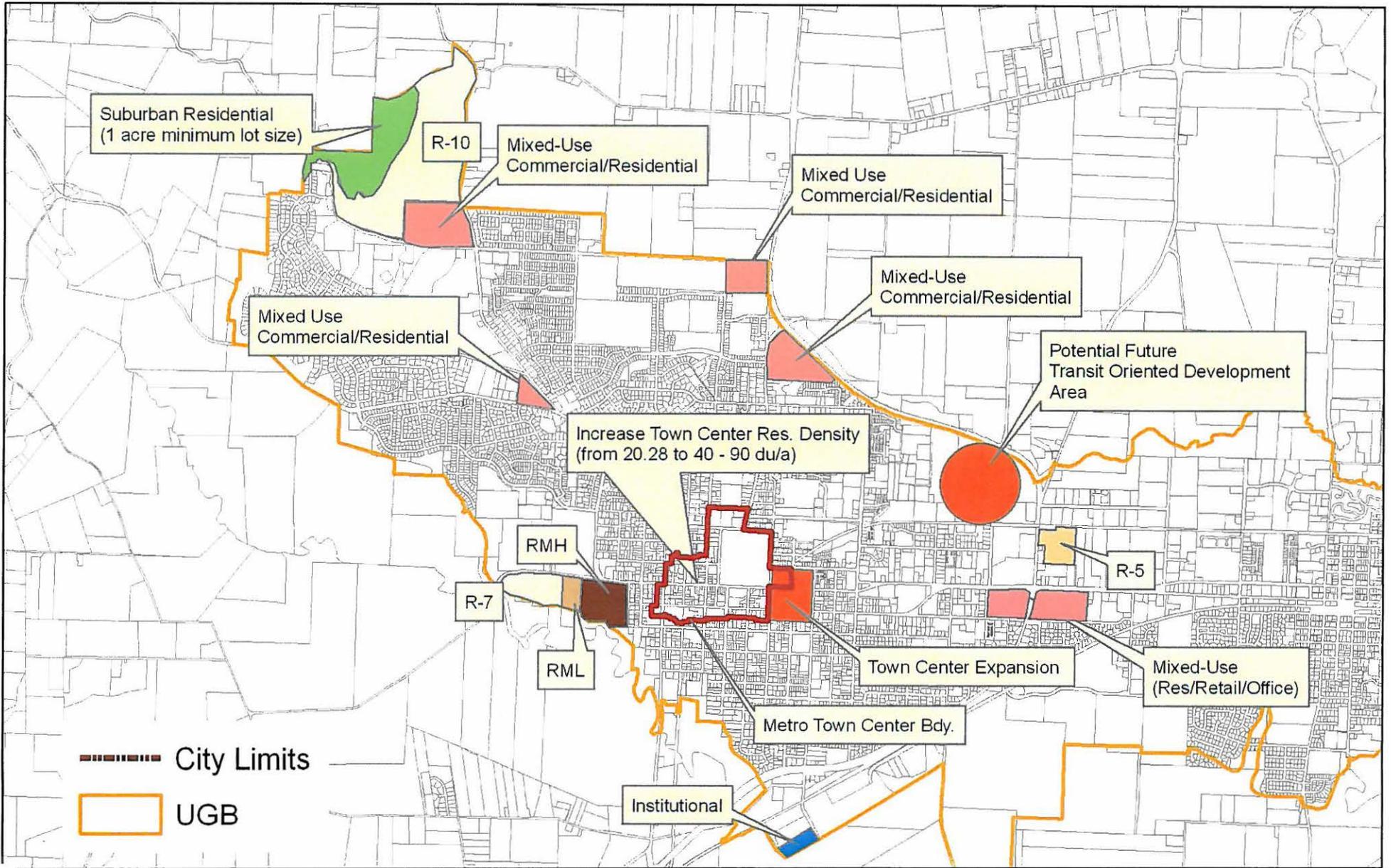
- It is a policy document intended to coordinate decision making;
- It is a database that establishes a sound basis for decisions. Data should be updated and consulted as part of making land use findings and decisions;
- It sets broad priorities for the City
- It establishes the basis for land use and development regulations
- It coordinates decision making
- It gives guidance to landowners and developers
- It provides certainty about how and where the city grows
- It ensures there is an adequate supply of land for expected housing and employment needs.

## Planning Authority

Oregon Revised Statutes Chapter 197 provides the legal framework for local planning in the State of Oregon. ORS 197 describes the planning responsibilities for cities and counties. Under this statute cities must prepare, adopt, or amend and revise comprehensive plans in compliance with goals approved by the Land Conservation and Development Commission. In addition, cities must enact land use regulations to implement the comprehensive plan. Land use decisions must be made in compliance with an approved (acknowledged) comprehensive plan and land use regulations.

Oregon Revised Statutes Chapter 195 addresses local government planning coordination. ORS Chapter 195 describes procedures for annexation of unincorporated territory, urban reserve areas, urban service agreements, and regional coordination of planning activities.

Oregon Administrative Rules establishes guidelines for meeting State of Oregon Land Use Planning Goals.



## Forest Grove Vision Statement

*This statement is written and designed to reflect the best of what exists now, and what we aspire to become, as a community.*

Forest Grove is a friendly, twenty-first century, small, full service city. It was settled in 1841 by pioneers who valued respect for education, faith, enterprise, service to humanity, and the bountiful resources of the Tualatin Plain. Those values persist to inspire a common vision for a high quality of life in a thriving and progressive community that reaches from its historical commercial core around Pacific University to a horizon of forests, farms, vineyards, and the Coast Range. As an engaged and diverse people, we assure sustainability in our economy and our environment, thus supporting a community that nurtures our youth, educates all residents, and attracts and welcomes visitors. Forest Grove is itself a *destination* that thrives by *design* and is our *home*.

### **Forest Grove is a *Destination* that offers visitors and residents:**

- **A rich heritage** preserved by honoring the city's natural, cultural, and historic treasures while also embracing the future.
- **A centrally located gateway** to forests, waterways, beaches, and mountains; this wealth of resources is cherished and preserved to foster sport, recreation, reflection, and leisure.
- **Arts & culture** that abound throughout the year; we celebrate our cultures and participate in a wide variety of visual and performing arts and festivals.
- **A community** recognized for its commitment to conserve, preserve, protect and restore our natural assets.

### **Forest Grove is a community by *Design* through:**

- **Participation** of an engaged public and accessible, responsive government.
- **Planning** that considers and accommodates both the desires and needs of all community members to ensure their quality of life and prosperity.
- **Sustainable transportation** modes, systems, and networks that provide opportunities for all to conveniently and safely move about within and outside of the community.
- **Economic development** that encourages innovative, diverse and ecologically sound enterprises that provide ample opportunities for employment, and ensures the vitality of the community.
- **Fiscally sound funding** of quality public safety and municipal services including locally owned public utility and watershed.

### **Forest Grove is *Home* to:**

- **Individuals** who are respected and valued for their experience, abilities, and differences, and where all residents are included in the life of the community through excellent education, recreation, and social programs.
- **Young people** who are nurtured and encouraged to achieve their full potential.
- **Families** of every size and description who have community resources needed for lifelong learning and development.
- **Older residents** whose ongoing leadership, wisdom and investment in the community build the foundation for our future.
- **Distinctive neighborhoods** replete with a variety of accessible housing options, schools, parks, places of worship and social gathering, and farmlands and open spaces.
- **A community** in harmony, bound by commonly shared respect for its residents, natural resources, economic vitality, and its active role in a global society.

## Metro Region 2040 Growth Concept

Metro adopted the Region 2040 growth concept in 1995 to promote the efficient use of land within the urban growth boundary. The underlying premise of the growth concept is to preserve access to nature and promote strong communities for people who live in the Portland region today and will live here in the future.

The growth concept establishes a hierarchy of mixed-use, pedestrian friendly centers that are well connected by high capacity transit and corridors. The concept supports a multi-modal transportation system that ensures continued mobility of people and goods throughout the region. Coordination of land uses and the transportation is imperative to realizing the future envisioned by the growth concept. Finally, the concept promotes an urban to rural transition to reduce sprawl and keeping a clear distinction between urban and rural lands. The Region 2040 growth concept defines several categories of land uses including regional centers, town centers, transit station communities, corridors and employment areas.

Regional centers are larger established concentration of activities. There are seven regional centers in the Portland area. Hillsboro serves the western portion of the region. Regional centers are the focus of compact development, redevelopment, high quality transit service, and multi-modal street networks.

Town Centers are smaller than regional centers serving a more localized market area. Similar to regional centers, town centers are characterized by compact development and transit service. Town centers provide local shopping, employment, cultural and recreational opportunities. Downtown Forest Grove is a designated town center under the Region 2040 growth concept.

Transit station communities are concentrations of development focused around a light rail or high capacity transit station. Station communities feature a high quality pedestrian environment with sufficient densities to encourage transit use. Station communities encompass an area approximately one-half mile from a station stop. As of 2009, the Region 2040 growth concept does not designate any station communities in Forest Grove.

Corridors are not as dense as centers but are located along good quality transit lines such as TriMet Line #57. Corridors are areas with opportunities for increased development densities, high pedestrian environments and convenient access to transit. Typical development along corridors include rowhouses, duplexes and one- to three-story office and retail buildings. Some corridors are characterized by narrow bands of higher intensity development along arterial roads. Others are more nodal with smaller focused areas of activity at major intersections or locations with high quality pedestrian access, good connections to surrounding neighborhoods and convenient transit access. Pacific Avenue/Oregon Highway 8 is a designated corridor in the Region 2040 Growth Concept.

Industrial and employment areas are locations needed to meet current and projected manufacturing, warehousing and wholesaling activities. These areas are generally found near major transportation routes and inter-modal facilities including air and marine terminals, freight rail yards and truck terminals.

## Land Use Element Goals and Policies

### Residential Land Use Goals and Policies

The location of housing affects many aspects of our lives. The location of housing determines how far we have to commute to work, where our children play and whether or not we can walk or bicycle to stores and services<sup>1</sup>. In addition the amount of land available for development and land use regulations impact the cost of housing. The City of Forest will adopt policies and strategies to respond to identified issues and problems affecting land use. A policy is a general directive statement that identifies the class of actions to be performed; the conditions under which they are to be performed; and the individuals, groups, or agencies by which they are to be performed.<sup>2</sup>

Policies and strategies include:

1. Adopt land use map designations for all land use categories based on the findings, goals and policies in the comprehensive plan. Where redevelopment of an existing residential neighborhood is deemed necessary to accommodate other uses, standards shall allow mixing of uses when combined with the appropriate plan review for setbacks, screening, landscaping and compatibility with existing residential uses.
2. ~~The zoning ordinance shall include design standards for mobile home developments. Standards shall cover minimum lot size, covered car area, covered storage, open/recreation space, setbacks, streets, sidewalks, curbs and storm drainage. [This has been accomplished.]~~
3. ~~Multi family developments shall be near the commercial core of major arterials.~~ Comment: Revise wording as follows: Location factors for the placement of multi-family development shall be included in the Comprehensive Plan and updated periodically to reflect changes in development best practices.
4. ~~Multi family developments shall be buffered from major arterials by evergreen plantings, bike paths, setbacks, building orientation away from arterials, and other suitable means. [This wording is too specific for the comprehensive plan.]~~
5. ~~Off street parking for multi family developments shall be permitted in required yards. [this is a development standard and should be deleted].~~
6. The land use regulations shall provide for clustering of houses, zero lot line construction, and common wall construction.
7. Access to multi-family units through single family areas shall be avoided. ~~Planned unit development standards and procedures shall promote the redevelopment of deteriorating neighborhoods and the development of passed over lands. [Not necessary, the Planned Residential Development section in the Development Code already establishes access standards.]~~
8. ~~Land partitioning procedures and zoning ordinance standards shall encourage the filling in of vacant land with mixed uses in the core area. [Partitioning procedures do not promote infill and mixed-use development]~~

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<sup>1</sup> Additional information about housing related issues is contained in the American Planning Association Policy Guide on Housing available at [www.planning.org](http://www.planning.org)

<sup>2</sup> The Planning Commissioners Guide, APA, Page 97

9. The following density standards shall apply in the various residential zoning districts:

Zoning District	Average Lot Size	Target	Minimum	Incentive*
SR	43,560 sq.ft.	1.0	0.80	1.20
R-10	10,000 sq.ft.	4.35	3.48	5.23
R-7	7,000 sq.ft.	6.22	4.98	7.16
R-5	5,000 sq.ft.	8.71	6.97	10.02
RML	--	12.00	9.60	13.80
RMH	--	20.23	16.18	23.26
Density = dwelling units / NET ACRE Minimum Density = 80% of Target Incentive Density = 115% of Target except for SR and R-10, which is 120% of Target				

10. The City shall take into consideration the housing rules of the State Land Conservation and Development Commission when considering plan amendments affecting future development densities or the mix of housing types.
11. Planned residential developments shall ~~be granted~~ allow for density bonuses in order to encourage the use of the planned development process. Measures shall be taken to ensure that density bonuses do not result in greater negative impacts on surrounding neighborhoods.
12. *Land designated for single family attached and multi-family developments shall be distributed throughout the city taking into consideration availability of public services, topography and environmental constraints. Preferred locations for medium and higher density residential development include areas within walking distance of schools, parks, commercial areas, or existing/planned transit service.* [This policy helps to distribute multi-family developments throughout the community since schools and parks are found throughout the community. The reference to planned transit service is broader than the current wording of existing transit service.]
13. Development regulations shall promote a variety of housing types suitable for owner- and renter-occupants. The Economic Opportunity Analysis indicates a need for 3,859 owner-occupied units and 878 renter-occupied units over the next twenty-years.
14. Ensuring the availability of affordable housing is a priority for the City of Forest Grove. Affordable housing options provided for through planning and development regulations should reflect the documented housing needs of current and future residents of the City.
15. Develop and implement incentives for the construction of affordable housing meeting documented community needs.
16. Amend land use regulations to expand the definition of accessory dwelling units to include units not attached or within an existing residential structure<sup>3</sup>.
17. New neighborhoods in steeply sloped areas shall be designed to minimize the impact of views from the broader community.
18. Regulations shall require that new developments pay a proportional share of the cost of capital improvements based on impact to community systems.

<sup>3</sup> Policy Issue: should the accessory dwelling definition be expanded? If so, what are the implications?

19. Prior to redevelopment of manufactured housing parks the City shall identify sites for replacement housing.
20. Adopt development standards to promote compact and cluster residential land use patterns without requiring a planned unit development review process. This could include development standards for court bungalows, zero lot line housing<sup>4</sup>, co-housing<sup>5</sup>.
21. Prepare and adopt neighborhood plans for areas within the city.

### **Commercial Land Use Goals and Policies**

1. *Distribute commercial activity throughout the city to serve existing and planned residential or employment areas.*
2. *Designate on the Comprehensive Plan map at least ~~446 acres~~ 100 acres of land for additional commercial development over the next twenty-years including 30 acres for large commercial sites (over 20 acres in area), 45 acres for medium (5 to 20 acre) sites, and 25 acres for small (5 or fewer acre) sites. This land should be distributed throughout the urban growth boundary, in appropriate locations, to serve new and existing neighborhoods.*
3. *Land designated for commercial use shall have a slope of 5% or less, ~~be free of building hazards, have proximity to peak traffic flows, access to mass transit service,~~ space to accommodate a variety of services and have availability of full urban services. [This policy promotes commercial development along the corridor only. The policy should be broadened.] Land designated for commercial use must be suitable for development taking into account environmental constraints and topography, have direct access to arterial or collector streets, be accessible to employment, residential or recreational areas that are within walking distance (generally ½ mile) and be designed to act as a focal point for surrounding neighborhoods.*
4. *Designate commercial/mixed-use nodes along the Pacific Avenue/19<sup>th</sup> Avenue Corridor consistent with the findings contained in the 2005 Commercial Corridor Study.*
5. *Implement development standards to promote transit-oriented land use within walking distance of planned high capacity transit corridors.*
6. *Establish a commercial office zoning designation to promote office and professional service activities throughout the city.*
7. *Implement development standards to ensure the preservation and the integrity of single family residential homes converted to office or shops in the Pacific Avenue/Hawthorne Street area.*

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<sup>4</sup> Single family dwellings arranged on individual lots as either detached structures with one or more side walls on a side property line.

<sup>5</sup> A planned community composed of private homes supplemented by shared facilities. Shared facilities may include a kitchen, dining room, laundry, child care facilities, offices, internet access, guest rooms, and recreational features. (Wikipedia)

8. *Priority should be given to retrofitting single use commercial and retail developments into walkable, mixed-use areas.*
9. Encourage improvement of the ~~Central Business District Town Center~~ by cooperating with the Downtown Business Association and the ~~Oregon Downtown Development Association~~ in their Main Street Program.
10. ~~Sufficient land shall be included in the Central Business District to allow for the opportunity for growth and expansion. [Is this necessary given the creation of the various Town Center zones?]~~
11. ~~Off-street parking for new uses in the Central Business District shall be provided in the best manner possible, provided that it may not be located at the front of the building. [No longer necessary since off-street parking is not required in the Town Center].~~
12. Provide standards for screening, access, location, circulation, parking, landscaping, density, and scale for both commercial and multi-family uses to reduce conflicts between adjoining uses and protect the livability of residences. [Such standards are in place. Focusing on conflicts serves to separate uses. Opportunities should be pursued to integrate such uses together especially multifamily residential and commercial development.
13. The Comprehensive Plan Map and corresponding zoning standards shall provide for ~~a neighborhood convenience center near commercial development opportunities~~ serving newly developing areas in the City.
14. ~~Limit the overall space available on neighborhood commercial zones through appropriate zoning standards. [Not sure what this means. I think this has been done.~~
15. Require that proposed development along arterial streets make provision for limiting access to its site by sharing curb cuts with adjoining property at such time as the adjoining property is developed.
16. *Improve* Adopted standards related to landscaping, access, signing, utility locations and building orientation which minimize the negative features of commercial strip development *based on best practices*. ~~Adopt standards which encourage grouping, clustering, and/or master planning of consolidated tracts of commercial property along arterial streets. [This has been done through the Commercial Planned Development district which hasn't been too successful].~~
17. ~~Make provision in development proposals along arterial streets for financial participation by property owners in traffic management projects which may be developed at a later date. [This shouldn't be in the commercial land use section]~~
18. ~~Through appropriate ordinances and design measures, ensure that accessibility for non-auto traffic (pedestrian, bicycle, mass transportation) is not impeded along arterial streets. [This shouldn't be in the commercial land use section]~~
19. ~~Explore the possibility of placing all existing overhead power and telephone lines underground along Pacific and 19<sup>th</sup> Avenues. [This shouldn't be in the commercial land use section].~~

## Industrial Land Use Goals and Policies

1. Provide at least ~~309~~ 250 acres of land for additional industrial development anticipated over the next 20 years. [Vacant supply is 290 acres. At least 40 acres of industrial land could be re-designated]
2. Land designated for industrial use shall have a slope of 5% or less and access to arterial and collector street and adequately sized utilities.
3. ~~Attempt to annex sufficient land so that one half of the 20 year need and one 75 acres tract is available for development.~~ Ensure the availability of at least one large industrial tract comprising at least 50 gross acres in land area.
4. Develop plans for the financing and construction of streets and sanitary sewers serving land designated for future industrial use.
5. Maintain an inventory of available industrial land, updating it annually. [Shouldn't be in comprehensive plan]
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. [need to revise policy to allow for direct sales of product produced on site]
7. Provide that industrial activity shall be separated from established residential neighborhoods and all future residential development, and require either natural or man-made buffers between industrial and residential land.
8. The City shall cooperate with the local Chamber of Commerce and other economic development entities in the area in promoting industrial development in Forest Grove.
9. Coordinate the designation of industrial and other land use activities in the Comprehensive Plan with the Transportation Element. Through the designation of industrial land use linked to the recommended transportation network of arterials and collectors, existing and proposed residential areas can be avoided to the maximum extent possible
10. Access to industrial sites shall be from arterials or local industrial streets, oriented away from residential areas wherever feasible.
11. Estimate industrial land needs for the next 50 years and identify the most appropriate locations for this development to occur. The design of future sewers and other facilities should take into account the servicing of this additional land area.
12. Implement development standards to promote start-up businesses.
13. Work with our regional partners to ensure there's an adequate supply of industrial land in locations meeting the economic development needs of Forest Grove.
14. Develop a concept plan for the Purdin Road Urban Reserve Area.
15. Implement development standards to promote the efficient use of industrially zoned land.
16. Transition industrial activities out of the Town Center and re-use these sites for commercial and residential mixed-use activities.
17. Redesignate appropriate industrial areas to employment areas to promote a diversity of employment activities and encourage the re-use of underutilized land.
18. Seek opportunities to recruit industrial activities that could take advantage of the City's cost-competitive electricity rates and the skills of the resident labor force.

