

CITY COUNCIL MONTHLY MEETING CALENDAR

August-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FGS&CC 1st Friday Dinner	2 FGS&CC Paws 9am Lincoln Park
4 Congresswoman Bonamici Rd Table 9:30am - Pacific University Planning Comm 7pm	5	6 Municipal Court Rural Fire Bd 8pm	7 PAC 5pm	8	9 DCCFW FUNctional Food Gardens Tour 10am	10 FG Uncorked 4pm-9pm
11	12 CITY COUNCIL 5:30 PM - WORK SESS (WC Roadways) 6:15 PM - WORK SESS (L&P Master Plan) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 Library 6:30pm	14 MPAC 5pm	15 Chamber Golf Day Fernhill Wetlands - No Mtg CCI 5:30pm Dairy Creek Food Web 7:30pm	16	17 Old Train Station 100Yr - 3pm-8pm
18 Ride Conn Ribbon Cutting 8am Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	19	20 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	21	22 Sustainability 5:30pm WEA Bkft Forum 7:30 am	23 Red Cross Blood Drive 1-6pm Comm Aud	24
25	26 NO CITY COUNCIL MEETING	27 HLB 7:15pm	28 PSAC 7:30am MPAC - No Mtg	29	30	31

September-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CITY OFFICES CLOSED	3 Planning Comm 7pm	4 Municipal Court RWPC-EC 5:30pm Rural Fire Bd 8pm	5 Nyuzen Delegation Orientation 5:30pm - Comm Aud EDC - Moved to 12th	6 FGS&CC 1st Friday Dinner	7
8	9 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	10 Library 6:30pm <i>Kidd Returns</i>	11 MPAC 5pm	12 EDC Noon PAC 5pm	13 BEH Seminar 8am-12:30pm Jenkins Estate-Bvt	14
15 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	16 Flu Shot Clinic 7:30am Community Auditorium	17	18 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	19 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	20 JWC-MC 9am	21
22 Corn Roast 1pm	23 CITY COUNCIL MEETING CANCELLED TBA	24 HLB 7:15pm	25 PSAC 7:30am MPAC 5pm	26 Sustainability 5:30pm WEA Bkft Forum 7:30 am	27	28 <i>Nyuzen Delegation Departs</i>
<i>ICMA Conference</i>			<i>LOC Board Mtg 9am</i>		<i>LOC Conference Sept 26 - 28</i>	
29 Tour of Historic Homes 1pm	30					

October-13

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 RWPC-CB 7pm Rural Fire Bd 8pm	2 EDC Noon	3 <i>Nyuzen Delegation Returns</i> FGS&CC 1st Friday Dinner	4 5
6 Council & Dept Dirs Retreat TBA	7 Council & Dept Dirs Retreat TBA	8	9 MPAC 5pm	10	11 JWC - Noon	12 PAC 5pm
13	14 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	15 Ford Institute Leadership 4pm - 8:30pm - Comm Aud	16 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	17 Fernhill Wellands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	18 ODF 8am	19
20 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	21	22 HLB 7:15pm	23 PSAC 7:30am MPAC 5pm	24 Sustainability 5:30pm WEA Bkft Forum 7:30 am	25	26
27	28 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	29	30 Municipal Court	31		



FOREST GROVE CITY COUNCIL

Monday, August 12, 2013

Meeting Agenda

5:30 PM – Work Session (Jurisdictional Transfer of Roadways)

Community Auditorium

6:15 PM – Work Session (L&P Master Plan)

1915 Main Street

7:00 PM – Regular Meeting

Forest Grove, OR 97116

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

PETER B. TRUAX, MAYOR

Thomas 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.