19. Develop economic development programs that support Forest Grove's location in the region and limited connectivity with Hillsboro and Portland. Work with regional partners to overcome these constraints.
20. Promote small scale manufacturing and services with housing in zoning and development standards.
21. Implement a land use concept to increase jobs-housing ratio in Forest Grove from 1.2 to 1.5.
22. Transition industrial activities out of the Town Center and re-use these sites for commercial and residential mixed-use activities.
23. Implement development standards and incentives to protect large industrial sites.
24. Implement development standards and incentives to encourage the preservation of large industrial sites.
25. Redesignate appropriate industrial areas to employment areas to promote a diversity of employment activities and the re-use of underutilized land.

### **Land Use Implementation Actions**

Specific land use implementation actions are described below:

1. The City of Forest Grove will adopt a land use concept that promotes the efficient use of land within the urban growth boundary<sup>6</sup>. Measures to promote the efficient use of land will take into account local land economics and market feasibility. Examples of development standards to encourage the efficient use of land include implementing minimum floor area requirements in all commercial and employment zones, increasing minimum development densities, reducing off-street parking requirements, allowing for density bonuses, and/or transfer of development rights.
2. The City of Forest Grove will support policies that promote the continued viability of the Forest Grove Town Center as the focal point of the community. Future comprehensive plan text and map amendments affecting land use should consider potential positive and negative impacts to the Forest Grove Town Center. Potential positive impacts include increasing housing in the Town Center and finding creative ways to efficiently use upper floor space. Negative impacts include implementing policies that increase land values beyond what downtown shop owners can afford and allowing the continuation of incompatible land extensive activities better suited for employment or industrial areas. Other negative impacts include adopting zoning provisions that do not recognize market realities.
3. The City of Forest Grove will support policies that encourage locating complementary land uses in proximity to reduce demand on transportation systems and improve the overall quality of life of the community.

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<sup>6</sup> The efficient use of land reduces pressure to expand the urban growth boundary and thereby conserving agricultural land, reduces the cost of development by reducing the cost to extend public services, reduces traffic congestion by placing complementary activities near one another and improves air quality and lowers greenhouse production, reduces the length of automobile trips and reduces the cost to operate a vehicle.

4. The City of Forest Grove will develop land use concept plans for approved urban reserve areas that support the complete community concept by complementing the historic development pattern of the community, promoting jobs-housing balance, providing cost-effective public services and governance and limiting development impacts affecting surrounding agricultural activities and investments.
5. The City of Forest Grove will promote policies designed to protect the character of single family residential neighborhoods while also allowing for limited infill development.
6. The City of Forest Grove will support policies to consolidate access points along the Pacific Avenue corridor.
7. The City of Forest Grove will participate in regional affairs to advance policies that address local land use and development needs.

# Urbanization Goals and Policies

## GOALS AND POLICIES

### Local Policies

1. During each major update of the Comprehensive Plan, the City's land needs for the next 20 years shall be projected, and the adequacy of land within the Urban Growth Boundary to meet those needs shall be evaluated. If necessary, amendments to the Urban Growth Boundary shall be recommended to the Metropolitan Service District. (Amended by Ord. 87-7)
2. All lands within the Urban Growth Boundary shall be assigned priorities for urban development. Priorities shall be based on the City's ability to provide urban services and the orderly and efficient timing of service extension. These priorities shall be the basis for making decisions on all development proposals and requests for annexation. (Amended by Ord. 87-7)
3. Provide for an Urban Growth Management Strategy to set forth policies on the urbanization of vacant and agricultural land. The policies should cover the extension of water and sewer service, land partitioning requirements, zoning, and annexations within the Urban Growth Boundary. The strategy shall provide for the orderly and cost-efficient accommodation of anticipated urban growth for the next 10 years. (Amended by Ord. 87-7)
4. Trunk lines for utilities shall be extended only to service areas which are adjacent to existing development. (Amended by Ord. 87-7)
5. Sewer and water utilities shall not be extended beyond the City's corporate limits and shall be provided only after annexation. The City Council may permit extension of utilities to existing dwellings outside the urban growth boundary only when there are demonstrated problems with water quality or quantity, or when a demonstrated health hazard exists due to sanitary sewer drain field failures. (Amended by Ord. 87-7; Ord. 94-08.)

### General Policies

#### **1. Urban Growth Boundary Delineation**

1.1 Participate with Metro in the ongoing review of the Portland regional urban growth boundary and the update of the Metro Urban Growth Report.

1.2 Monitor development trends in the Forest Grove planning area to ensure that Forest Grove has a twenty year supply of land for local residential, commercial, small industrial and large lot industrial development, and institutional land needs.

#### **2. Urban Reserve Lands**

2.1 The City of Forest Grove will work collaboratively with property owners and governmental partners to prepare concept plans for urban reserve areas consistent with

Title 11 of the Metro Urban Growth Management Functional Plan (Planning for New Urban Areas).

2.2 The City of Forest Grove will advocate for adding urban reserve lands into the urban growth boundary to meet the City's long term urban development needs.

### **3. Efficient Use of Lands within Urban Growth Boundary**

3.1 The City of Forest Grove will continue to promote the efficient use of land within the Forest Grove Town Center and any areas designated as transit station communities on the Forest Grove Comprehensive Plan Land Use Map.

3.2 The City will monitor housing development trends to ensure that Forest Grove complies with the Metropolitan Housing Rule requirement for a minimum average development density of eight units per acre of land.

### **4. Annexation of Land**

4.1 Promote the efficient delivery of public services through annexation of land into the City of Forest Grove.

4.2 The City will avoid approving annexations that create unincorporated islands within the Forest Grove planning area.

### **5. Regional Partnerships**

5.1 The City of Forest Grove will advocate for adding urban reserve lands into the urban growth boundary to meet the City's long term development needs.

5.2 Coordinate the provision of public services need to support urbanization with the Forest Grove School District, Washington County Clean Water Services and other public agencies as appropriate.

## School Facilities and Education Goals and Policies

[Strikeout wording is recommended for removal and italics/underlined wording is recommended for addition]

### ISSUE

As the City of Forest Grove grows over the next two decades, the community must formulate plans to improve and expand existing educational facilities and service if the city is to meet the growing and changing needs of its residents. While in most cases present facilities and services are adequate, in the future many, if not all of these schools, will not be capable of handling anticipated student enrollment.

### GOALS AND POLICIES

#### Local Goals

1. ~~PROVIDE~~ SUPPORT THE FOREST GROVE SCHOOL DISTRICT'S EFFORT TO PROVIDE COMPLETE EDUCATIONAL FACILITIES AND SERVICES THROUGH THE HIGH SCHOOL LEVEL.
2. SCHOOLS SHALL BE LOCATED IN RESIDENTIAL AND COMMERCIAL AREAS. THESE USES SHALL REQUIRE SPECIAL REVIEW CONSIDERATIONS.
3. SCHOOLS SHALL BE LOCATED TO SERVE RESIDENTIAL NEIGHBORHOODS.
4. IN PARTNERSHIP WITH THE FOREST GROVE SCHOOL DISTRICT DEVELOP A SCHOOL CAPACITY FORMULA AS A BASIS FOR EVALUATING PROPOSED CHANGES TO LAND USE POLICIES.
5. ADOPT STANDARDS AND CRITERIA FOR NEW SCHOOL FACILITIES BY FACILITY TYPE.
6. THE CITY OF FOREST GROVE AND CORNELIUS SHOULD WORK COOPERATIVELY WITH THE FOREST GROVE SCHOOL DISTRICT TO IDENTIFY SPECIFIC LOCATIONS FOR SCHOOL FACILITIES MEETING THE NEEDS OF THE SCHOOL DISTRICT AND INDIVIDUAL CITIES.
7. PROMOTE AND FACILITATE THE COORDINATED DEVELOPMENT OF NEW AND EXPANDED SCHOOL FACILITIES THROUGH ADOPTION OF A SCHOOL MASTER PLAN ZONE.

#### Local Policies

1. ~~Insure~~ Cooperate with the School District to ensure opportunities for adequate school sites for necessary to serve an expanding population.
2. Encourage the location of schools ~~in urban areas~~ within the urban growth boundary and within walking distance for students.
3. Commercial and residential zones shall permit schools with standards for screening, landscaping, parking and access through conditional use procedures to reduce conflict with other uses.

4. School sites based on future growth and land use expectations shall be reserved identified on the comprehensive plan map to serve existing and future neighborhoods through designations in land use plan in cooperation with the School District.
5. ~~Establishment of a school use in a residential area shall require special review consideration such as conditional use approval.~~
6. Formulate Adopt an agreement with the School District for the use of their facilities for multiple use, particularly in summer recreation programs.
7. Encourage implementation of cost-effective alternatives to construction of new school facilities to meet projected enrollment needs.

## **Natural Resources and Hazards Draft Goals and Policies**

### **Goals and Policies**

#### From existing Comprehensive Plan

- 1) ALL DEVELOPMENT SHALL CONSIDER, TAKE INTO ACCOUNT AND DEMONSTRATE SUITABILITY RELATIVE TO THE NATURAL HAZARD LIMITATIONS OF THE AREA.
- 2) FLOOD PLAIN AREAS SHALL BE PROTECTED FROM INCOMPATIBLE USES TO REDUCE POTENTIAL PROPERTY DAMAGE.

### **Local Policies**

- 1) Areas with known Geologic hazards, or soils which the Soil Conservation Service has rated as severe hazard soils including shrink-swell potential, weak foundation support (shear strength), and erosion hazard shall permit construction and densities only when adhering to recommendations made through engineering analysis, review and ordinances.
- 2) Those involved in development will be required to address hazard conditions by the inclusion of basic environmental data (i.e. soil type, elevation of the flood plain, geologic limitations, etc.) and related designs and for engineering solutions in the submittal requirements for the development.
- 3) Adopt as a provision in both the zoning and subdivision ordinances that an environmental report be prepared and certified by a qualified engineer for all development proposals in areas having natural physical hazards and/or limitations. As part of the environmental report, the engineer shall identify the intensity of urban development to be permitted based upon the carrying capacity of the land. Open space may be required within the development in order to protect the public health and safety.
- 4) Permanent structural improvements will not be permitted in areas delineated as being located within the floodway of the 100 year flood plain as indicated from flood plain surface elevations provided by the U.S. Army Corps of Engineers.
- 5) The development of areas delineated as being within the 100 year flood plain as indicated from flood plain surface elevations provided in the most current Washington County, Oregon - U.S. Army Corps of Engineers information shall be limited to appropriate open space uses.
- 6) Fill and compensatory excavation of the flood plain shall be used only as a final design solution for development adjacent to the floodway. Developers shall be required to spell out how development alternatives were evaluated and conclusions were made.

## **Other policies**

- 1) Cluster development to accommodate needed housing while preserving larger blocks of forest land and open space.
- 2) Establish landslide mitigation measures including logging regulations on steep slopes, landscape requirements, drainage controls, and pre-development technical studies.
- 3) Minimize the risk of loss of life and damage to property from wildfires within the City and the urban growth boundary.
- 4) Collaborate with local agencies to evaluate the local risk of wildland-urban interface fires.
- 5) Collect data related to fuel locals and mapping vulnerable areas Prepare landscaping regulations to improve fire resistance
- 6) Adopt adequate roadway requirements to assure response by fire protection agencies.
- 7) Amend development standards in areas with potential landslide hazard to minimize potential landslides while allowing appropriate development.
- 8) Evaluate the need for seismic retrofit improvements to existing buildings in the Town Center to minimize potential damage where feasible.

## **Community Sustainability Goals and Policies**

1. Protect, enhance and restore habitat and natural ecosystems;
2. Reduce vehicle miles traveled and associated greenhouse gas;
3. Provide a long range vision for the future growth and development of the community that addresses economic, environmental and social concerns;
4. Encourage diverse, accessible, and proximate land uses;
5. Create a community with a range of services that allow of transportation choice;
6. Encourage human scale built environments;
7. Ensure opportunities for needed housing types;
8. Invest in, program and maintain diverse and interconnected public spaces that attract and serve the community at large;
9. Provide an affordable and secure energy supply that increases the development and use of renewable and less carbon intensive sources;
10. Promote context sensitive infill and redevelopment to encourage the efficient use of land within the urban growth boundary;
11. Strengthen local and regional food systems;
12. Encourage community and neighborhood-level economic development and redevelopment;
13. Support the function and identity of neighborhoods by encouraging interaction, strengthening community bonds and a sense of place;
14. Assess the creation of a local improvement district as a way to fund household solar energy improvements;
15. Evaluate the LEED for Neighborhood Development program as a framework for assessing the social, economic and financial sustainability of new residential subdivisions;
16. Provide incentives for low impact design techniques;
17. Promote partnerships for establishing Eco-Districts;
18. Promote further efforts for urban forest management;

19. Promote local food production and agriculture to reduce the long range transportation of food. Opportunities include community gardens and farmers markets. Study using City parks for community gardening efforts;
20. Encourage street designs that improve connections between neighborhoods and access to neighborhood services;
21. Continue efforts to encourage recycling by local residents including recycling; and
22. Consider applying LEED requirements to city buildings.

3A

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION  
ORS 192.660(2)(I) CITY MANAGER EVALUATION  
JUNE 10, 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 6:06 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing; and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager.

**2. EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

ORS 192.660(2)(I) to review and evaluate the employment-related performance of the City Manager.

**3. ADJOURNMENT**

Mayor Truax adjourned the Executive Session at 7:07 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
JUNE 10, 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 7:15 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; Elena Uhing; and Mayor Peter Truax. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Rob Foster, Public Works Director; Jeff King, Economic Development Coordinator; George Cress, Light and Power Director (in the audience); Janie Schutz, Police Chief (in the audience); and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS:**

John Lecarno, 2503 Forge Drive, Forest Grove, addressed Council inquiring if the City would consider opening two small ponds for public fishing, noting the ponds are unfenced and located on city-owned property at the southwest corner of Willamina Avenue. Lecarno indicated his son Alec Lecarno, 13, who was recently featured in the front page of the newspaper, has been fishing at the ponds for several years; however, a neighbor has been calling police to report unwelcomed activity; as a result, he would like the City to open the ponds and allow people to fish in the ponds as a sport. In response to various Council inquiries and concerns, Lecarno explained the ponds are city-owned retention ponds (known as Ruder Farms Water Quality Facility) and are fishable three or four months of the year, noting the ponds are filled with mostly small fish so it is a catch-and-release sport. In addition, Lecarno advised Council that he is willing to pay for signage if needed.

Alec Lecarno, addressed Council echoing his father’s testimony, noting the ponds are a great place to get away and fishing is one of his favorite pastimes. Lecarno noted he would rather be fishing than playing video games or watching television. Lecarno advised Council that he has been going to the ponds for six years, noting he is always careful not to get hurt or damage the area.

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Helen Matzke, 2414 Forge Drive, Forest Grove, addressed Council and spoke in support of Alec Lecarno's testimony, noting she has been neighbors with the Lecarno's for six years and has witnessed Alec's maturity level and passion for fishing.

In response to the above-noted testimony, Council collectively thanked the Lecarno's for bringing the issue to Council's attention, noting Council would need more information before making a decision to open the retention ponds for public fishing. Councilmembers pointed out various concerns, noting the retention ponds are meant to capture stormwater runoff and may contain contaminants making the fish unsafe for human consumption, similar to Fernhill Wetlands noted Lowe, which is posted No Fishing. Council also voiced concerns pertaining to safety and liability to the City if the ponds were open for public recreational purposes. Thompson pointed out the regional trails system will eventually traverse near the ponds. Mayor Truax advised although there is support of allowing fishing as a sport, the City needs to converse with neighbors so the City can do what is right for everyone involved. In conclusion of the above-noted discussion, Council collectively concurred asking staff to look into the safety issues and City's liabilities and report back to Council.

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 Executive Session (Labor Negotiations) Meeting Minutes of May 28, 2013.
  - B. Approve Executive Session (City Manager Evaluation) Meeting Minutes of May 28, 2013.
  - C. Approve Work Session (Proposed Street Light Fee and CIP Excise Tax) Meeting Minutes of May 28, 2013.
  - D. Approve City Council Regular Meeting Minutes of May 28, 2013.
  - E. Accept Historic Landmarks Board Meeting Minutes of April 23, 2013.
  - F. Accept Library Commission Meeting Minutes of April 9, 2013.
  - G. Community Development Department Monthly Building

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Activity Informational Report for May 2013.

**MOTION:** Councilor Kidd moved, seconded by Councilor Uhing, to approve the Consent Agenda as presented. MOTION CARRIED 7-0 by voice vote.

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

5. **PRESENTATIONS:** None.

6. **PUBLIC HEARING AND RESOLUTION NO. 2013-34 SETTING FEES AND CHARGES, EFFECTIVE JULY 1, 2013, REPEALING RESOLUTION NO. 2012-33, AND REPEALING THE TOURIST-ORIENTED SIGN FEE ESTABLISHED BY RESOLUTION NO. 2011-71**

**Staff Report:**

Downey and Cole presented the above-proposed resolution increasing fees and charges by four percent (4%), rounded to the nearest increment, effective July 1, 2013. Downey reported the Police Department is proposing to decrease the fee for release of impounded/immobilized vehicle from \$106 to \$65, comparable to other cities. The Tourist-Oriented Sign fee is being repealed from Resolution No. 2011-71 so the fee can be included as part of the annual fee schedule. In conclusion of the above-noted staff report, Downey outlined the significant changes to fee schedule as noted in the staff report and proposed resolution (Exhibit A), noting the Street Tree Fund is accumulating a fund balance so staff will review this fund to determine if a fee increase is needed.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-34.

Sykes read Resolution No. 2013-34 by title.

**MOTION:** Councilor Lowe moved, seconded by Councilor Thompson, to adopt Resolution No. 2013-34 Setting Fees and Charges, Effective July 1, 2013, Repealing Resolution No. 2012-33, and Repealing the Tourist-Oriented Sign Fee established by Resolution No. 2011-71.

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**Public Hearing Opened:**

Mayor Truax opened the Public Hearing.

**Written Testimony Received:**

No written testimony was received prior to the published deadline of June 10, 2013, 7:00 p.m.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.**

7. **PUBLIC HEARING AND RESOLUTION NO. 2013-35 FIXING WATER RATES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2013, AND REPEALING RESOLUTION NO. 2012-34**

**Staff Report:**

Cole, Foster, and Downey presented the above-proposed resolution increasing water rates for all customer classes by eight percent (8%) effective July 1, 2013. Cole reported the City underwent a cost-of-service analysis in 2011 on the City's water utility to ensure that rates were recovering adequate revenue in an equitable manner, noting the rate analysis demonstrated that water utility needs system-wide average rate increases of approximately eight (8%) percent per year for the next several years in order to afford on-going operations and required

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investments in maintaining the water capital infrastructure. Cole distributed copies of two revised graphs showing the monthly water bill for a residential customer using 7,000 gallons of water and a residential customer using 20,000 gallons of water in comparison to other cities, noting the City will continue to remain competitive in comparison to other neighboring cities. In conclusion of the above-noted staff report, Cole outlined the significant changes to the water rates as noted in the staff report and proposed resolution (Exhibit A), noting for the average residential user, the proposed water rate increase would be approximately \$2.31 per month.

**Questions of Staff:**

In response to Thompson's inquiry pertaining to leasing excess water capacity, Cole explained each member in the Joint Water Commission (JWC) has ownership consisting of the amount of water it owns and excess capacity can be leased, i.e., to Tualatin Valley Water District, noting revenues from leasing excess capacity go back into the Water Fund; however, Downey advised the revenues are not guaranteed, so these funds cannot be used as a factor in determining water rates. Thompson stressed his concern is that the water rate increase goes into the Water Fund and be used for capital improvements only, to which Cole affirmed yes, the funds will accrue in the Water Fund for future capital improvement projects.

In response to Johnston's inquiry pertaining to allocation of funds from leasing excess water capacity, Cole explained the funds accrue in the Water Fund; however, it is up to the Budget Committee/Council to determine how the funds are allocated, noting generally, the funds go back into capital investments (adopted through the CIP).

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-35.

Sykes read Resolution No. 2013-35 by title.

**MOTION: Councilor Lowe moved, seconded by Councilor Miller, to adopt Resolution No. 2013-35 Fixing Water Rates for the City of Forest Grove, Effective July 1, 2013, and Repealing Resolution No. 2012-34.**

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**Public Hearing Opened:**

Mayor Truax opened the Public Hearing.

**Written Testimony Received:**

No written testimony was received prior to the published deadline of June 10, 2013, 7:00 p.m.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

Uhing commented raising fees is never popular but she truly believes the City needs to set monies aside for future needs, noting while she never wants the burden to be on citizens, the rate increase is a necessity to continue into the future.

Lowé commented she has always been sensitive to any utility fees or rate increases, noting the City has done due diligence, and she supports the rate increase in order to meet future contractual obligations in the City's participation and ownership in future water projects. Lowé added the City has increased fees as gently as possible, noting long-term planning is a key issue and the most prudent savings is necessary instead of waiting until the last moment. Lowé commended staff for their participation on the JWC Board, noting staff has been very aggressive in management decisions and protecting the City's interest.

Mayor Truax commented the rate increase is a necessity that Forest Grove, as well as other water providers, have to go through in order to ensure the highest possible water quality for its citizens, noting there are other intended things coming down the road by powers bigger than Forest Grove that also play a role in decision-making.

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.**

8. **PUBLIC HEARING AND RESOLUTION NO. 2013-36 INCREASING SANITARY SEWER RATES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2013, AND REPEALING RESOLUTION NO. 2012-48**

**Staff Report:**

Cole and Downey presented the above-proposed resolution increasing the City's sanitary sewer rates by three percent (3%), effective July 1, 2013, noting the sewer rate increase is necessary in order to cover increasing costs of regulations, labor, chemicals, and utilities. The City's surcharge will increase from \$3.59 to \$3.70 per Equivalent Dwelling Unit (EDU) above the sewer rates established by Clean Water Services (CWS) (refer to Agenda Item 9).

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-36.

Sykes read Resolution No. 2013-36 by title.

**MOTION: Councilor Lowe moved, seconded by Councilor Kidd, to adopt Resolution No. 2013-36 Increasing Sanitary Sewer Rates for the City of Forest Grove, Effective July 1, 2013, and Repealing Resolution No. 2012-48.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

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**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.**

9. **RESOLUTION NO. 2013-37 ESTABLISHING CERTAIN CLEAN WATER SERVICES UTILITY RATES AND CHARGES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2013, AND REPEALING RESOLUTION NO. 2012-49**

**Staff Report:**

Cole and Downey presented the above-proposed resolution authorizing the City to collect sanitary sewer rates, Sewer System Development Charges (SDC), and Surface Water Management (SWM) rates pursuant to the Intergovernmental Agreement with Clean Water Services (CWS). Staff reported CWS' Board of Directors approved increasing its SWM utility rate by \$0.50 per Equivalent Dwelling Unit (EDU), noting the SWM fees collected cover the cost of leaf-pick up, catch basin cleaning, street sweeping, and programs to lessen the pollution in local streams and rivers. The SWM rate would increase from \$5.75 to \$6.25. The City currently has an adopted surcharge of \$0.75 per EDU for a combined total of \$7.00 per EDU per month. CWS increased its sanitary sewer rates by three percent (3%) and increased its sewer SDC by \$135, increasing the sewer SDC from \$4,665 to \$4,800 per EDU. Staff noted the City retains 20 percent (20%) of the SDC revenue. In conclusion of the above-noted staff report, staff advised that CWS has held public hearings notifying customers of the above-noted rate increases.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-37.

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Sykes read Resolution No. 2013-37 by title.

**MOTION:** Councilor Miller moved, seconded by Councilor Kidd, to adopt Resolution No. 2013-37 Establishing Certain Clean Water Services Utility Rates and Charges (Sanitary Sewer, Surface Water Management, and Sewer System Development Charges) for the City of Forest Grove, Effective July 1, 2013, and Repealing Resolution No. 2012-49.

**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 Johnston, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.

10. **RESOLUTION NO. 2013-38 ADOPTING THE CITY OF FOREST GROVE 2013 WATERSHED STEWARDSHIP MANAGEMENT PLAN UPDATE**

**Staff Report:**

Foster, Cole, and Downey presented the above-proposed resolution adopting the 2013 Watershed Stewardship Management Plan Update (attached as Exhibit A), prepared by Trout Mountain Forestry, dated June 2013, as recommended by the Watershed Ad-Hoc Committee. Staff provided background information, noting the Plan Update is based on the original 10-year, 2001 Watershed Stewardship Management Plan. Staff reported the Plan Update describes current forest conditions, management accomplishments during the last 10 years and updates forest policy and management recommendations for the 2013-22 planning period. Staff reported the Watershed Ad-Hoc Committee was formed by Council in late 2011 and met twice a month from January 2012 through June 2012. The Ad-Hoc Committee reviewed an assessment of the 10-year history of the watershed management and current conditions on the watershed, including policies, standards, guidelines, goals, accomplishments, and recommended actions; forest inventory, timber growth, timber harvests, forest zones, road maintenance and repair, vegetation, wildlife habitat, restoration, land acquisition, fire management

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and public education and involvement as outlined in Exhibit A. The Ad-Hoc Committee met a final time on May 29, 2013, to review and finalize recommended actions to the Plan Update. In conclusion of the above-noted staff report, staff referenced Exhibit A, Appendix D, which summarized each of the Ad-Hoc Committee's meetings, including discussion points, decision-making process, and recommended actions to the 2001 Plan.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-38.

Sykes read Resolution No. 2013-38 by title.

**MOTION: Councilor Kidd moved, seconded by Councilor Miller, to adopt Resolution No. 2013-38 Adopting the City of Forest Grove 2013 Watershed Stewardship Management Plan Update, prepared by Trout Mountain Forestry, dated June 2013.**

**Council Discussion:**

Lowe suggested an amendment to Page 30 (strike language as noted below) – Reserve Areas: “Riparian Areas – lands within 200 feet of the main stems of the five major streams, ~~and within 100 feet of minor perennial streams.~~” Lowe indicated in comparing the 2001 Plan to the proposed Plan Update, with the drop of special management area and going into a two-zone description, she feels all the creeks, shown on Page 29 – Map, should be treated the same (within 200 feet). Lowe advised she has received staff concurrence on the above-noted proposed amendment.

Lowe suggested an amendment to Page 58 (strike and insert language as noted below) – Table 4, Monitoring Questions, Resource Area: “Wildlife” and “Monitoring Frequency” – strike “as needed” and insert “Every two years wildlife habitat survey will be completed”. Lowe indicated it is the only Resource Area in Table 4 that does not have time delineation, noting the 2001 Plan required every 10 years with wildlife habitat survey update, pointing out the wildlife habitat survey has never been completed. Lowe advised she has received staff concurrence on the above-noted proposed amendment.

**MOTION TO AMEND: Councilor Lowe moved, seconded by**

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**Councilor Uhing, to strike language on Page 30 “~~and 100 feet from perennial streams~~” AND strike language on Page 58 “as needed” and insert “Every two years wildlife habitat survey will be completed”.**

**Additional Council Discussion:**

Kidd commended the Ad-Hoc Committee, noting the Ad-Hoc Committee has done a tremendous job updating the 2001 Plan. Kidd noted he was very impressed reading the accomplishments completed in the 2001 Plan, i.e., completion of the fish ladder. Kidd highly recommended that Council support the Plan Update as submitted by the Ad-Hoc Committee.

Thompson commended the Ad-Hoc Committee, noting Council appointed the Ad-Hoc Committee who are all professionals and/or had previously been involved in the adoption of the 2001 Plan. Thompson recommended that Council accept the Plan Update as presented by the Ad-Hoc Committee.

Council President Johnston took time to recognize and commend Dallas Boge, Ad-Hoc Committee member, who was present in the audience, noting the Ad-Hoc Committee spent a number of hours and meetings meticulously reviewing and updating the 2001 Plan. In response to Johnston's inquiry pertaining to clarification of the amendment to Page 30, Lowe referenced the map on Page 29, pointing to the small stream traversing Roaring Creek, noting the amendment is to protect that stream as well.

Uhing concurred with Lowe's proposed amendments, noting she supports more watershed protection and defining timelines.

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

**ROLL CALL VOTE ON MOTION TO AMEND: AYES: Councilors Johnston, Lowe, Miller, Uhing, and Mayor Truax. NOES: Councilors Kidd and Thompson. MOTION TO AMEND CARRIED 5-2.**

**Council Discussion:**

Lowe gave credit to all the hard work of staff as well as the Ad-Hoc Committee, noting she has been devoted to this subject since 1996, and the true philosophy and balance of the stewardship plan is what is critical

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for her support going forward.

Mayor Truax took time to recognize and thank the Ad-Hoc Committee members: Bud Bliss, Dallas Boge (present in the audience), Steve Edward (2001 member), Carla Ingrando, Dave Johnson, Lou Karabinus (2001 member), Teri Koerner, Bob VanDyk (2001 member), and Roy Woo. Mayor Truax also gave credit to staff and Scott Ferguson, Trout Mountain Forestry, consultant, who advised and guided the Ad-Hoc Committee through the update process. In conclusion, Mayor Truax asked staff to list the Ad-Hoc Committee members as Acknowledgments on Page 2, same as listed in the 2001 Plan, to which staff concurred.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion to adopt the Plan Update as amended.

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.**

11. **RESOLUTION NO. 2013-39 AUTHORIZING PURCHASE OF PROPERTY FOR FUTURE PARK FACILITIES KNOWN AS THE SAUCY PROPERTY, LOCATED AT 14<sup>TH</sup> AVENUE AND BIRCH STREET**

**Staff Report:**

Gamble and Downey presented the above-proposed resolution requesting authorization to allow the City to purchase the Saucy property (Tax Lot No. 1S306CA03400), located at 14<sup>th</sup> Avenue/ Birch Street, totaling 1.03 acres, noting the purchase is intended as a partial donation for future park land. Gamble reported one area of the adopted Parks Master Plan (noted as N-7), in the southwestern edge of "Old Town", does not meet the standard of providing a park within 1/3 mile radius, noting the nearest park in this area is Rogers Park and Lincoln Park. Gamble advised this project is identified in the current Capital Improvement Projects (CIP) list as PR-27, Southern Land Acquisition, noting the property purchase is \$30,000 and will be funded with Parks System Development Charges, and no general funds will be used for purchasing the property. Gamble noted the property purchase price is a reflection of the generous desire of the current owners (presently owned by former Mayor David Saucy, Jr., and his wife) to provide park space for future use, noting the property assessed value is notably higher. Gamble reported the current plan is for no development and minimal staff maintenance, noting in the long-term, staff anticipates

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working with the Parks and Recreation Commission, as well as public input, to develop trails and examine other future uses.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-39.

Sykes read Resolution No. 2013-39 by title.

**MOTION: Councilor Kidd moved, seconded by Councilor Lowe, to adopt Resolution No. 2013-39 Authorizing Purchase of Property for Future Park Facilities known as the Saucy Property (Tax Lot No. 1S306CA03400), located at 14<sup>th</sup> Avenue/Birch Street.**

**Council Discussion:**

In response to Lowe's inquiry pertaining to regional trails system, Gamble noted the property could eventually connect to the regional trails system.

Uhing commented she is very excited to see the above-noted area getting some parkland.

Miller expressed her gratitude to the family for their generous donation.

In response to Council President Johnston's inquiry pertaining to the City's process for naming City parks, Gamble advised there is no adopted policy in place, noting when the times comes, the Parks and Recreation Commission will consider name(s) and submit its recommendation to Council for formal consideration.

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.**

12. **RESOLUTION NO. 2013-40 AUTHORIZING EXTENDING BUSINESS INCENTIVE PROGRAM FOR TWELVE MONTHS, AND REESTABLISHING THE PROGRAM REQUIREMENTS**

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King presented the above-proposed resolution for Council consideration, noting the proposed resolution is requesting extending the Business Incentive Program, which is scheduled to expire June 30, 2013, for an additional 12 months to help encourage additional economic activity and help businesses during this slow and uneven post-recession recovery. King reported the Council adopted the Business Incentive Program in early 2011 to support existing business expansion and encourage new business development by waiving certain fees and charges. King advised since July 1, 2012, two more businesses have used the program and occupied previously vacant space, noting the total amount in revenue foregone by the City was less than \$2,000, mostly due to the result of business license fees waived for the first year. In conclusion of the above-noted staff report, King indicated the City needs to stay competitive, as other cities are providing business incentive programs as well.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-40.

Sykes read Resolution No. 2013-40 by title.

**MOTION: Councilor Uhing moved, seconded by Councilor Miller, to approve Resolution No. 2013-40 Authorizing Extending Business Incentive Program for Twelve Months to June 30, 2014, and Reestablishing the Program Requirements.**

**Council Discussion:**

In response to Lowe's inquiry pertaining to program criteria, King advised the resolution authorizes extending only the program another 12 months to June 31, 2014, and does not change any of the program criteria.

In response to Miller's inquiry pertaining to program criteria, King explained the program is intended for businesses occupying space or vacant space.

Kidd commented the program is an excellent program; however, the program does not target large businesses, i.e., 100+ employees.

In response to Mayor Truax's inquiry pertaining to amending Section 5 of the resolution so the program is continuous with no expiration timeline, King advised by extending the program annually, it gives staff an

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opportunity to evaluate the program based on current economic need.

Hearing further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.**

13. **RESOLUTION NO. 2013-41 OF THE CITY OF FOREST GROVE , OREGON, AUTHORIZING FULL FAITH AND CREDIT BORROWINGS TO REFINANCE OUTSTANDING OBLIGATIONS OF THE CITY**

**Staff Report:**

Downey presented the above-proposed resolution requesting authorization to refinance the outstanding Full Faith and Credit Obligation Bonds, noting the City has an opportunity to refinance the bonds and reduce the total amount of debt service that taxpayers will have to pay by an estimated \$330,000 over the remaining life of the bonds. Downey reported the City issued its Obligation Bonds, Series 2003, in the original principal amount of \$5,000,000 to finance water system improvements, including the purchase of 2 mgd of treatment capacity at the Joint Water Commission (JWC) plant, participate in the construction of water storage tank at the JWC plant, and upgrades to the City's own water treatment plant. In conclusion of the above-noted staff report, Downey advised the Water Fund will save approximately \$33,000 in debt service payments over each of the remaining 10 years of the bonds, noting these savings can be used to help fund capital projects during this period.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-41.

Sykes read Resolution No. 2013-41 by title.

**MOTION: Councilor Miller moved, seconded by Councilor Lowe, to adopt Resolution No. 2013-41 Authorizing Full Faith and Credit Borrowings to Refinance Outstanding Obligations of the City.**

**Council Discussion:**

In response to Kidd's inquiry pertaining to the difference of refinancing,

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Downey explained the difference in savings would be approximately \$33,000 each year over the remaining 10 years of the bonds.

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

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, Uhing, and Mayor Truax. MOTION CARRIED 7-0.**

**14. 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 Budget Committee approved the proposed budget, noting a Public Hearing is scheduled for the Council meeting of Monday, June 24, 2013, for formal Council adoption. Sykes commended staff for their due diligence in trying to keep rates as low as possible. Sykes reported staff continues to work on consideration of the City assuming operational responsibility of Cornelius's building permit program. Sykes advised the Sustainability Ad-Hoc Committee is planning to make a presentation on its draft strategic plan to Council at the meeting scheduled for Monday, July 8, 2013, noting the Ad-Hoc Committee met with Department Directors to review and comment on the draft plan. Sykes commended Police Chief Schutz, noting Chief Schutz has appointed Eduardo Sanchez as a new Police Reserve Officer. Sykes announced Dwight Lanter, Fire Captain, is retiring effective July 1, 2013, noting Lanter has been with the Fire Department for 28 years. Sykes announced he has been appointed as President of the Institute of Portland Metropolitan Studies, noting he has served on the board for 15 years. Sykes noted he and key staff will be meeting jointly with Washington County to discuss roadway jurisdictional transfer. Sykes commended the Parks Department for successfully obtaining a \$45,000 grant for new play and park structures for Bard and Talisman parks, noting the Parks and Recreation Commission will consider selection of the new equipment in June. 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.

**15. COUNCIL COMMUNICATIONS:**

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Council President Johnston reported the Forest Grove Rural Fire Protection District adopted its budget, noting percentage allocations remain the same as the previous year. Johnston reported on State Forests Advisory Commission upcoming meeting, noting he currently serves on the board and will be attending a two-day forests tour. In addition, Johnston reported on other matters of interest and upcoming meetings he was planning to attend.

Kidd reported on Historic Landmarks Board-related activities, noting HLB is working on obtaining a State preservation grant. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported attending the Regional Water Providers Consortium meeting, noting there are several water projects happening in the region. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Miller commended Library Department staff for going the extra mile to assist her in locating a special book she had requested, pointing out the Library has access to books from various cities and states. In addition, Miller reported on other matters of interest and upcoming meetings she was planning to attend.

Thompson provided an update on Ride Connection's Community Transit Service Questionnaire, encouraging everyone to complete the survey online at: <https://www.surveymonkey.com/s/ForestGroveTransit>, noting the deadline to complete the survey is July 19, 2013. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing reported on Economic Development Commission (EDC)-related meeting, noting she is seeing fatigue in members and vacancies, pointing out that members may need reenergizing. Uhing commended Ride Connection, noting Ride Connection is serving citizens of Rose Grove Mobile Park. In addition, Uhing reported on other matters of interest and upcoming meetings she was planning to attend.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax reported on

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
JUNE 10, 2013 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
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League of Oregon Cities (LOC)-related matters, noting he will be attending the next LOC Board of Directors' meeting on June 21, 2013. In addition, Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and upcoming meetings and community-related events he was planning to attend.

13.

**ADJOURNMENT:**

Mayor Truax adjourned the meeting at 9:00 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder



APPROVED

*Library Commission approved minutes as amended on June 11, 2013.*

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

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30pm May 21, 2013.

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

**Members Absent:** None

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Peter Truax, Mayor

**Others:** None

2. **ADDITIONS/DELETIONS:** None.

3. **APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Apr 9, 2013):**

**MOTION:** Kathleen moved, seconded by Doug, to approve the Apr 9, 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 of Forest Grove had met recently, and discussed:

a) The Ed Carpenter art project for the library, to be installed in the ceiling near the library's circulation desk. Approved "execution of the contract". Next steps and fund-raising were discussed. See Foundation web site ([www.fglf.org](http://www.fglf.org)). A concert at Pacific University, and a lecture to introduce Ed Carpenter and his work are planned. The Forest Grove Arts Commission is involved. A brochure is being written. Other sources of grants are being explored. The Foundation will have contracts with the three artists. The city

of Forest Grove will have a memo of understanding, rather than be part of the contracts, and will own the art work and be responsible for “maintenance” after installation. Expenses for Ed’s part of the project are expected to be about \$45,000, with \$30,000 obtained currently. Expected expenses for the other two artists are not known now.