Rob Foster Public Works Director Paul Downey Administrative Services Director Susan Cole Administrative Services Assistant Director	5:30	<p><u>WORK SESSION: JURISDICTIONAL TRANSFER OF ROADWAYS</u></p> <p>The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).</p>
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George Cress Light and Power Director	6:15	<p><u>WORK SESSION: ELECTRICAL SYSTEMS MASTER PLAN UPDATE</u></p> <p>The City Council will convene in the Community Auditorium – Conference Room to conduct the above-noted work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s).</p>
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| 7:00 | <ol style="list-style-type: none"> 1. <u>REGULAR MEETING:</u> Roll Call and Pledge of Allegiance 2. <u>CITIZEN COMMUNICATIONS:</u> Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you. 3. <u>CONSENT AGENDA:</u> See Page 5 4. <u>ADDITIONS/DELETIONS:</u> 5. <u>PRESENTATIONS:</u> |
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| 7:05 | <ol style="list-style-type: none"> 5. A. <ul style="list-style-type: none"> • <i>Forest Grove Transit Update, Julie Wilcke, Ride Connection Chief Operating Officer</i> |
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Paul Downey, Administrative Services Director Susan Cole, Administrative Services Assistant Director Rob Foster Public Works Director	7:15	<ol style="list-style-type: none"> 6. <u>CONTINUANCE OF PUBLIC HEARING OF JULY 8, 2013: SECOND READING OF ORDINANCE NO. 2013-07 AMENDING FOREST GROVE CODE CHAPTER 2 BY ADDING NEW CODE SECTION 2.615 ENTITLED MUNICIPAL UTILITY BILLINGS; PRIORITIZATION OF PAYMENT; SUSPENSION/TERMINATION OF UTILITY SERVICE</u>
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| Paul Downey, Administrative Services Director
Susan Cole, Administrative Services Assistant Director
Rob Foster
Public Works Director | 7:20 | 7. <u>CONTINUANCE OF PUBLIC HEARING OF JULY 8, 2013: SECOND READING OF ORDINANCE NO. 2013-08 AMENDING FOREST GROVE CODE CHAPTER 4 BY ADDING NEW SUB-CHAPTER 4.300 ENTITLED STREETLIGHT FEE</u> |
| Paul Downey, Administrative Services Director
Susan Cole, Administrative Services Assistant Director
Rob Foster
Public Works Director | 7:25 | 8. <u>PUBLIC HEARING AND RESOLUTION NO. 2013-56 SETTING THE STREETLIGHT FEE</u> |
| Jon Holan, Community Development Director
James Reitz, AICP,
Senior Planner | 7:30 | 9. <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2013-09 ADOPTING THE FOREST GROVE TUALITY HEALTHCARE DISTRICT MASTER PLAN, DATED JANUARY 25, 2013, AS AMENDED BY THE CITY OF FOREST GROVE</u> |
| Jon Holan, Community Development Director
James Reitz, AICP,
Senior Planner | 7:40 | 10. <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2013-10 AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF FOREST GROVE TO REZONE CERTAIN TRACTS OF LAND FROM RMH (MULTIPLE-FAMILY (HIGH) RESIDENTIAL) TO INST (INSTITUTIONAL) FOR 1809 MAPLE STREET, WASHINGTON COUNTY TAX LOT NOS. 1S3-5BB-3800 AND 3801; APPLICANT: TUALITY HEALTHCARE. FILE NO. ZNC-13-00808</u> |
| Paul Downey, Administrative Services Director | 7:50 | 11. <u>PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2013-11 OF THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, AMENDING ORDINANCE NO. 2013-06 WHICH AUTHORIZED ISSUANCE OF EDUCATION FACILITY REVENUE BONDS TO FINANCE AND REFINANCE PROJECTS FOR PACIFIC UNIVERSITY; AND DECLARING AN EMERGENCY</u> |

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| George Cress
Light and Power Director | 8:00 | 12. <u>PUBLIC HEARING AND RESOLUTION NO. 2013-57
ADOPTING THE CITY OF FOREST GROVE LIGHT
AND POWER ELECTRIC SYSTEM MASTER PLAN</u> |
| Paul Downey, Administrative
Services Director | 8:10 | 13. <u>RESOLUTION NO. 2013-58 AUTHORIZING THE
CITY MANAGER TO EXECUTE ON BEHALF OF
THE CITY OF FOREST GROVE AN AGREEMENT
WITH ISOSCELES, LTD., RELATIVE TO COSTS
ASSOCIATED WITH POTENTIAL
ENVIRONMENTAL REMEDIATION ACTIVITIES IN
19TH STREET</u> |
| Paul Downey, Administrative
Services Director
Anna Ruggles, City Recorder | 8:20 | 14. <u>RESOLUTION NO. 2013-59 AUTHORIZING
STIPENDS FOR ELECTRONIC DEVICES FOR
COUNCIL AND CERTAIN EMPLOYEES</u> |
| Michael Sykes
City Manager | 8:30 | 15. <u>CITY MANAGER'S REPORT:</u> |
| | 8:45 | 16. <u>COUNCIL COMMUNICATIONS:</u> |
| | 9:00 | 17. <u>ADJOURNMENT</u> |

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (B&C Interview) Meeting Minutes of July 8, 2013.
 - B. Approve City Council Work Session (Council E-Packets) Meeting Minutes of July 8, 2013.
 - C. Approve City Council Regular Meeting Minutes of July 8, 2013.
 - D. Accept Community Forestry Commission Meeting Minutes of May 15, 2013.
 - E. Accept Historic Landmarks Board Meeting Minutes of June 25, 2013.
 - F. Accept Library Commission Meeting Minutes of June 11, 2013.
 - G. Accept Parks and Recreation Commission Meeting Minutes of June 19, 2013.
 - H. Accept Planning Commission Meeting Minutes of June 17, 2013.
 - I. Accept Public Arts Commission Meeting Minutes of June 13, 2013.
 - J. Accept Public Safety Advisory Commission Meeting Minutes of June 26, 2013.
 - K. Community Development Department Monthly Building Activity Informational Report for June and July 2013.
 - L. Library Department Monthly Circulation Statistics Report for July 2013.
 - M. Endorse Change of Liquor License Application (Greater Privilege, Limited On-Premises Sales to Full On-Premises Sales) for Tyson's Pub N Grub, 2104 Main Street.
 - N. **RESOLUTION NO. 2013-55 MAKING APPOINTMENT TO COMMITTEE FOR CITIZEN INVOLVEMENT (APPOINTING JORDAN KRONEN, TERM EXPIRING DECEMBER 31, 2014).**
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Date: August 12, 2013