**5b. FRIENDS REPORT:** Colleen Winters reported that the Friends of the Forest Grove Library had met recently, and discussed:

- a) The Spring Used Book Sale was held the previous week in the library’s Rogers Room. The book sale collected about \$4300 for the Friends, which is an average sale amount. The next used book sale will be held in November.
- b) The Friends made a change to their by-laws, in the last month, allowing for a range in the number of members of their board of directors. A new board member, Susan Munger, was added.
- c) The Friend’s Cultural series for 2013-14, to start fall 2013, has been scheduled and is ready to go. Monthly events thru Spring 2014.
- d) The last Spring Cultural series event in the 2012-2013 Friend’s Cultural Series was held May 7 at 7PM in the Roger’s Room. The event was titled: “Fernhill Wetlands: A Showcase of Sustainability”. Victoria Lowe was the speaker.
- e) The Friends now use a new funding/budget method (mentioned last month), with a set budget, but retaining some flexibility. Three times a year, library staff can request money from the Friends. A budget has been adopted, based on requests, and after looking at the actual spending over the last three years, with 30% of funds kept in reserve. The Friends fiscal year will now match the City’s (YE is June 30). This is going to be a big change in how the Library staff requests and receives funds from the Friends.
- f) The new Friends funding method, partly in response to a possible reduction in future Friends revenues, raises questions for the Library. What sort of things should the Library request money for? The summer reading programs cost about \$5500, currently paid for by the Friends. Other events (including recognition, hospitality, etc.) are also paid for by the Friends. What would get downsized? Who might pay to make up the difference? When would the Friends spend from their reserve?
- g) Summer reading program ideas were discussed. Instead of giving a book to (children’s) summer reading program participants, the book could be donated to the library with the participant’s name inside. Or the participant could receive a certificate for a children’s book at the next book sale.
- h) The Friends web site is at ([fglibraryfriends.org](http://fglibraryfriends.org)).

**5c. COUNCIL LIAISON REPORT:**

- a) Work on the City Budget continues, with approval of the budget expected before the end of June 2013. No big surprises are expected. It would be desirable if the amount of funds was more stable and predictable.
- b) Grants are available from a Metro Community Enhancement program to (for example) rehabilitate and improve neighborhoods, etc. The Forest Grove City Council chooses grant projects to fund in Forest Grove.
- c) Two new small-bus routes with regular schedules and somewhat flexible routes) will start soon inside Forest Grove (and Cornelius) city limits, driving past schools, the Senior Center, and industrial areas. This is in addition to the long-existing Tri-Met bus route 57. The two new bus routes will last for at least 2 years. Made possible by cooperation of Ride Connection and Tri-Met. The new bus service will be mentioned in local paper(s).
- d) Memorial Day ceremonies will occur at a local cemetery, the City flag pole, and at Hillsboro Veterans Plaza.
- e) Sustainability Committee efforts continue.

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

- a) Colleen's work plan presentation to the City Council went well. As mentioned last month, this included:
  - 1. A safety and security evaluation for the library.
  - 2. A Post-RFID effort evaluation.
  - 3. Collection development
  - 4. The Ed Carpenter art project.
- b) The Summer Reading programs (children, teens, adults) start June 1 with the theme "Dig Into Reading".
- c) The "Dia de los Niños" event at the Library had over 200 attendees on May 3, with activities in celebration of children and bilingual literacy.
- d) "The Art of the Story Teller" Festival event for the Forest Grove and Banks libraries occurred Tues Apr 16 in the Rogers Room, with story teller Kim Weitkamp. Event was well-attended and interesting.
- e) Forest Grove was represented at a WCCLS retreat for its executive board. Our City Manager sits on the board. Board has decided in past years not to combine all Washington County city and community libraries into a "library district" where all the current libraries would become branches of a Washington County Library, with perhaps a more stable county-wide form of funding the branches. The WCCLS Board has decided not to pursue this major change, again.
- f) It is approaching time to pass a new funding levy for WCCLS, as the

current levy expires in approximately 2 years. The new Aloha Community Library is new to WCCLS, and there are other new library branches in other cities, towns, and communities in the county, each of which will receive funds from WCCLS. "People for Libraries" will fund-raise for levy passage. The next levy will have to request increased amounts/rates. Details and the date for a vote on the new levy have not been chosen yet.

**g)** In the last month, Colleen attended an Oregon Library Association conference. There was an impressive keynote speaker.

**6. DISCUSSION OF ITEMS:**

**a)** The second annual gathering of the three library groups, with library staff, and the City Council was held Thurs Apr 18 from 5:30PM to 7PM in the Rogers Room. Each group gave an informal 2-minute presentation. Susan Schubothe of the Friends was honored. The Library Commission was the host for this event. This event was considered a success.

**b)** Continuing discussion of the Library Room Use Policy. A subcommittee of the Library Commission (Pam, Annie, Jon) will meet before the next Commission meeting to do some more work on a possible policy, perhaps on June 4. Study rooms, appropriate uses of meeting rooms, use of the piano in the Rogers room, availability of meeting rooms only during library open hours, should be part of the policy.

**7. ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Tues June 11<sup>th</sup>, 2013 at 6:30PM in the Rogers Conference Room at the Forest Grove Library.

**8. ADJOURNMENT:**

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

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary

**APPROVED**



1. **CALL TO ORDER:**

Vice Chairman Lisa Nakajima called the meeting to order at 6:58 p.m.

**Planning Commission Present:** Al Miller, Lisa Nakajima, Dale Smith and Phil Ruder.

**Absent:** Tom Beck, Carolyn Hymes, Luann Arnott,

**Staff Present:** Jon Holan, Community Development Director; Pam Beery, City Attorney; Marcia Phillips, Assistant Recorder.

2. **PUBLIC MEETING:**

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

2.2 **PUBLIC HEARING:**

**A. Modification of the Casey Meadows Planned Residential Development PRD-13-00371 and PRD-06-02. Applicant/Property Owner is City Redevelopment LLC and Applicant's Representative is Emerio Design LLC. (To be continued to June 17, 2013)**

Vice Chairman Nakajima opened the public hearing at 7:00 pm, and took a motion from Commissioner Ruder to continue the modification of the Casey Meadows PRD to June 17, 2013. Commissioner Smith seconded. Motion passed 4-0 with a voice vote.

2.3 **ACTION ITEMS:** None.

2.4 **WORK SESSION ITEMS:**

**Planning Commission Training.**

Vice Chairman Nakajima turned the meeting over to staff and City Attorney, Pam Beery. Mr. Holan gave a few brief opening comments, and introduced Ms. Beery to the new members of the Planning Commission.

Ms. Beery: Welcome to the two new Commissioners, and thank you for your service. I encourage all of the Commissioners to ask questions during this training session, and I encourage interaction. Oregon is one of the most rule based land use states. A simple definition of a "land use decision" involves: a final decision or determination made by a local government or special district that concerns the adoption, amendment or application of Statewide Planning Goals, a comprehensive plan provision, and the local land use regulations.

Ms. Beery: A "limited land use decision" involves: a final decision or

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

June 3, 2013–7:00 P.M.

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determination made by a local government regarding a site within an urban growth boundary that concerns the approval or denial of a tentative subdivision or partition plat, or the approval or denial of an application based on discretionary standards that regulate physical characteristics of an outright permitted use.

Ms. Beery: In Oregon, there are several levels of government that simultaneously regulate land use – the state, city, county and special districts. A local government, such as a city or a county, adopts its own land use plan as well as regulations to implement the plan. However, the local government’s plan and regulations must be consistent with and implement state policies that are set forth in the Statewide Planning Goals and Oregon Administrative Rules (OAR). Those cities and counties located within Metro must also meet regional requirements established by Metro.

Ms. Beery: The Oregon Land Conservation and Development Commission (LCDC) adopts the statewide land use goals and administrative rules, assures local plan compliance with applicable land use laws, coordinates state and local planning, and manages the coastal zone program.

Ms. Beery: DLCD is the state agency that administers the state’s land use planning program. DLCD works under and provides staff support for LCDC. DLCD is authorized to participate in local land use decisions that involve statewide planning goals or local acknowledged plans or regulations. With LCDC approval, DLCD may initiate or intervene in the appeal of a local decision when the appeal involves certain pre-established factors laid out in ORS 197.090(2) to (4). DLCD is also involved in reviewing and acknowledging local comprehensive plans.

Ms. Beery: Most appeals of a local land use decision go to the Land Use Board of Appeals (LUBA). LUBA is comprised of three board members who are appointed by the governor and confirmed by the state senate. Anyone who participates in a local land use decision may appeal the decision to LUBA within 21 days of the date the decision becomes final.

Ms. Beery: As Planning Commissioners, you are sitting something like judges making quasi-judicial decisions. A quasi-judicial decision typically applies pre-existing criteria to an individual person or piece of land. Determining whether a proceeding is “quasi-judicial” depends upon whether the decision displays the characteristics of such decision as identified by the Oregon Supreme Court. First, the proceeding must be “bound to result in a decision”. Second, the local government must be “bound to apply preexisting criteria to concrete facts”. Third, the decision must be “directed at a closely circumscribed factual situation or a relatively small number of persons”. Typical examples of a quasi-judicial decision include design reviews, partitions and subdivisions, a zone change for a small number of lots or parcels, development permits and variances. ORS 197.763 sets

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

June 3, 2013–7:00 P.M.

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out minimum standards for due process.

Ms. Beery: At the close of the initial hearing any participant may request that the record be held open in order to allow time to submit additional evidence regarding the application. The City can either hold the record open for a specific period to allow additional written evidence, or continue the hearing to a specific date, time and place at least seven days in the future. It is the City's choice whether to continue the hearing or leave the record open, which may depend on the nature of the evidence to be submitted and the time available in which to render a final decision. Then the final decision on a permit application must be made in writing and sent to all parties to the proceeding and it must include notice of appeal procedures.

Ms. Beery: Legislative decisions typically involve the adoption of more generally applicable policies, standards, etc., that apply to a variety of situations and a broad class of people. Examples include: amending the comprehensive plan, a zone change that applies broadly to large areas, or changes to the text of the development code to include or delete specific uses in a zoning classification. The City is not required to reach a decision on a legislative proposal and may table the issue or decline to review it altogether.

Ms. Beery: The purpose of declaring ex parte contacts, bias and conflicts of interest is to ensure that quasi-judicial land use applications are decided by an impartial hearing body. Declaring ex parte contacts, bias or conflicts of interest is required prior to conducting a hearing on any quasi-judicial land use decision. As a resident of the community, Planning Commission members frequently have personal beliefs, business associations, membership with organizations, and relatives living and working within the community who may be affected directly or indirectly by issues presented by a land use application. Disclosing these beliefs or associations is required only where such beliefs or associations will affect the ability of the Planning Commissioner to render an impartial decision.

In response to a question from the Commission, Ms. Berry explained when it is appropriate for a Commissioner to step down.

Ms. Berry: An ex parte contact is commonly understood as a meeting, written communication (including email), or telephone conversation between a Commissioner and an interested party outside of the public hearing process. It also encompasses any evidence relating to a pending application that is not fully disclosed but relied on by a Commissioner in making a final decision. Ex parte contact does not render a decision unlawful so long as there is full disclosure. In a quasi-judicial setting, regardless of whether the ex parte contact affects the impartiality of the Commissioner, it must be disclosed. Disclose ex parte contacts at the beginning of the hearing and talk about the substance of the

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

June 3, 2013–7:00 P.M.

**PAGE 4 of 5**

contact, so people can understand what the Commissioner heard. Communication with City staff is not considered an ex parte contact.

In response to a question from the Commission, Ms. Berry discussed site visits and how they should be disclosed.

Ms. Beery: A conflict of interest is defined as any decision or act by a public official that would result in a “private pecuniary benefit or detriment”. An actual conflict extends to financial gain or loss to the Commissioner and also to any relatives, household members or any business with which the Commissioner or a relative is associated. Where a Commissioner is part of a class that consists of a larger group of people affected by a decision, no conflict exists. The class exemption depends on the facts of each case.

Ms. Beery: Bias involves what you think, feel and believe. Commissioners are not expected to be free of bias but they are expected to put whatever bias they may have aside when deciding individual permit applications, engage in the necessary fact finding and attempt to interpret and apply the law to the facts as they find them. The main objective is to maintain public confidence in public processes.

In response to a question from the Commission, Ms. Beery encouraged the Commissioners to keep electronic Forest Grove files separate from personal files, so personal information does not have to be disclosed.

Ms. Beery gave each of the Commissioners Handout # 2 – Findings and Conditions of Approval, which contained drafting suggestions.

Ms. Beery: Each finding in a decision should include the following elements: state the approval criterion, explain how the decision maker interprets that criterion, explain the facts of the proposal and how those facts lead to the conclusion that the criterion is or is not satisfied, and respond to any issues raised regarding compliance with the criterion.

Ms. Beery: Conditions of Approval are one of the most common areas for mistakes. The Commission has the authority to impose conditions, but have to find that the applicant can meet them. Do not use Conditions of Approval to “fill holes” that really cannot be filled. When drafting Conditions of Approval remember Why? What? Who? When?

Ms. Beery gave examples of good and bad Conditions of Approval. She explained what the Planning Commission can ask for and what it cannot. Ms. Beery said it is important to remember that when asking for a right-of-way there needs to be a reasonable connection between what you are asking for and the application.

**PLANNING COMMISSION MEETING MINUTES  
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Ms. Beery invited the Commissioners to attend a seminar given by her firm of attorneys which will take place September 13<sup>th</sup> at Jenkins Estate.

**3.0 BUSINESS MEETING:**

**3.1 APPROVAL OF MINUTES:** Commissioner Smith made a motion to approve the minutes of the May 20<sup>th</sup> meeting. Commissioner Miller seconded. Motion passed 4-0 with a voice vote.

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

**3.3 DIRECTOR'S REPORT:**

Mr. Holan said the next meeting will be a public hearing on modifications to the Casey Meadows Planned Residential Development.

**3.4 ANNOUNCEMENT OF NEXT MEETING:** Next meeting will be held on June 17, 2013.

**3.5 ADJOURNMENT:** The meeting was adjourned at 9:00 pm.

Respectfully submitted by:  
Marcia Phillips  
Assistant Recorder

**APPROVED**



**Minutes approved by the PAC on June 13, 2013.**

**1) CALL TO ORDER:** Kathleen Leatham called the meeting to order at 5:05pm.  
**PRESENT:** Linda Taylor, Kathy Broom, Dana Lommen, Helvi Smith Laura Frye, Pat Truax, Rebecca Twist, Dana Zurcher, Kathleen Leatham and Council Liaison Pete Truax and Staff Liaison Colleen Winters and Tom Gamble.  
**ABSENT:** Victoria Hampton  
**GUESTS:** Jeanna Van Dyke-Theatre in the Grove and Kari Bray- Forest Grove Leader.

**2) CITIZEN COMMUNICATION:** None

**3) APPROVAL OF PAC MEETING MINUTES** Laura moved and Dana Z. seconded the minutes from the 4.11.13 PAC meeting be approved as corrected. The vote was favorable.

**4) ADDITIONS/DELETIONS:**

**5) BUSINESS:**

**a) Mini-Grant from TITG CAST Playhouse 2013** was presented by Jeanna VanDyke . The \$500 mini grant will help defer the cost of the showkit/production costs with funds being taken from the 2012-13 CEP Grant balance. Pat moved and Linda seconded the motion. The vote was favorable.

**b) Retreat follow-up:** Finalize Goals. It was decided to put the nonprofit exploration on the back burner as a pool of potential board members needs to be the first order of business.

**c) Walking Art Tour Brochure Follow-up:** The commission agreed on the larger brochure that would have a map highlighting areas of interest. A price list was given from John Schrag. Dana Z. and Pat will work on a budget for this project, along with possible sites to highlight. Dana Z. volunteered to do a preliminary graphic set-up of a brochure for our consideration.

**d) Remaining 2012-13 CEP funds:** Linda Taylor will write a mini-grant for the remaining \$124.14 to be used for First Wednesday Market to promote art for children. This will include materials and rental space for the commission. PAC members have volunteered to be at the PAC booth on June 5, July 3, and August 7. Commissioners agreed that a double space would be more to our advantage since Linda will make her "art truck" available and the second space would allow PAC to accommodate more people in the project selected for each First Wednesday.

**e) 2013-14 CEP Grant Presentation to City Council:** Kathleen and Dana presented the grant proposal to the city council. The final decision of fund allocations will be voted upon by council on May 28. At this time PAC has tentative funding of \$4,850.00.

**f) Updates**

- Foundation Planning- Following the May 4<sup>th</sup> Meet the Artist gathering, the commission received encouragement to pursue the Foundation planning. Kathleen will work with an attorney who has graciously volunteered to help with paper work.
- Ed Carpenter Project- Colleen reports that Kathy Broom will act as a liaison with the Library Foundation on this project. A contract will be presented on May 20<sup>th</sup> which will include a timeline and funding information. The city will own the art work

created by Ed Carpenter and be responsible for the maintenance. An upcoming fund raiser for this project will be a Library Mystery with wine and hors d'oeuvres. PAC will decide how to participate with this fund raising venture.

- Meet the Artist Event- Saturday, May 4, 2013, at 6:30 fused glass artist Bill Zuelke was a brilliant success. 33 tickets were sold for a total of \$1,320 profit. As a result of this event, Susan Fichter from Montinore vineyards has offered to host a 'meet the artist' dinner.
- Finance Report – Pat moved and Dana Z. seconded a motion to use \$250 from designated funds to pay for the PAC ad in the Closer Look publication. The vote was favorable.
- The AIM project at FGHS was well represented by local groups: PAC, TITG, FG Library, and local dance groups. The event was not as well supported as expected; however, this was the first year of this event. PAC will encourage a greater marketing effort during the “wrap-up” conversation should the school choose to do a second annual event.

**6) COMMISSIONERS COMMENTS:** None at this time.

**7) STAFF COMMUNICATIONS:** Mayor Truax notified the commission of the city's island annexation and of the Big Sky Track and Field competition taking place in Forest Grove. Colleen reminded us of the coming Friends of the Library Book Sale. Dana L. announced the TITG play 'Dixie Swim Club'

**8) ADJOURNMENT:** The meeting adjourned at 6:00 pm. The next meeting will be June 13 in the Rogers Room of the City Library.

Respectfully Submitted by Pat Truax

**FOREST GROVE CITY LIBRARY  
CIRCULATION STATISTICS REPORT: JUNE 2013**

(CREDIT CARD LIVE DATE February 20, 2013)

3F

**MONTHLY TRAFFIC**

Eye Count (Daily count of patrons for month)	18,299	19,140	21,249
Number of Days Open to the Public:	26	27	26
New Registrations (New Patron card issued)	100	110	109

**CIRCULATION:**

Total Check-outs:	30,685	32,232	31,800
Total Check-ins:	22,548	23,263	24,185
ILLs (Inter-library loans/out of county):	66	98	95

**COURIER:**

Intra-library Holds to Forest Grove:	11,592	12,303	12,736
Intra-library Holds from Forest Grove:	9,748	9,915	10,110

**PROGRAMS:**

# of Adult Programs	4	1	5
Adult attendance at Adult Programs	48	8	38
Teen attendance at Adult Programs	0	0	NA
Children attendance at Adult Program	2	0	NA
# of Children's Programs	16	25	16
Children's attendance at Children's Programs	386	267	177
Adult attendance at Children's Programs:	189	151	105
Teen attendance at Children's Programs	0	0	NA
# of Community Programs	1	3	4
Adult attendance at Community Programs	24	143	37
Children's attendance at Community Programs	0	14	29
Teen attendance at Community Programs	0	2	NA
# of Teen Programs	0	0	0
Teen attendance at Teen Programs	0	0	0
Adult attendance at Teen Programs	0	0	0
Children's attendance at Teen Programs	0	0	0
# of Early Childhood Discovery Time Programs	4	6	3

**REFERENCE:**

# of Reference Questions	1,232	1,289	NA
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**SELF CHECK-OUT:**

Self-Check Out Patrons Accepted	2,382	2,648	786
Self-Check-Out Patrons Denied	195	200	194
Self-Check-Out Total Items	9,892	10,696	3,040
Self-Check-Out Items Denied	171	141	35
Self Check-Out Items Renewed	54	84	15

**VOLUNTEERS:**

Number of volunteers	67	46	51
Volunteer hours	548	505	466

**COMPUTER USE:**

# of sessions	2,441	2,471	2,448
Total user hours	1,520	1,559	1,473
Average session time in minutes	37	38	36



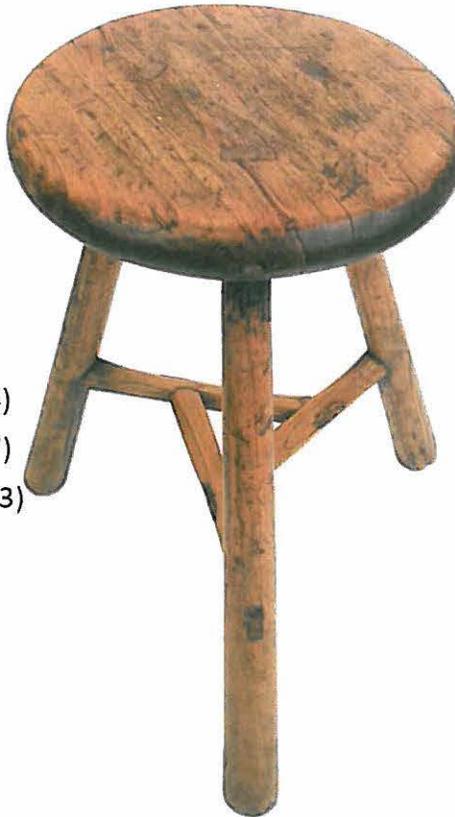
Department of Land Use and Transportation

# Road Maintenance Funding Options

June 18, 2013

# Transportation Funding Strategy

## “Three Legged Stool”



### Existing Safety/ Capacity Deficiencies

#### Property Taxes (MSTIP)

- MSTIP 1: \$27 million (1986-1989)
- MSTIP 2: \$60 million (1989-1995)
- MSTIP 3: \$265 million (1995-2004)
- MSTIP 3b: \$65 million (2004-2007)
- MSTIP 3c: \$138 million (2007-2013)
- **Total to date:** \$555 million
- MSTIP 3d: \$175 million (2013-18)  
*Approx. \$35 million/year*

### System Maintenance

#### Gas Tax and User Fees

- Road Fund: State and county fuel taxes, state vehicle registration fees  
*Approx. \$23 million/year for maintenance-related activities*  
*Prioritization policy focuses on major transportation system first*
- Urban Road Maintenance District (Property tax)  
*Approx. \$3.8 million/year*  
*Unincorporated Area Local Streets*

### Keeping Up with Growth

- TIF/TDT: Average \$13 million/year since 1990
- North Bethany Transportation SDC and County Service District: new

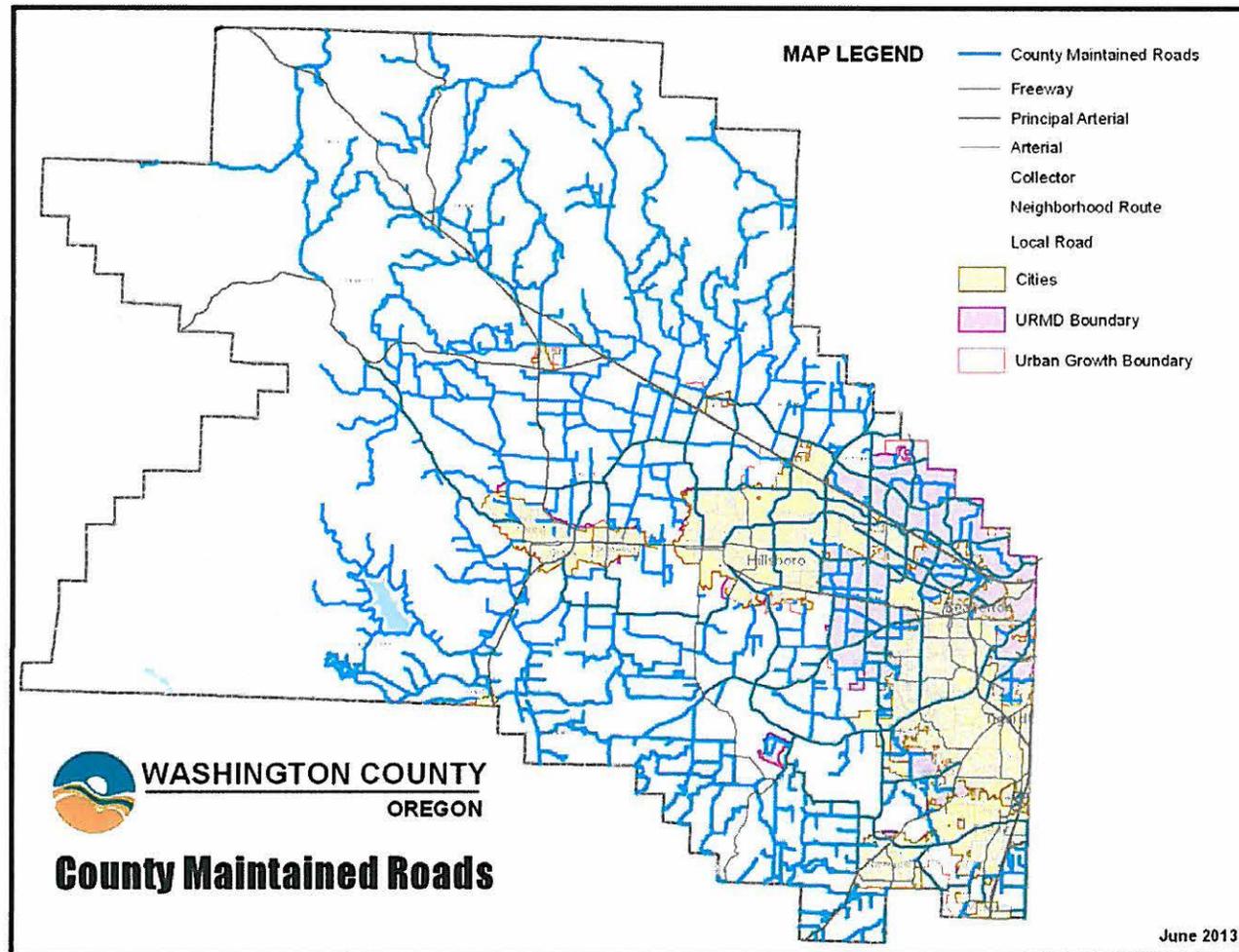
# County Transportation System Facts



## Washington County maintains:

- Approximately 1,300 miles of roads:
  - half urban; half rural
  - 1,075 miles paved; 225 miles gravel
- Of paved roads:
  - 198 miles are arterials
  - 247 miles are collectors
- **Over 430 lane miles of county-maintained arterials and collectors are in cities**
- Pavement is just part of the system:
  - 189 bridges
  - 3,021 culverts
  - 700 miles of ditches
  - 284 signalized intersections
  - Lighting, landscaping, signs

# “Road Fund” System Map



Consists of all urban arterial and collector roads (430 lane miles within cities) and all rural roads. Urban local roads outside of cities are maintained by URMD.

# A Common Refrain

***“Charlie Hales’ plan for Portland’s paving problems:  
100 miles repaired in year”***

*Oregonian, June 6, 2013*

***“Portland Transportation Bureau studies  
options for new revenue and savings”***

*Oregonian, November 28, 2012*

***“Using less gas offers mixed results for state”***

*Salem Statesman Journal, September 29, 2012*

***“Why can’t Portland repave its rutted roads?”***

*Oregonian, February 26, 2012*

***“Clackamas County considers county gas tax, vehicle registration or  
road utility fees to fund maintenance”***

*Oregonian, February 5, 2012*

***“Once-flush ODOT now facing lean times”***

*Portland Daily Journal of Commerce, August 15, 2011*

# Pavement Condition Index

- PCI 100: Glencoe Road and Walker Road



# Pavement Condition Index

- PCI 80: 160<sup>th</sup> Avenue and Clark Hill Road



# Pavement Condition Index

- PCI 70: Clark Hill Rd and River Rd



# Pavement Condition Index

- PCI 60: Baseline Road and Rigert Road



# Pavement Condition Index

- PCI 50: 205<sup>th</sup> Avenue

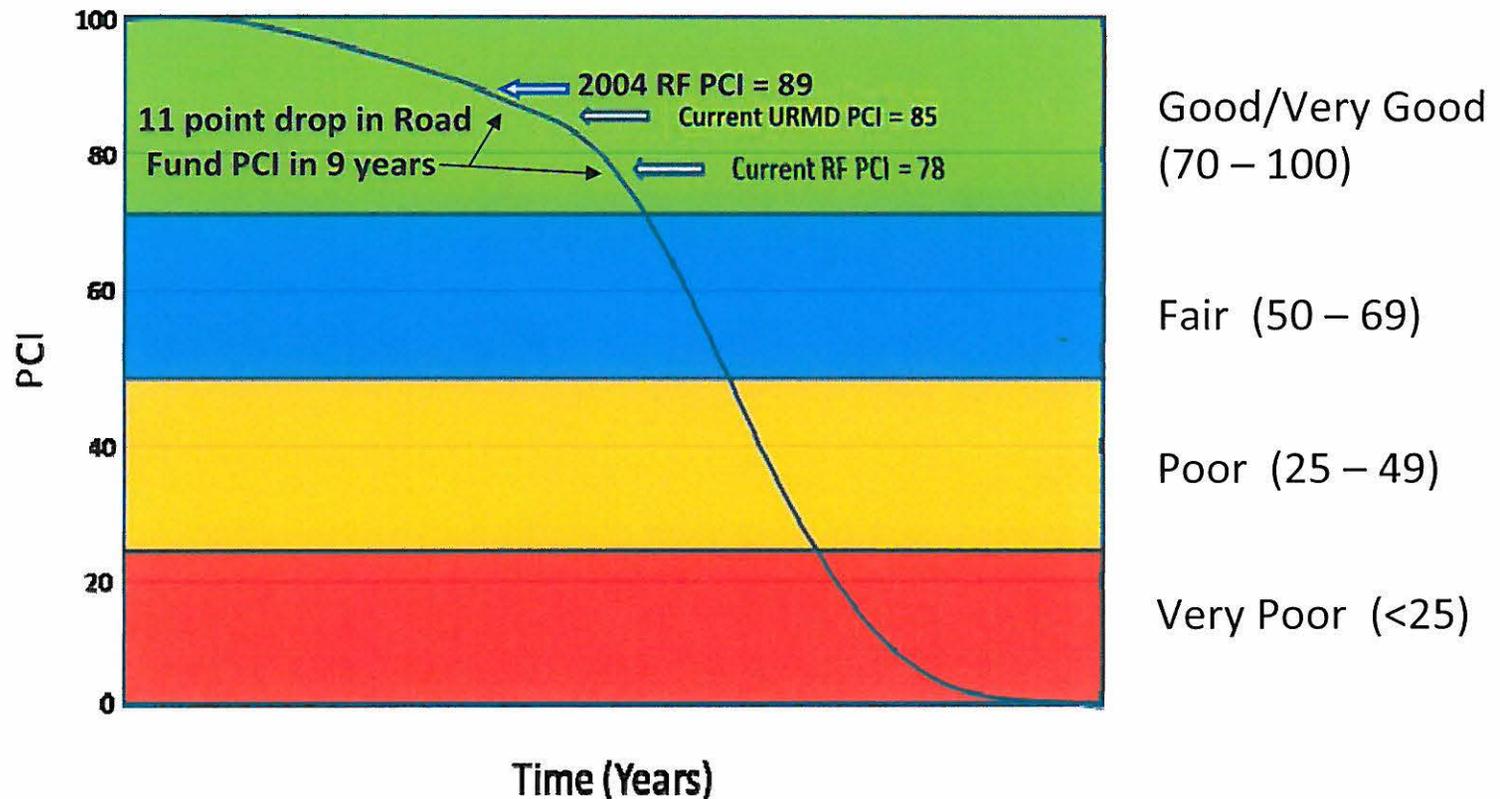


# Pavement Condition Index

- PCI 45: Old Cornelius Pass Road



# Pavement Maintenance Assessment



Current Washington County road network conditions (PCI)

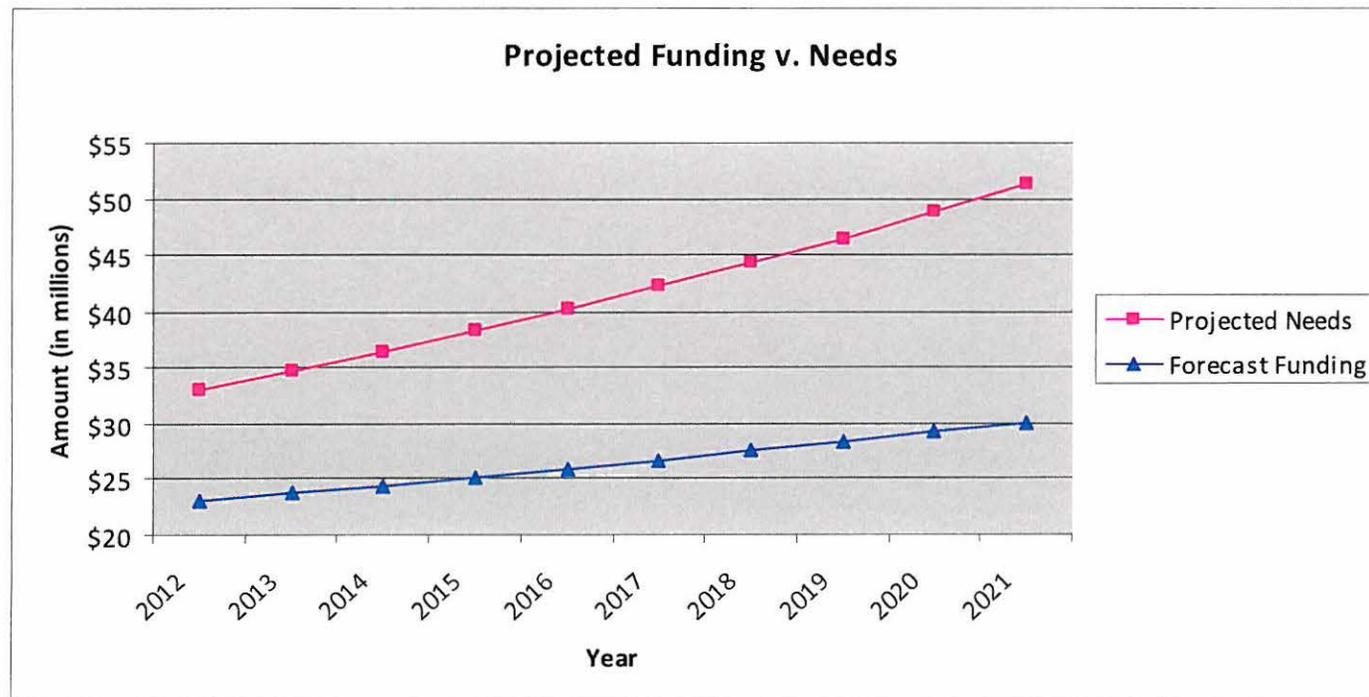
Network is in good condition, but approaching break point where more expensive treatments will be required to maintain level of service expectations.

# Maintenance Funding Challenges

- State road funds not keeping up with cost increases
- Material costs outpacing revenue growth
- “Mature” system
- High community expectations:
  - *Successful history of building and maintaining the system*
  - *Recent poll of county voters as part of TSP update process indicated maintenance of existing system is more important than building new roads.*
- Increasing deferred maintenance
- Need to act now to avert a future crisis

# Increasing Need

## Funding gap expected to double within 10 years



**2012 deferred maintenance estimate = \$10.5m**  
**2021 deferred maintenance projected = \$22m**

**Forecasted Funding** grows at approx. 3% annually while **Projected Needs** grows at approx. 5% annually

# Closing the Gap

- We're working to maximize efficiency
- Possible funding strategies include:
  - Increase state gas tax/registration fees
  - Increase countywide gas tax (currently 1 cent/gallon)
  - Countywide road maintenance fee or property tax levy
  - Countywide vehicle registration fee

# Vehicle Registration Fee Overview

- Permitted under HB 2001 (JTA) after July 1, 2013
- HB 2001 provisions:
  - Max. \$43/yr. for all vehicle classes subject to the fee
  - Certain vehicle classes exempted from County fee—including farm vehicles, trucks over 26K lbs., campers/travel trailers, government and school vehicles, antique vehicles, and disabled vets

# Use of Vehicle Registration Fees

- Funds may be used for same purposes as state registration fees—for public highway, road, and street:
  - Construction, reconstruction, improvement, repair, maintenance, operation and use (including multi-modal).
  - Safety improvements.
- Other permitted uses:
  - Directly related administrative costs.
  - To retire bonds for which such revenues have been pledged.
- County will use its share for road maintenance.

# Vehicle Registration Fee Revenue

- Could generate up to **\$18 million countywide annually\*** at maximum rate
  - 60% to county
  - 40% to cities (six largest cities listed below)

% of max. allowable rate	Rate	Total	County	Total City	Beaverton	Forest Grove	Hillsboro	Sherwood	Tigard	Tualatin
		Passenger Vehicle Revenue (in millions)	Revenue (60%) (in millions)	Revenue (40%) (in millions)	Revenue (in millions)					
100%	\$43	\$18.00	\$10.80	\$7.19	\$2.05	\$0.48	\$2.08	\$0.41	\$1.09	\$0.52
50%	\$22	\$9.00	\$5.40	\$3.60	\$1.02	\$0.24	\$1.04	\$0.21	\$0.55	\$0.26

**Notes:**

- Preliminary estimates only
- Estimates based on passenger vehicles only; trucks, motorcycles, other vehicles not included
- 418,265 passenger vehicles registered in Washington County (December 2012)
- City revenue estimates based on each city's proportional share of total countywide incorporated area population, from July 2011 PSU Certified Population Estimates

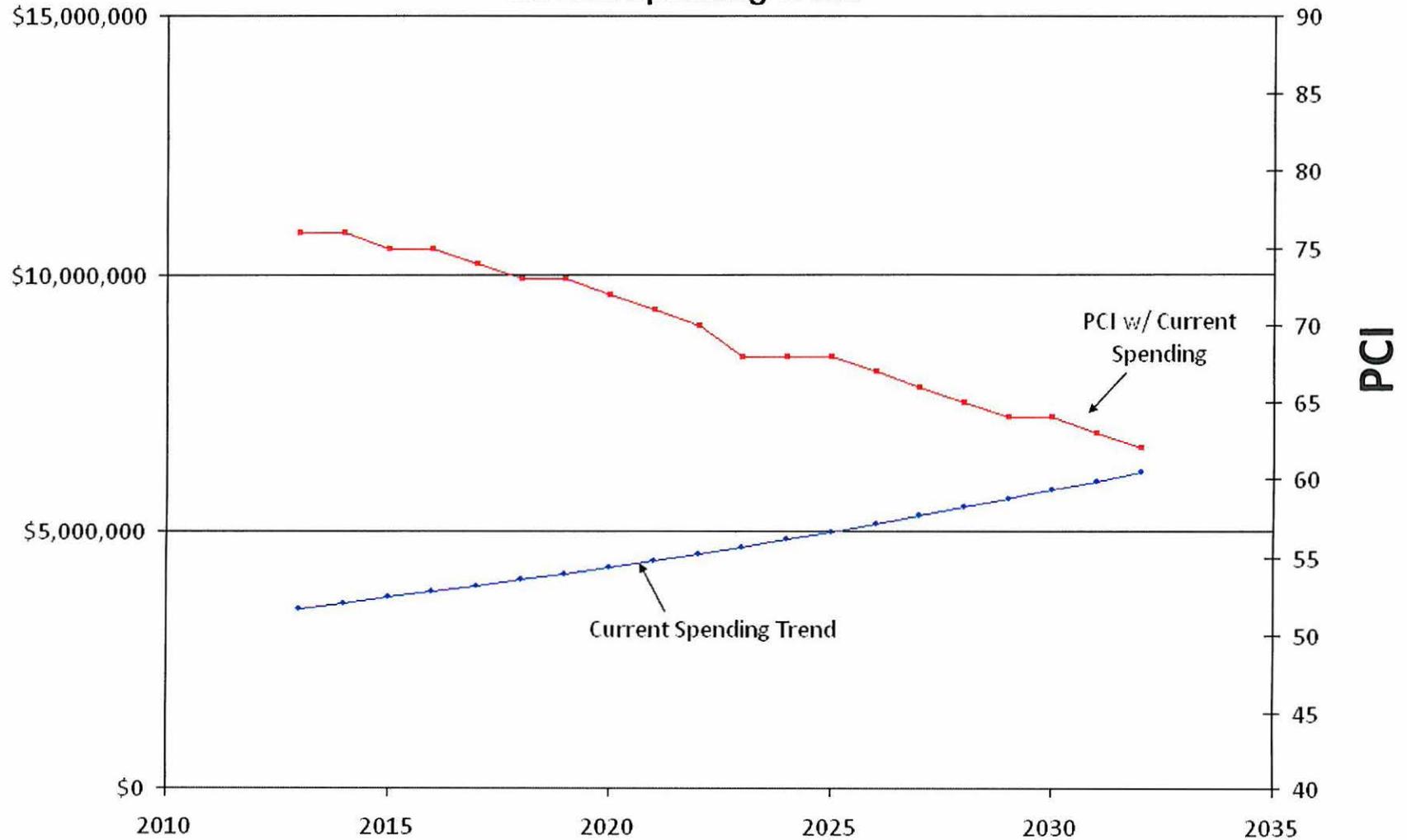
# Two Potential Rate Scenarios

- **Implementing at \$22/year (50% of maximum rate):**
  - Does not “solve” our long-term maintenance need
  - Would allow us to maintain pavements at acceptable levels for approximately 20 years
  - Would also allow us to “chip away” at other deferred system maintenance needs (bridges, culverts, vegetation)
- **Implementing at \$43/year (maximum rate) would:**
  - address anticipated system maintenance needs for 20+ years
  - allow for consistently high level of pavement maintenance
  - also allow us to address most other anticipated system needs for next 20 years

# Current Funding-PCI Trend

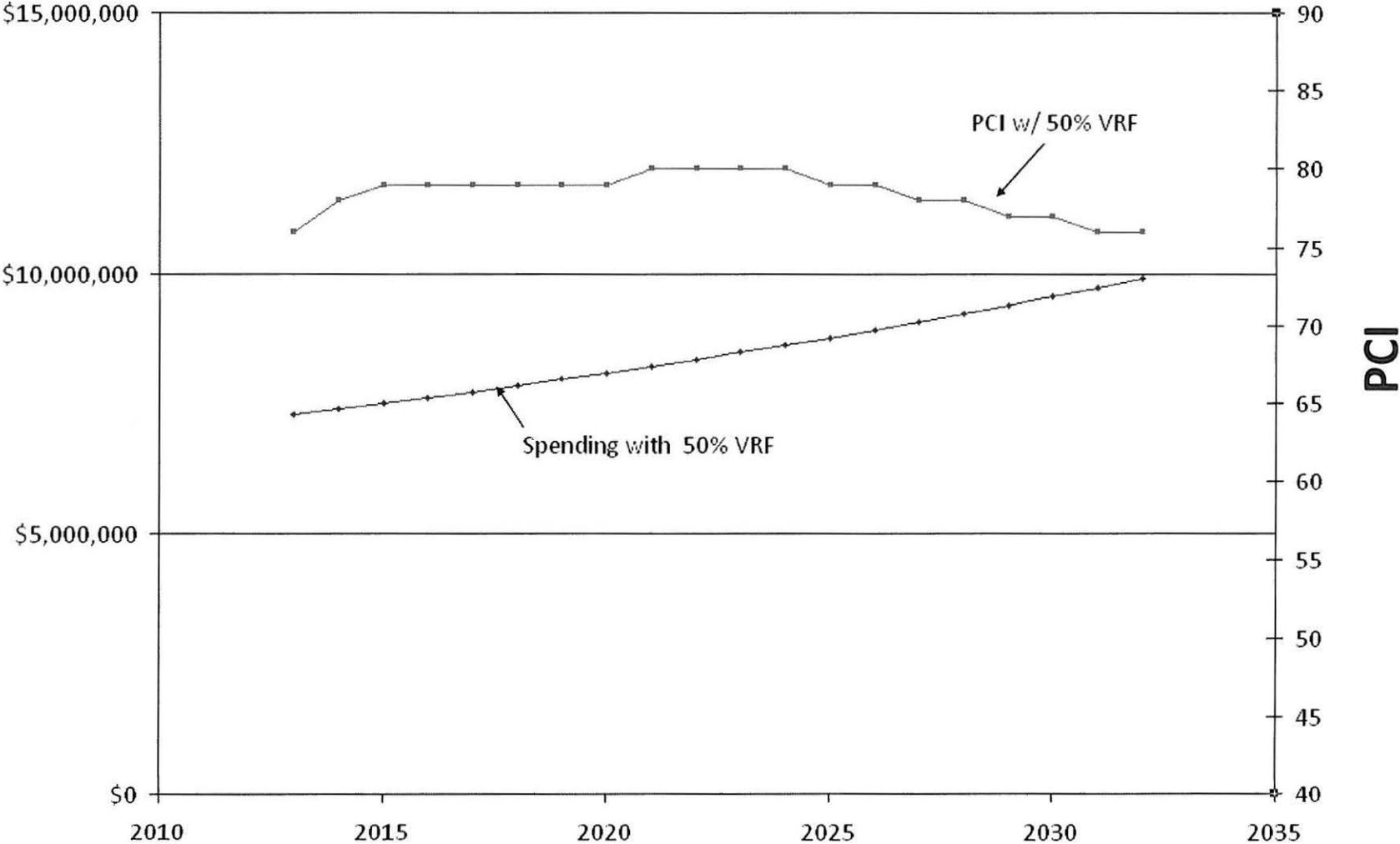
## 20-Year Spending and Pavement Condition Comparison

### Current Spending Trend



# Additional Funding-Impact on PCI

20-Year Spending and Pavement Condition Comparison  
with Vehicle Registration Fee at 50% of Maximum Rate (\$22/year)



# Why Now?

- JTA allows County Vehicle Registration Fee to be implemented after July 1, 2013
- Recent survey indicates many county voters prioritize system maintenance over construction of new facilities
- County needs additional maintenance funding for the major countywide road system
- Need to act soon to avoid the cliff caused by ongoing widespread deferred maintenance

# Next Steps

- Discuss options with WCCC and seek WCCC recommendation to Board of Commissioners (July - August)
- Stakeholder outreach (ongoing)
- A potential ordinance could be introduced later this year
- For more information: [www.co.washington.or.us/vrf](http://www.co.washington.or.us/vrf)

**Survey of Funding Sources for Street Maintenance and Operations by Jurisdiction: June 7, 2013**

Jurisdiction	State Highway Fund	County Gas Tax	City Gas Tax	Property Tax <sup>3</sup>	Fee <sup>4</sup>
Beaverton	X	X			
Cornelius	X	X	X <sup>1</sup>		
Forest Grove	X	X			
Hillsboro	X	X			X
Tigard	X	X	X <sup>2</sup>		X
Washington County	X	X		X	
Wilsonville	X	X			X

**NOTES**

<sup>1</sup> \$0.02/gallon

<sup>2</sup> \$0.03/gallon

<sup>3</sup> Urban Road Maintenance District

<sup>4</sup> Monthly user fees:

Hillsboro (transportation utility fee): residential rate is \$3.10/month, non-residential rates are based on square footage and range between \$0.22-\$373/month

Tigard (street maintenance fee): residential/multi-family rate is \$5.56/month, non-residential is \$1.25 per minimum required parking space

Wilsonville (utility user fee): residential rate is \$4.03/month, multi-family is \$2.62/unit, non-residential rates are based on square footage, trips generated, and truck trips and ranges between \$11.62-\$317.64/month

June 24, 2013

**REPORT ON A RESOLUTION OF THE CITY OF FOREST GROVE, OREGON,  
APPROVING THE ISSUANCE OF TAX-EXEMPT REVENUE BONDS IN AN  
AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$120,000,000 TO FINANCE  
AND REFINANCE PROJECTS FOR PACIFIC UNIVERSITY**

**Project Team:** Paul Downey, Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** IRS Code Section 147 requires that qualified 501(c)(3) bonds be approved by applicable representatives of the governmental units issuing the bonds and the applicable elected representatives of the governmental units having jurisdiction over the area in which the project is located, if different. Staff and Bond Counsel have prepared a resolution for City Council approval.

**DISCUSSION:** The bonds for the Pacific University projects are subject to IRS Code Section 147. The City's Bond Counsel has prepared the attached resolution for Council consideration. The resolution's purpose is to meet the federal tax code requirements relating to the issuing of these types of bonds. As part of the process, the Council is required to hold a public hearing to allow public comment regarding issuance of the bonds and the uses and purposes of the bonds. The City of Hillsboro held a hearing on June 18, 2013, to approve the issuance of the bonds since some of the projects being refinanced are located in Hillsboro. Federal regulations require that both the jurisdiction issuing the bonds and the jurisdiction where the project is located approve the bonds.

At its May 28, 2013, meeting, the City Council approved an ordinance authorizing additional bonding authority for the project. The resolution under consideration tonight is the final City Council action needed before the bonds can be sold. The current schedule has the bonds being sold in July, 2013, so construction of the student housing can be completed in time for the start of classes in August, 2014.

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



RESOLUTION NO. 2013-42

RESOLUTION OF THE CITY OF FOREST GROVE, OREGON  
APPROVING THE ISSUANCE OF TAX-EXEMPT REVENUE BONDS  
IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED  
\$120,000,000 TO FINANCE AND REFINANCE PROJECTS  
FOR PACIFIC UNIVERSITY

THE CITY COUNCIL OF THE CITY OF FOREST GROVE, OREGON (THE  
"CITY") DOES HEREBY RESOLVE AS FOLLOWS:

**Section 1: Findings.**

The City Council of the City of Forest Grove makes the following findings, based on representations that have been made by the Pacific University, a 501(c)(3) organization (the "University"):

a. At the request of the University, the City has enacted an ordinance on May 28, 2013 authorizing the issuance of revenue bonds (the "Bonds"). The Bonds will be issued in an aggregate principal amount not to exceed \$120,000,000. Proceeds of the Bonds will be used to finance and refinance University projects (collectively, the "Projects").

b. The Internal Revenue Code of 1986, as amended (the "Code") permits the issuance of tax-exempt revenue bonds for a "qualified 501(c)(3) organization," such as the University.

c. The Bonds will be structured so that principal of and interest on the Bonds will not constitute a debt of the City nor shall the Bonds be payable from any funds of the City or any tax levied upon any property within the City nor any other political subdivision of the State of Oregon. The Bonds will be payable only from the revenues and resources provided by the University.

d. The University has agreed to indemnify and hold the City and their elected or appointed officials, employees and agents harmless from all liabilities incurred in connection with the Project or the sale, issuance, marketing or administration of the Bonds.

e. Section 147(f) of the Code requires that the Bonds be approved (1) by the applicable elected representatives of the governmental unit having jurisdiction over the areas in which the Projects are located; and (2) by the applicable elected representatives of the governmental unit issuing the Bonds. The City Council is comprised of the elected representatives of the governmental unit issuing the Bonds.

f. On June 24, 2013, the City conducted a Public Hearing to provide a reasonable opportunity for members of the public to express their views, orally or in writing, regarding the issuance of the Bonds and the uses and purposes of the proceeds of the Bonds.

g. Notice of the Public Hearing held by the City was published on June 10, 2013, in *The Oregonian* (the "Notice"). An affidavit of publication of the Notice is attached hereto as Exhibit A.

h. There were no written comments received and no members of the public, other than those representing the University or associated with the financing, appeared at the Public Hearing to express their views on the proposed issuance of the Bonds.

i. The City Council finds that it will benefit the City and its citizens to approve of the issuance of the Bonds pursuant to the requirements of Section 147(f) of the Code.

**Section 2: Approval of Bonds.** The City Council hereby approves of the issuance of the Bonds for the purposes of Section 147(f) of the Code.

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

**PRESENTED AND PASSED** this 24<sup>th</sup> day of June, 2013.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 24<sup>th</sup> day of June, 2013.

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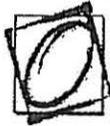
Peter B. Truax, Mayor

**EXHIBIT A**

**AFFIDAVIT OF PUBLICATION**

# The Oregonian

HILLSBORO  
**ARGUS**



OregonLive.com

FOREST GROVE  
**LEADER**

1320 S.W. Broadway, Portland, OR 97201-3499

**G. Hatter**

Affidavit of Publication

I, \_\_\_\_\_, duly sworn depose and say that I am the Principal Clerk Of The Publisher of The Oregonian, a newspaper of general circulation, as defined by ORS 193.010 and 193.020, published in the city of Portland, in Multnomah County, Oregon; that the advertisement was published without interruption in the entire and regular issue of The Oregonian or the issue on the following date(s):

6/10/2013

*G. Hatter*

Principal Clerk of the Publisher:

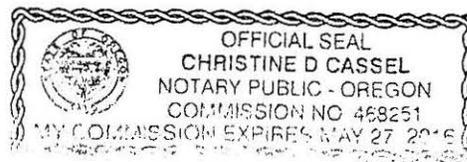
*6-11-13*

Subscribed and sworn to before me this date:

*Christine D. Cassel*

Notary:

Ad Order Number: 0003483753



#### NOTICE OF PUBLIC HEARING

A public hearing will be held on Monday, June 24, 2013, at 7:00 p.m. at the Community Auditorium, 1915 Main Street in Forest Grove, Oregon, with respect to the issuance by the City of Forest Grove, Oregon (the "City"), of its tax-exempt revenue bonds (the "Bonds") in a principal amount not to exceed \$120,000,000. The proceeds of the Bonds will be loaned to Pacific University, a 501(c)(3) organization (the "University"), which will use the bond proceeds to (i) refinance a portion of the City's outstanding Campus Improvement and Refunding Revenue Bonds (Pacific University Project), Series 2005A (Tax-Exempt) (the "Series 2005 Bonds"); (ii) refinance the City's outstanding Campus Improvement Revenue Bonds (Pacific University Project), Series 2009 (the "Series 2009 Bonds"); (iii) refinance a loan with U.S. Bank (the "Bank Loan"); (iv) finance new projects (the "New Projects") as described below; (v) fund a debt service reserve, if required; and (vi) pay certain costs of issuing the Bonds.

The proceeds of the Series 2005 Bonds were loaned to the University and used to acquire, construct, and equip an approximately 106,000 square-foot building located at 222 S.E. 8th Avenue (formerly 232 S.E. 8th Avenue) in Hillsboro, Oregon, which is owned by the University and used by the University in its College of Health Professions for instruction and research related to the University's educational programs for healthcare professionals (HPC I now known as "Creighton Hall") and to refund a portion of the City's outstanding Campus Improvement and Refunding Revenue Bonds (Pacific University Project), Series 2000 (the "Series 2000 Bonds").

The proceeds of the Series 2000 Bonds were loaned to the University and used to (i) finance acquisition, construction, renovation, improvement, expansion, furnishing, and/or equipping of educational facilities; (ii) refund the City's Pacific University Revenue and Refunding Bonds Series 1992 (the "Series 1992 Bonds"); and (iii) refund the City's Pacific University Revenue Bonds, Series 1993 (the "Series 1993 Bonds").

The proceeds of the Series 1992 Bonds were loaned to the University and used to (i) finance acquisition, construction, renovation, improvement, expansion, furnishing, and/or equipping of educational facilities; and (ii) refund the City's Pacific University Revenue Bonds, Series 1988 (the "Series 1988 Bonds"). The proceeds of the Series 1988 Bonds and the Series 1993 Bonds were loaned to the University and used to finance acquisition, construction, renovation, improvement, expansion, furnishing, and/or equipping of educational facilities. All educational facilities financed with the proceeds of the Series 1988 Bonds, the Series 1992 Bonds, the Series 1993 Bonds, and the Series 2000 Bonds are located on or adjacent to the University's campus at 2043 College Way in Forest Grove, Oregon and are owned by the University.

The proceeds of the Series 2009 Bonds were loaned to the University and used to (i) purchase land, demolish structures, and construct an approximately 60,000 square-foot facility at 190 S.E. 8th Avenue, Hillsboro, Oregon, owned by the University and used by the University in its College of Health Professions for instruction and research related to the University's educational programs for healthcare professionals (the "HPC II Facility"); (ii) remodel Creighton Hall; (iii) purchase an approximately 5,000 square-foot site, currently owned by the University, and demolish a building located on the site at 152 SE 8th Avenue in Hillsboro, Oregon, for uses related to the HPC II Facility, such as providing access to the HPC II Facility storage and loading area; and (iv) pay for a portion of the cost of constructing an approximately 270,000 square-foot parking garage located at 253 S.E. 8th Avenue in Hillsboro, Oregon. The parking garage, known as an Intermodal Transit Facility, is owned by the City of Hillsboro and provides parking for the University's Health Professions Campus, as well as for Tuality Hospital.

The proceeds of the Bank Loan were used by the University to acquire real property and construct improvements for athletic facilities located at 2725 Main Street in Forest Grove, Oregon, and commonly known as the Lincoln Park Athletic Complex. The approximately 14-acre athletic complex is owned partially by the University and partially by the City of Forest Grove. Use of the athletic complex is governed by an agreement between the University and the City.

The New Projects to be financed with the proceeds of the Bonds include (i) construction of an approximately 400-bed, 130,000 square-foot student residence hall to be located on the University's campus in Forest Grove to the northeast of Washburne Hall (commonly referred to as the "University Center"); (ii) the remodel and approximately 40,000 square-foot expansion of the University Center building located at 2163 College Way, Forest Grove, Oregon; (iii) the demolition of an existing 50-year-old student residence hall known as Clark Hall located at 2140 University Avenue, Forest Grove, Oregon; and (iv) other capital improvements including landscaping, traffic flow improvements, and pedestrian paths located on or adjacent to the University's campus at 2043 College Way in Forest Grove, Oregon. The New Projects will all be located in Forest Grove, Oregon, and owned by the University.

The principal of and interest on the Bonds will be payable only from the revenues and resources provided by the University and shall not be payable from a tax of any nature levied upon any property within the Cities of Forest Grove or Hillsboro, Oregon, nor within any other political subdivision of the State of Oregon.

The purpose of the public hearing will be to provide a reasonable opportunity for members of the public to express their views, orally or in writing, regarding the issuance of the Bonds and the uses and purposes of the proceeds of the Bonds. The hearing will be conducted in a manner that provides a reasonable opportunity for persons with differing views to be heard on the question of the issuance of the Bonds. Written comments also may be delivered at the public hearing or mailed to the Forest Grove City Recorder at Forest Grove City Hall, 1924 Council Street, Forest Grove, Oregon 97116.

This notice is published pursuant to the public approval requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended.

By order of the City of Forest Grove, Oregon.

**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Forest Grove City Council will be held on June 24, 2013 at 7:00 p.m. at the Community Auditorium, 1915 Main Street, Forest Grove, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the City of Forest Grove Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 1924 Council Street, Forest Grove, Oregon, between the hours of 9:00 a.m. and 5:00 p.m. or online at the City's website at www.forestgrove-or.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Paul Downey

Telephone: 503-992-3220

Email: pdowney@forestgrove-or.gov

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	<b>Actual Amount 2011-12</b>	<b>Adopted Budget This Year 2012-13</b>	<b>Approved Budget Next Year 2013-14</b>
Beginning Fund Balance/Net Working Capital	29,649,011	29,681,895	32,488,500
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	31,812,797	27,380,749	31,246,514
Federal, State and All Other Grants, Gifts, Allocations and Donations	5,095,533	4,330,807	4,962,896
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements	1,328,578	7,785,115	5,425,986
All Other Resources Except Current Year Property Taxes	497,177	1,200,736	1,632,159
Current Year Property Taxes Estimated to be Received	6,527,450	6,706,074	7,091,642
<b>Total Resources</b>	<b>74,910,546</b>	<b>77,085,376</b>	<b>82,847,697</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	15,555,111	16,371,373	17,451,755
Materials and Services	22,312,813	24,100,658	25,111,083
Capital Outlay	3,375,198	10,175,219	13,439,035
Debt Service	1,188,077	1,198,696	1,201,158
Interfund Transfers	1,328,578	4,378,154	3,932,872
Contingencies		8,522,964	5,581,874
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	31,150,769	12,338,312	16,129,920
<b>Total Requirements</b>	<b>74,910,546</b>	<b>77,085,376</b>	<b>82,847,697</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *</b>			
<b>Name of Organizational Unit or Program FTE for that unit or program</b>			
Administration	2,587,805	2,851,509	3,060,125
FTE	20	20	20
Public Safety	7,276,615	7,455,824	7,966,267
FTE	54	54	56
Community Services	2,051,253	2,182,131	2,285,576
FTE	27	26	27
Community Development	2,058,048	2,002,474	2,681,272
FTE	10	11	12
Public Works	20,894,502	20,833,376	24,029,801
FTE	23	23	23
Light & Power	21,571,916	21,022,820	21,539,457
FTE	26	26	26
Non-Departmental / Non-Program	18,470,407	20,737,242	21,285,199
FTE			
<b>Total Requirements</b>	<b>74,910,546</b>	<b>77,085,376</b>	<b>82,847,697</b>
<b>Total FTE</b>	<b>158</b>	<b>160</b>	<b>164</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***  
 Property tax revenue includes the increased Local Option Levy of \$1.60 per \$1,000 of assessed value which is an increase of \$0.25 per \$1,000 of assessed value that was passed by the voters in May 2012, and is effective July 1, 2013. Maintaining the current level of services was again the goal of the FY 2013-14 Proposed Budget. This budget achieves that goal and provides for some enhancements to services in a few areas. There are limited staff increases proposed. A vacant 0.50 FTE Community Service Officer is proposed to be increased to 1.00 FTE which a primary focus on code enforcement. A 0.50 FTE utility worker in the Parks and Recreation Department and a 1.00 FTE Building Inspector in the Building Permits Fund will be added. An apprentice lineman position in the Light and Power Department will be added back with the departure of the Temporary Systems Engineer. There are some minor reclassifications of FTE in other departments.

<b>PROPERTY TAX LEVIES</b>			
	<b>Rate or Amount Imposed</b>	<b>Rate or Amount Imposed</b>	<b>Rate or Amount Approved</b>
Permanent Rate Levy (rate limit \$3.9554 per \$1,000)	\$3.9554	\$3.9554	\$3.9554
Local Option Levy	\$1.35	\$1.35	\$1.60
Levy For General Obligation Bonds	\$446,847.00	\$512,295.00	\$515,124.00

<b>STATEMENT OF INDEBTEDNESS</b>		
<b>LONG TERM DEBT</b>	<b>Estimated Debt Outstanding on July 1.</b>	<b>Estimated Debt Authorized, But Not Incurred on July 1</b>
General Obligation Bonds	\$1,865,000	

Other Bonds	\$3,335,000	
Other Borrowings	\$2,195,638	
<b>Total</b>	<b>\$7,395,638</b>	

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.

## MEMORANDUM

**TO:** CITY COUNCIL

**FROM:** Paul Downey, Director of Administrative Services  
Susan Cole, Assistant Director of Administrative Services  
Michael Sykes, City Manager

**DATE:** June 24, 2013

**SUBJECT:** Adoption of FY 2013-14 Budget

---

The Budget Committee approved the FY 2013-14 Proposed Budget of \$82,847,697 at its May 30, 2013, meeting. Staff is not proposing any change to the Approved Budget.

There are three resolutions for the Council to consider as part of the budget adoption process: 1) the Resolution Adopting Budget for Fiscal Year Commencing July 1, 2013, and Ending June 30, 2014; 2) Resolution Making Appropriations for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2013, and Ending June 30, 2014; and 3) Resolution Levying and Categorizing Taxes for the City of Forest Grove, Washington County, Oregon, for the Fiscal Year Commencing July 1, 2013, and Ending June 30, 2014.

The first resolution adopts the budget in total. The second resolution establishes the legal appropriation for each fund. In the General Fund, each department's total budget is the legal appropriation limit. In all of the other funds, each budget category, such as Personal Services, is a legal appropriation limit. Each appropriation limit is an amount that can be spent without coming back to City Council for an adjustment to Adopted Budget. One exception to this is the appropriation for Contingency in a fund. No Contingency funds can be expended without approval by the City Council which must adopt a resolution according to Oregon Budget Law prior to any Contingency funds being expended.

The third resolution levies the taxes. The City has three taxes it levies: 1) the City's Permanent Rate Levy of \$3.9554 for each \$1,000 of assessed value; 2) the first year of the City's five-year Local Option Levy of \$1.60 for each \$1,000 of assessed value; and 3) the City's property tax levy of \$515,124 to pay the debt service on its General Obligation Debt.

**STAFF RECOMMENDATION:** Staff recommends the City Council adopt the three attached resolutions for the adoption of the FY 2013-14 Budget.

7A

**RESOLUTION NO. 2013-43**

**RESOLUTION ADOPTING BUDGET FOR FISCAL YEAR  
COMMENCING JULY 1, 2013, AND ENDING JUNE 30, 2014**

**WHEREAS**, the Budget Committee of the City of Forest Grove has approved a budget for the City for the Fiscal Year commencing July 1, 2013, pursuant to the provisions of the Oregon Local Budget Law; and

**WHEREAS**, staff has not proposed any change to the Budget approved by the Budget Committee, and

**WHEREAS**, a hearing has been held before the City Council as required by law and it appears to the Council that the Budget approved by the Budget Committee should be adopted.

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

**Section 1.** That the City Council hereby adopts the FY 2013-14 Budget approved by the Budget Committee of the City of Forest Grove in the amount of \$82,847,697.

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

**PRESENTED AND PASSED** this 24<sup>th</sup> day of June, 2013.

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 24<sup>th</sup> day of June, 2013.

---

Peter B. Truax, Mayor



RESOLUTION NO. 2013-44

RESOLUTION MAKING APPROPRIATIONS FOR  
THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, FOR  
THE FISCAL YEAR COMMENCING JULY 1, 2013 AND ENDING JUNE 30, 2014

WHEREAS, the City Council has adopted the FY 2013-14 Budget now on file in the office of the City Recorder.

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

Section 1. That the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2013, and for the following purposes are hereby appropriated as follows:

	<u>General Fund</u>	
Legislative & Executive	\$	493,892
Administrative Services		2,242,948
Library		1,009,336
Planning		423,353
Engineering		639,182
Police Services		4,628,970
Fire Department		3,081,313
Aquatics		618,770
Parks and Recreation		657,470
Municipal Court		323,285
Non-Departmental		393,000
Contingencies		1,174,991
<b>Total General Fund Appropriations</b>	<b>\$</b>	<b><u>15,686,510</u></b>

Light Fund

Personnel Services	\$ 3,186,160
Materials & Services	11,275,173
Capital Outlay	2,189,500
Transfers	858,043
Contingencies	<u>1,225,581</u>
<b>Total Light Fund Appropriations</b>	<b>\$ <u>18,734,457</u></b>

Sewer Fund

Personnel Services	\$ 353,371
Materials & Services	4,000,673
Capital Outlay	32,500
Debt Service	94,004
Transfers	60,424
Contingencies	<u>750,000</u>
<b>Total Sewer Fund Appropriations</b>	<b>\$ <u>5,290,972</u></b>

Sewer SDC Fund

Materials & Services	\$ 608,800
Capital Outlay	275,000
Debt Service	121,995
Contingencies	<u>500,000</u>
<b>Total Sewer SDC Fund Appropriations</b>	<b>\$ <u>1,505,795</u></b>

Water Fund

Personnel Services	\$ 935,045
Materials & Services	2,473,509
Capital Outlay	707,241
Debt Service	462,928
Transfers	235,878
Contingencies	<u>1,000,000</u>
<b>Total Water Fund Appropriations</b>	<b>\$ <u>5,814,601</u></b>

Water SDC Fund

Materials & Services	\$ 1,200
Capital Outlay	50,000
Contingencies	<u>100,000</u>
<b>Total Water SDC Fund Appropriations</b>	<b>\$ <u>151,200</u></b>

Surface Water Management Fund

Personnel Services	\$	356,748
Materials & Services		590,658
Capital Outlay		30,000
Transfers		52,227
Contingencies		40,000
<b>Total SWM Fund Appropriations</b>	<b>\$</b>	<b><u>1,069,633</u></b>

SWM SDC Fund

Capital Outlay		<u>50,000</u>
<b>Total SWM SDC Fund Appropriations</b>	<b>\$</b>	<b><u>50,000</u></b>

Street Fund

Personnel Services	\$	294,224
Materials & Services		804,224
Capital Outlay		564,469
Contingencies		100,000
<b>Total Street Fund Appropriations</b>	<b>\$</b>	<b><u>1,762,917</u></b>

Building Permits Fund

Personnel Services	\$	474,786
Materials & Services		137,732
Contingencies		250,000
<b>Total Building Permits Fund Appropriations</b>	<b>\$</b>	<b><u>862,518</u></b>

Community Enhancement Fund

Materials & Services	\$	<u>61,310</u>
<b>Total Community Enhancement Fund Appropriations</b>	<b>\$</b>	<b><u>61,310</u></b>

Library Endowment Fund

Materials & Services	\$	<u>300</u>
<b>Total Library Endowment Fund Appropriations</b>	<b>\$</b>	<b><u>300</u></b>

<u>Street Tree Fund</u>	
Materials & Services	\$ 72,600
Transfers	108,400
<b>Total Street Tree Fund Appropriations</b>	<b>\$ 181,000</b>

<u>Trail System Fund</u>	
Capital Outlay	47,370
<b>Total Trail System Fund Appropriations</b>	<b>\$ 47,370</b>

<u>Transportation System Fund</u>	
Materials & Services	\$ 570,000
<b>Total Transportation System Fund Appropriations</b>	<b>\$ 570,000</b>

<u>Public Arts Donations Fund</u>	
Materials & Services	\$ 12,064
<b>Total Public Arts Donations Fund Appropriations</b>	<b>\$ 12,064</b>

<u>Fire SAFER Fund</u>	
Personnel Services	\$ 251,984
Materials & Services	4,000
<b>Total Forfeiture Sharing Fund Appropriations</b>	<b>\$ 255,984</b>

<u>Facility Major Maintenance Fund</u>	
Capital Outlay	\$ 250,000
<b>Total Facility Major Maint. Fund Appropriations</b>	<b>250,000</b>

<u>Equipment Fund</u>	
Personnel Services	\$ 209,103
Materials & Services	414,422
Capital Outlay	290,000
Contingencies	250,000
<b>Total Equipment Fund Appropriations</b>	<b>\$ 1,163,525</b>

<u>Fire Equipment Replacement Fund</u>	
Capital Outlay	\$ 345,000
Contingencies	50,000
<b>Total Fire Equip. Replacement Fund Appropriations</b>	<b>\$ 395,000</b>

<u>Information Systems Fund</u>	
Materials & Services	231,961

Capital Outlay	110,600
Contingencies	85,147
<b>Total Information Systems Fund Appropriations</b>	<b>\$ 427,708</b>

City Utility Fund

Materials & Services	\$ 180,486
<b>Total City Utility Appropriations &amp; Fund</b>	<b>\$ 180,486</b>

Risk Management Fund

Materials & Services	\$ 481,641
Transfers	2,430,000
Contingencies	45,890
<b>Total Risk Management Fund Appropriations</b>	<b>\$ 2,957,531</b>

Bikeway Improvements Fund

Capital Outlay	\$ 53,503
<b>Total Bikeway Improvements Fund Appropriations</b>	<b>\$ 53,503</b>

Park System Development Fund

Materials & Services	\$ 85,000
Capital Outlay	1,034,880
<b>Total Park System Develop. Fund Appropriations</b>	<b>\$ 1,119,880</b>

Traffic Impact Fund

Capital Outlay	\$ 2,985,826
<b>Total Traffic Impact Fund Appropriations</b>	<b>\$ 2,985,826</b>

Transportation Development Tax Fund

Capital Outlay	\$ 2,575,062
<b>Total Traffic Impact Fund Appropriations</b>	<b>\$ 2,575,062</b>

Capital Projects Fund

Capital Outlay	\$ 30,000
Transfers	1,753,697
<b>Total Capital Projects Fund Appropriations</b>	<b>\$ 1,783,697</b>

CIP Excise Tax Fund

Capital Outlay	\$ 83,587
Transfers	187,900
<b>Total CIP Excise Tax Fund Appropriations</b>	<b>\$ 271,487</b>

	<u>General Debt Service Fund</u>	
Debt Service		\$ 500,250
<b>Total General Debt Service Appropriations</b>		<b>\$ 500,250</b>
	<u>SPWF Debt Service Fund</u>	
Debt Service		21,981
<b>Total SPWF Debt Service Appropriations</b>		<b>\$ 21,981</b>
<b>Total APPROPRIATIONS, All Funds</b>		<b>\$ 66,742,567</b>
<b>Total Unappropriated Amounts, All Funds</b>		<b>\$ 16,105,130</b>
<b>TOTAL ADOPTED BUDGET</b>		<b>\$ 82,847,697</b>

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

**PRESENTED AND PASSED** this 24<sup>th</sup> day of June, 2013.

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

**APPROVED** by the Mayor this 24<sup>th</sup> day of June, 2013.

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



**RESOLUTION NO. 2013-45**

**RESOLUTION LEVYING AND CATEGORIZING TAXES FOR  
THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON  
FOR THE FISCAL YEAR COMMENCING JULY 1, 2013, AND ENDING  
JUNE 30, 2014**

**WHEREAS**, the City Council has adopted the FY 2013-14 Budget now on file in the office of the City Recorder.

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

**Section 1.** That the following ad valorem property taxes are hereby imposed and categorized for tax year 2013-14 upon the assessed value of all taxable property within the district for tax year 2013-14: 1) at the rate of \$3.9554 per \$1,000 of assessed value for the permanent rate tax; 2) at the rate of \$1.60 per \$1,000 of assessed value for the local option tax; and 3) in the amount of \$515,124 for debt service on general obligation bonds.

**Section 2.** The taxes imposed are hereby categorized for purposes of Article XI section 11b as:

	<u>Subject to the General Government Limitation</u>	<u>Excluded from the Limitation</u>
General Fund – Permanent Rate	\$3.9554/\$1,000	
General Fund – Local Option Levy	\$1.6000/\$1,000	
General Debt Service Fund		\$515,124
	-----	-----
Category Total	\$5.5554/\$1,000	\$515,124

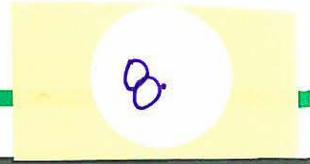
**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 24<sup>th</sup> day of June, 2013.

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

**APPROVED** by the Mayor this 24<sup>th</sup> day of June, 2013.

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



June 24, 2013

**REPORT ON ADOPTION OF FY 2013-18 CAPITAL IMPROVEMENTS PROGRAM**

**Project Team:** Paul Downey, Director of Administrative Services  
Susan Cole, Assistant Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** The Capital Improvements Program (CIP) for FY 2013-18 was approved by the Budget Committee and now needs to be approved by the City Council.

**DISCUSSION:** The CIP forms the basis of the capital projects that the City is planning to accomplish over the next five years. Staff is proposing two changes to the CIP that was approved by the Budget Committee. With the adoption of the 2013 Watershed Stewardship Management Plan Update, staff has added a project in the Water Fund to plan for the purchase of land in the watershed drainage area with the long-term objective of the City owning all of the land in the watershed drainage area. Additionally, playground improvements at Talisman Park have been added due to the Parks Department securing sufficient grant funds to make playground improvements at Bard Park and Talisman Park.

Projects funded by SDC funds need to be listed in the CIP in order for SDC funds to be expended on those projects.

**FISCAL IMPACT:** Projects to be completed in FY 2013-14 are reflected in the appropriate funds in the FY 2013-14 Budget that the Council will be asked to adopt tonight.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution adopting the Capital Improvements Program for fiscal years 2013-18.



**RESOLUTION NO. 2013-46**

**RESOLUTION ADOPTING THE FY 2013-18  
CAPITAL IMPROVEMENTS PROGRAM**

**WHEREAS**, the Capital Improvements Program is an ongoing five-year schedule of physical improvements and major equipment purchases; and

**WHEREAS**, the Capital Improvements Program is a planning and budgeting tool used to ensure residents continue to receive services in the future; and

**WHEREAS**, the Budget Committee has reviewed and approved the Capital Improvements Program, and

**WHEREAS**, staff is proposing a change to the Capital Improvements Program in the Water Fund for the purchase of land adjacent to the City's watershed, and

**WHEREAS**, staff is proposing a change to the Capital Improvement Program in Parks for the replacement of playground equipment at Talisman Park.

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

**Section 1.** That the City Council hereby adopts the FY 2013-18 Capital Improvements Program.

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

**PRESENTED AND PASSED** this 24<sup>th</sup> day of June, 2013.

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

**APPROVED** by the Mayor this 24<sup>th</sup> day of June, 2013.

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

**MEMORANDUM**

**TO:** CITY COUNCIL

**FROM:** Paul Downey, Director of Administrative Services  
Susan Cole, Assistant Director of Administrative Services  
Michael Sykes, City Manager

**DATE:** June 24, 2013

**SUBJECT:** State Revenue Sharing

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**ISSUE STATEMENT:** In order to receive State Revenue Sharing, the City is required by the State to elect to participate in the State Revenue Sharing Program and to certify services. The attached resolutions fulfill the requirement of certifying the services provided by the City and electing to receive state revenues for FY 2013-14.

**DISCUSSION:** Before the City can elect to participate in the State Revenue Sharing Program, the City is required to hold two hearings on the use of the funds. The Budget Committee meeting of May 23, 2013, was one of those meetings and the second will occur June 24, 2013, when the Council holds its public hearing on the budget. For fiscal year 2013-14, the City is projected to receive \$285,000 in alcohol tax revenue, \$28,380 in cigarette tax revenue and \$199,500 in State Revenue Sharing. For budgetary purposes, the Alcohol Tax is allocated to the Police Department, the Cigarette Tax is allocated to the Fire Department, and the State Shared Revenue is put in General Fund Discretionary Revenue.

**STAFF RECOMMENDATION:** Staff recommends the City Council adopt the two attached resolutions so the City can receive State Shared Revenue in FY 2013-14.

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RESOLUTION NO. 2013-47

RESOLUTION DECLARING THE CITY'S ELECTION  
TO RECEIVE STATE REVENUES

The City of Forest Grove resolves as follows:

**Section 1:** Pursuant to ORS 221.770, the City hereby elects to receive state revenues for Fiscal Year 2013-14.

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

**PRESENTED AND PASSED** this 24<sup>th</sup> day of June, 2013.

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

**APPROVED** By the Mayor this 24<sup>th</sup> day of June, 2013.

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

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I certify that a Public Hearing before the Budget Committee was held May 23, 2013, and a Public Hearing before the City Council was held June 24, 2013, giving citizens an opportunity to comment on use of State Revenue Sharing.

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

RESOLUTION NO. 2013-48



RESOLUTION CERTIFYING SERVICES PROVIDED BY  
THE CITY OF FOREST GROVE

WHEREAS, ORS 221.760 provides as follows:

**Section 1:** The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) One or more Utility Services

WHEREAS, City officials recognize the desirability of assisting the State Officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

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

**Section 1:** That the City of Forest Grove hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) Municipal Electric and Water Utility Services

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

PRESENTED AND PASSED this 24<sup>th</sup> day of June, 2013.

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

APPROVED by the Mayor this 24<sup>th</sup> day of June, 2013.

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

June 24, 2013

## REPORT ON CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX

**Project Team:** Paul Downey, Director of Administrative Services  
Susan Cole, Assistant Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** The ordinance creating the Capital Improvements Program Excise tax requires the tax be re-authorized each fiscal year. The attached resolution increases the CIP Excise Tax for FY 2013-14.

**BACKGROUND:** The CIP excise tax was initiated in 1990. The City Code restricts the use of the revenue generated by the CIP excise tax to the General Government and Public Safety programs within the Capital Improvements Program. The Code requires the tax be reviewed on an annual basis by the Budget Committee and be approved each year by the City Council. If the tax is not reauthorized, the City cannot collect the revenue.

**DISCUSSION:** The City last increased the rate on July 1, 2006. The City expects to collect about \$215,000 in revenue from the CIP excise tax in FY 2013-14 based on the current fee level. Based on the results of presentations to the Budget Committee and a work session with the City Council, staff is proposing to increase the monthly fees on each electric meter in FY 2013-14 as follows: 1) Residential from \$2.00 to \$2.80; 2) Commercial – Single Phase from \$5.00 to \$7.00; and 3) All Others from \$10.00 to \$14.00. The majority of the fee increases will allow the City to continue to accumulate sufficient funds for the purchase of fire apparatus, police vehicles, and other public safety equipment according to the replacement schedule for those items.

Most of the excise tax is used to fund public safety capital needs particularly police and fire vehicle replacements. As in prior years, 90% of the revenue will be used in the Fire and Police Departments, while the other 10% will be used in General Government Programs.

The CIP Excise Tax is accounted for in a separate fund to ensure that the tax proceeds are spent as required by the resolution.

**STAFF RECOMMENDATION:** The Capital Improvements Program Excise Tax provides funding for Public Safety and General Government programs within the City's General Fund. Given the importance of these programs, it is recommended the City Council adopt the attached resolution.

RESOLUTION NO. 2013-49



**RESOLUTION ADOPTING THE CAPITAL IMPROVEMENTS PROGRAM  
EXCISE TAX AND REPEALING RESOLUTION 2012-44**

**WHEREAS**, the Budget Committee has reviewed and the City Council has adopted the FY 2013-18 Capital Improvements Program (CIP); and

**WHEREAS**, the City has an ordinance to impose a CIP Excise Tax to fund the Public Safety and General Government programs within the Capital Improvements Program; and

**WHEREAS**, the City Council recognizes the relationship between quality service delivery and investments in capital equipment and facilities; and

**WHEREAS**, funding for capital equipment and facilities is necessary to ensure residents of Forest Grove continue to receive quality services in the future.

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

**Section 1:** Resolution 2012-44 is repealed effective June 30, 2013.

**Section 2:** The City shall impose a CIP Excise Tax for the purpose of funding the Public Safety and General Government Programs within the CIP.

**Section 3:** The tax shall be based on the amount of required revenue distributed among residential, general service and industrial classes of utility customers. The tax will appear on each utility bill. The CIP Excise Tax shall be fixed as follows:

<u>CLASS</u>	<u>MONTHLY RATE</u>
Residential	\$2.80
Commercial – Single Phase	\$7.00
All Others	\$14.00

**Section 4:** The CIP Excise Tax will be effective July 1, 2013.

**Section 5:** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 24<sup>th</sup> day of June, 2013.

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

**APPROVED** by the Mayor this 24<sup>th</sup> day of June, 2013.

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

June 24, 2013

**REPORT ON RESOLUTION ADOPTING FY 2012-13  
SUPPLEMENTAL BUDGET AND AUTHORIZING THE EXPENDITURE  
OF TRANSPORTATION SERVICES FUNDS**

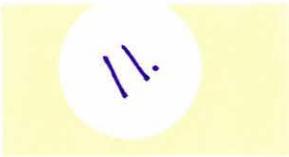
**Project Team:** Paul Downey, Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** The City will receive additional transportation grant funds from the Department of Human Services for non-emergency medical transportation rides. The funding for the current fiscal year which ends on June 30, 2013, was not finalized when the FY 2012-13 Budget was prepared. The expenditures to be incurred through June 30, 2013, are now known. A budget resolution authorizing the expenditure of the additional funds has been prepared.

**DISCUSSION:** Local Budget Law requires a supplemental budget be prepared and approved by the City Council prior to the expenditure of the additional funds. The supplemental budget is allowed under ORS 294.480(c) which allows funds to be expended by passage of a resolution without a formal supplemental budget process if the funds were made available by another government agency and the availability of such funds could not be ascertained at the time of preparation of the budget for the current year. The appropriation for funds to be passed through to Ride Connection needs to be increased by \$50,000 for FY 2012-13.

**FISCAL IMPACT:** There is no impact on the City budget as these Federal and State funds are passed through to Ride Connection. No City funds are involved with the payments to Ride Connection.

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



RESOLUTION NO. 2013-50

**RESOLUTION ADOPTING FY 2012-13 SUPPLEMENTAL BUDGET AND AUTHORIZING THE EXPENDITURE OF TRANSPORTATION SERVICES FUNDS**

**WHEREAS**, the Local Budget Law allows for the expenditure of funds made available by another government agency and the availability of such funds could not be ascertained at the time of the preparation of the budget for the current year (ORS294.480(c)); and

**WHEREAS**, the City of Forest Grove Transportation Services Fund will receive additional transportation grant funds for non-emergency medical transport rides from the State of Oregon; and

**WHEREAS**, the City passes these funds through Ride Connection who provides the ride services; and

**WHEREAS**, the Transportation Services Fund needs expenditure authority to pay the additional grant funds to Ride Connection.

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

**Section 1.** Appropriations are increased as follows:

1. In the Transportation Services Fund, the appropriations for Transportation Grant (Materials and Services line item 265-12-50-523015) will be increased by \$50,000 to a total of \$570,000. DHS Transportation Grant Revenue (Revenue line item 265-12-50-430725) will also be increased by \$50,000 to a total of \$570,000.

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

**PRESENTED AND PASSED** this 24<sup>th</sup> day of June, 2013.

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

**APPROVED** by the Mayor this 24<sup>th</sup> day of June, 2013.

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

## NOTICE OF SUPPLEMENTAL BUDGET HEARING

- Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for City of Forest Grove, for the current fiscal year, will be  
(District name)

held at 1915 Main St., Forest Grove, OR  
(Location)

The hearing will take place on June 24, 2013 at 7:00  
(Date) (Time)  a.m.  p.m.. The purpose

of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after June 17, 2013 at  
(Date)

City Hall, 1924 Council St., Forest Grove, OR, between the hours of 9:00  a.m.  p.m. and 5:00  a.m.  p.m..  
(Location)

### SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Sewer SDC Fund

Resource	Amount	Expenditure	Amount
1. System Develop. Charges	\$500,000	1. Intergovernmental Services	\$500,000
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
<b>Revised Total Fund Resources</b>	<b>\$1,929,012</b>	<b>Revised Total Fund Requirements</b>	<b>\$1,929,012</b>

Comments:

A large increase in building permits resulted in Sewer SDC revenue significantly in excess of budgeted revenue. The City is required by contract to pass-through 80% of the SDC revenue to Clean Water Services. A supplemental budget is required so the City can meet its contractual obligation to Clean Water Services.

FUND:

Resource	Amount	Expenditure	Amount
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
<b>Revised Total Fund Resources</b>	_____	<b>Revised Total Fund Requirements</b>	_____

Comments:

June 24, 2013

**REPORT ON RESOLUTION ADOPTING FY 2012-13 SUPPLEMENTAL BUDGET  
AND INCREASING APPROPRIATIONS WITHIN THE SEWER SYSTEM  
DEVELOPMENT CHARGE FUND**

**Project Team:** Paul Downey, Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** The City collects System Development Charges (SDC) within the Sewer SDC Fund for new development. The City estimates the development when preparing the budget for the coming year. For FY 2012-13, the Sewer SDC collected was higher than budgeted. By contract, the City pays eighty (80) percent of those fees to CWS. The City did not budget enough appropriation authority to meet its contractual obligation to Clean Water Services (CWS). Staff has prepared a resolution adopting the supplemental budget and increasing appropriations so CWS can be paid the proper amount of SDC funds.

**DISCUSSION:** Local Budget Law requires a supplemental budget be prepared and approved by the City Council prior to the expenditure of the additional funds. The supplemental budget is allowed under ORS 294.480 which allows funds to be expended by passage of a resolution after a supplemental budget if a condition or occurrence that was not known at the time the budget was prepared requires a change in financial planning or creates a pressing necessity for prompt action. The pressing necessity is the contractual obligation to pass the 80% of SDC funds collected through to CWS on a timely basis.

Local Budget Law requires that changes which will increase a fund's adopted appropriations by 10% or more require a more formal process to adopt the supplemental budget. A public hearing must be held by the governing body before the adoption of the supplemental budget. Notice of that public hearing must be published five to thirty days before the hearing. Following the hearing, the governing body must pass a resolution to adopt the supplemental budget and make any necessary appropriations.

**FISCAL IMPACT:** The fiscal impact is that due to the heavier than projected building activity, the City will collect higher than expected SDC of which it will keep 20%.

**STAFF RECOMMENDATION:** Staff is recommending that the City Council hold the public hearing and then approve the resolution so the supplemental budget can be adopted and the appropriations needed to pay the SDC to CWS can be made in accordance with Local Budget Law.



RESOLUTION NO. 2013-51

**RESOLUTION ADOPTING FY 2012-13 SUPPLEMENTAL BUDGET AND INCREASING APPROPRIATIONS WITHIN THE SEWER SYSTEM DEVELOPMENT CHARGE FUND**

**WHEREAS**, the Local Budget Law allows that payments for an expenditure for a condition or occurrence that was not known at the time the budget was prepared requires a change in financial planning or creates a necessity for prompt action may be made only after the adoption of a supplemental budget for that purpose (ORS 294.480); and

**WHEREAS**, the City of Forest Grove Sewer System Development Charge (SDC) collected significantly more SDC than budgeted due to unanticipated increased building activity; and

**WHEREAS**, the City of Forest Grove is contractually obligated to pay eighty (80) percent of those funds to Clean Water Services (CWS); and

**WHEREAS**, the City of Forest Grove published notice and held a public hearing for this supplemental budget as required by Oregon Budget Law.

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

**Section 1.** The supplemental budget for the Sewer SDC Fund is hereby adopted.

**Section 2.** Appropriations are changed as follows:

1. In the Sewer SDC Fund, appropriations for Intergovernmental Services (622-54-91-520557) is increased by \$500,000 to \$848,272 and Sewer SDC Fund System Development Charge Revenue (622-54-91-451005) is increased by \$500,000. Total appropriations for the Sewer SDC Fund are increased to \$1,700,416.

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

**PRESENTED AND PASSED** this 24<sup>th</sup> day of June, 2013.

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

**APPROVED** by the Mayor this 24<sup>th</sup> day of June, 2013.

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

June 24, 2013

**REPORT ON A RESOLUTION TRANSFERRING APPROPRIATIONS  
WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2012-13**

**Project Team:** Paul Downey, Director of Administrative Services  
Susan Cole, Assistant Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** The adopted budget for a fiscal year is based upon best estimates at the time the budget is adopted. During the fiscal year, unanticipated events may occur and actual expenditures become known.

At the end of the fiscal year, it is standard procedure to review expenditures throughout the budget and to modify appropriations, which are legal expenditure limits, for expenditures which may exceed the appropriated levels by the end of the fiscal year. ORS Chapter 294 permits the governing body to transfer appropriations within a fund so the budgeted appropriations are not exceeded. The attached resolution authorizes the appropriation transfers necessary for FY 2012-13.

**DISCUSSION:** Upon review of the preliminary year-to-date expenditures as of June 11, 2013, staff has prepared a resolution for Council consideration to avoid potential appropriation overexpenditures at the end of FY 2012-13. Transfers are required for several funds. Some transfers are proposed because the expenditures are projected to be close to their budgeted amounts and staff wants to avoid a potential overexpenditure. The proposed amounts to be transferred for transfers' numbers 1, 2, 3, 5, and 8 are to avoid potential overexpenditures of appropriations.

The reasons for the remaining proposed transfers are discussed below. The numbers for the reasons correspond to the transfer numbers in the proposed resolution:

4. In the Non-Departmental section of the General Fund, the appropriations for School District 15 and Metro Construction Excise Taxes will be overspent. No City funds are involved with this line which is a pass-through of fees collected for construction which is then passed-through to the School District and Metro less administrative costs retained by the City.
6. In the Building Permits Funds, employee wages will be overspent due to the need to bring in part-time building inspectors to handle the unexpected increase

in building inspections. Materials and services will be overspent due to intergovernmental service resulting from the need for additional specialty inspection services on the large commercial projects. These inspections are covered by revenue charged as part of the permit fees.

7. In the Street Fund, the Personal Services section will be over the total budgeted amount based on this fund's monthly payroll expenditures. The Public Works staff is allocated between several funds in the Public Works Department when the budget is prepared. When the actual work is performed, the time spent in each fund is charged to that fund. Staff spent more time in this Fund than was estimated when the budget was prepared. The transfer to Materials and Services is to cover a potential overexpenditure in this area because most line items should be fully expended by June 30, 2013.
9. This explanation will cover transfer numbers 9 and 10. In the Water Fund, the transfers are for two items: 1) Personal Services expenses will be over the total budgeted amount similar to the Street Fund as explained above; and 2) timber harvesting expenses were higher than anticipated due to the volume of timber being harvested exceeded the projection for fiscal year 2012-13 when the budget was prepared and the timber harvest that was anticipated to be done in fiscal year 2013-14 will be substantially complete by June 30, 2013. Staff has to cover the expenses of two harvest years in one fiscal year so all the available contingency and available unexpended capital outlay line items had to be transferred. The harvesting expenses are fully covered by the additional revenue from the timber harvested. All contingency line items are fully restored in the FY 2013-14 Budget.
11. In the Surface Water Management Fund, the transfers are for two items: 1) Personal Services expenses will be over the total budgeted amount similar to the Street Fund as explained above; and 2) the payment to CWS for its share of the SWM revenue may be higher than budgeted due to increased revenue.
12. In the Equipment Fund, the transfers are for two items: 1) wages may be slightly overspent so staff wants to transfer appropriations to cover that; and 2) a Patch King Paver that was to be purchased in FY 2011-12 was not completed in that fiscal year, but was delivered in the current fiscal year and staff had not budgeted for the carryover of those funds to pay for the Paver in the current fiscal year.

**STAFF RECOMMENDATION:** Staff recommends the City Council adopt the attached resolution transferring appropriations within various funds for the fiscal year 2012-13.

**RESOLUTION NO. 2013-52****RESOLUTION TRANSFERRING APPROPRIATIONS WITHIN VARIOUS FUNDS FOR THE FISCAL YEAR 2012-13**

**WHEREAS**, the City Council has determined that due to unforeseen expenditures it is necessary to increase the appropriations for the operation of the General, Building Permits, Street, Water, Surface Water Management, and Equipment Funds.

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

**Section 1.** The following appropriations transfers for FY 2012-13 will be made:

1. Transfer \$5,000 from General Fund Contingency (100-18-10-580206) to Legislative & Executive Department Regular Employee Wages (100-11-10-511005).
2. Transfer \$7,500 from General Fund Contingency (100-18-10-580206) to Library Department Regular Employee Wages (100-14-10-511005).
3. Transfer \$15,000 from General Fund Contingency (100-18-10-580206) to Police Department Regular Employee Wages (100-21-10-511005).
4. Transfer \$50,000 from General Fund Contingency (100-18-10-580206) to Non-Departmental Metro Construction Excise Tax Payment (100-18-10-520547).
5. Transfer \$6,000 from General Fund Contingency (100-18-10-580206) to Engineering Department Regular Employee Wages (100-51-10-511005).
6. Transfer \$50,000 from Building Permits Fund Contingency (205-32-10-580206) to: 1) \$25,000 to Building Permits Fund Regular Employee Wages (205-32-10-511005); and 2) \$25,000 to Building Permits Fund Intergovernmental Services (205-32-10-520557).
7. Transfer \$45,000 from Street Fund Contingency (210-52-10-580206) to: 1) \$35,000 to Street Fund Regular Employee Wages (210-52-20-511005); and 2) \$10,000 to Street Fund Intergovernmental Services (210-52-20-520557).
8. Transfer \$150,000 from Sewer Fund Contingency (210-52-10-580206) to Sewer Fund Intergovernmental Services (210-52-30-520557).
9. Transfer \$50,000 from Water Fund Water Line Extension (630-53-50-550666), \$20,000 from Water Fund Watershed Capital (630-53-50-550672), and \$35,000 from Water Fund Construction Projects (630-53-50-550760 to Water Fund Timber Harvest – Even Fiscal Years (630-53-10-550552) which appropriation is increased by \$130,000 by this transfer.

10. Transfer \$200,000 from Water Fund Contingency (630-53-10-580206), \$99,000 from JWC Contingency and \$415,000 from Water Fund Debt Service Contingency (630-53-10-580212) to: 1) \$20,000 to Water Fund Regular Employee Wages (630-53-20-511005); and 2) \$293,600 to Water Fund Timber Harvest - Odd Fiscal Years(630-53-10-520551); and 3) \$400,400 to Water Fund Timber Harvest – Even Fiscal Years (630-53-10-520552).
11. Transfer \$70,000 from Surface Water Management Fund (SWM Fund) Contingency (640-55-10-580206) to: 1) \$40,000 to SWM Fund Regular Employee Wages (640-55-20-511005); and 2) \$30,000 to SWM Fund Intergovernmental Services (640-55-30-520557).
12. Transfer \$55,000 from Equipment Fund Contingency (720-56-10-580206) to: 1) \$10,000 to Equipment Fund Regular Employee Wages (720-56-20-511005); and 2) \$45,000 to Equipment Fund Public Works Vehicle & Equipment Replacement (720-56-50-551265).

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

**PRESENTED AND PASSED** this 24<sup>th</sup> day of June, 2013.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 24<sup>th</sup> day of June, 2013.

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Peter B. Truax, Mayor



# Memorandum

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**TO:** Mayor Peter Truax and City Council  
**FROM:** Anna D. Ruggles, CMC, City Recorder  
**DATE:** June 24, 2013  
**SUBJECT:** Performance Evaluation for City Manager

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**BACKGROUND:**

Pursuant to City Manager's Employment Agreement, Section 6, the City Council must evaluate the City Manager's annual performance and pursuant to Section 5, the City Council must set the City Manager's compensation annually.

Council held an Executive Session under ORS 192.660(2)(i) on May 28, 2013, to hear the City Manager's self-evaluation and held an Executive Session on June 10 and June 24, 2013, to complete the review and present the evaluation to the City Manager.

The State of Oregon open meeting law requires Council to return to an open public meeting to give a summary of the City Manager's annual performance review as it relates to any compensation consideration. The City Manager's current salary is \$10,879.00/monthly / \$130,548/annually.

**STAFF RECOMMENDATION:** That the City Council shall take such action as it deems appropriate. Staff prepared a proposed resolution authorizing to amend the City Manager's Employment Agreement and setting compensation for the City Manager for Fiscal Year 2013-14, effective July 1, 2013, through June 30, 2014. If approved by City Council, staff will amend the resolution after Council discussion pertaining to the City Manager's performance review and compensation consideration.



RESOLUTION NO. 2013-53

RESOLUTION AMENDING THE CITY MANAGER'S COMPENSATION PLAN  
AND CITY MANAGER'S EMPLOYMENT AGREEMENT AND AUTHORIZING  
COMPENSATION FOR THE CITY MANAGER FOR FISCAL YEAR  
2013-14, EFFECTIVE JULY 1, 2013, THROUGH JUNE 30, 2014

**WHEREAS**, the City Council established criteria for evaluation of the City Manager's performance in accordance with the State of Oregon open meeting law; and

**WHEREAS**, the City Council evaluated the performance of the City Manager on May 28, June 10, and June 24, 2013, and found the City Manager's performance to be meritorious.

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

- Section 1.** That the City Manager's base salary will be \$ \_\_\_\_\_ /monthly (\$ \_\_\_\_\_ /annually), effective July 1, 2013, through June 30, 2014.
- Section 2.** That the City Manager's Employment Agreement, Section 5, is amended as noted in the attached Exhibit A, Amendment to Employment Agreement.
- Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 24<sup>th</sup> day of June, 2013.

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

**APPROVED** by the Mayor this 24<sup>th</sup> day of June, 2013.

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

**AMENDMENT TO EMPLOYMENT AGREEMENT**

**DATE:** Effective July 1, 2013

**PARTIES:** The **CITY OF FOREST GROVE**, Oregon, a municipal corporation (City), and **MICHAEL J. SYKES** (Employee).

**RECITALS:** 1. City and Employee are parties to an Employment Agreement dated June 29, 2004, effective August 1, 2004, under which City employs Employee as City Manager (the "Agreement").

2. City has performed the evaluation, required by the Agreement, of Employee's performance, and the parties have mutually agreed upon this Amendment to Employment Agreement.

**THE PARTIES AGREE:**

The Agreement shall be amended as follows:

**SECTION FIVE – COMPENSATION.**

That the City Manager's base salary will be \$ \_\_\_\_\_ /monthly (\$ \_\_\_\_\_ annually), effective July 1, 2013, through June 30, 2014.

Except as amended by this document, the Agreement remains in effect as written.

**CITY OF FOREST GROVE:**

**EMPLOYEE:**

By: \_\_\_\_\_  
**Peter B. Truax**, Mayor  
Date: June 24, 2013

\_\_\_\_\_  
**Michael J. Sykes**, City Manager  
Date: June 24, 2013

Resolution No. 2013-53

Amendment No. 9  
To the Employee Agreement dated June 29, 2004 (Effective August 1, 2004)