**REPORT ON A PROPOSED RESOLUTION REQUESTING WASHINGTON COUNTY TO
TRANSFER JURISDICTION OF 26TH AVENUE, WILLAMINA AVENUE, AND
HAWTHORNE STREET TO THE CITY OF FOREST GROVE**

PROJECT TEAM: Derek Robbins, Project Engineer
Robert A. Foster, Director of Public Works
Susan Cole, Assistant Director, Administrative Services
Michael J. Sykes, City Manager

ISSUE STATEMENT: City staff has been working to determine fair and reasonable terms for transfer of several roadways in the newly annexed area from Washington County control to City. Specifically the roadways are Willamina Avenue, 26th Avenue, Hawthorne Street, Raymond Street, and Firwood Lane. All five streets have been maintained by Washington County.

City staff has been meeting with County staff to work out the amount of funds that will be needed to bring the pavement up to an acceptable level. The City's Engineering Department determined, and through negotiations, County staff has agreed to the amount of \$260,000. Washington County's Land Use and Transportation Department has agreed to provide the funding amount as a part of jurisdictional transfer. Final approval would be needed from the Board of County Commissioners.

This work session will provide information on the transfer process and it will also present a plan that City staff has developed for roadway improvements in the area.

BACKGROUND: This area has experienced significant residential development which has already generated observable traffic increases, and complaints from residents about speeding and parking. Additionally, the City has recently annexed neighboring properties. It has now become favorable for the City Council to consider taking jurisdiction of the roadways that serve this area.

Two of the roadways (*Willamina Avenue and 26th Avenue*) are east-west collector roads that provide access to Sunset Drive. Hawthorne Street is a north-south collector that provides access to Pacific Avenue. In addition, there are two roads (*Raymond Street and Firwood Lane*) that provide local access to existing residential homes.

Staff held two Open House sessions with residents that are served by these roadways. Information from those events indicate that those on Willamina Avenue prefer a simple pavement re-surfacing while those on 26th Avenue are interested in a reconstruction with widening, storm drainage, and sidewalks. Residents and homeowners along these County roads, some of whom were recently annexed and some who have been Forest Grove citizens for a long time, were informed at the Open House how road improvements (*curb gutter, storm drainage, and sidewalks*) are typically a cost to the abutting property. If the road is a part of the City collector system then the City can cost participate using TIF or TDT funds, however a portion of the improvement cost must be born by the abutting (*and benefiting*) property. The City's Transportation System Plan and current traffic use patterns also indicate that 26th Avenue is and will carry the dominant traffic volume.

DISCUSSION: When property owners along an undeveloped road make application to develop their property they are conditioned by the City to dedicate the needed Right of Way and fund their portion of the road improvements. If, on the other hand, the City makes the improvements first, ahead of development, then when the development occurs, sometime in the future, they are conditioned to reimburse the City for their portion of the road costs.

Through the discussions with the citizens it was clear that some wanted an improved road and some just wanted a new asphalt surface. Since 26th Avenue is carrying the bulk of the traffic and is planned to continue east and connect with Oak Street it is reasonable to reconstruct that section of road and utilize the LID (*Local Improvement District*) ordinance to reimburse the City's funds. The other roads, Willamina, Hawthorne, Raymond, and Firwood, that serve the area can receive a new pavement surface that will last 10 to 20 years, and as those properties re-develop they will be asked to pay for road improvements at that time.

The staff proposed plan would be to reconstruct 26th Avenue from Sunset Drive to Hawthorne Street through a Local Improvement District. Fair and reasonable assessments would be placed on the properties along this route. The City would be reimbursed a portion of the construction cost through the LID. Meetings with the homeowners affected would be held through the LID process to ensure consensus. The other roads would receive an asphalt overlay which would postpone improvements until development occurred in that immediate area.

Currently, there are three funding sources available for this plan, 1) the County funds \$260,000 2) there is a special assessment \$350 from each residential home built in the

area for road impacts and 3) there is the Transportation Development Tax (TDT) of which approximately \$1.0 million will be collected from development in this area. Exhibit A is a list of the potential cost for each roadway and the funding sources.

The City would also like to develop a plan to install new sanitary sewer mains under these roads prior to applying new asphalt or reconstructing. One possible method of paying for the installation of the sewer mains is to form a Reimbursement District, where property owners pay for their share once they hook up or take benefit of the new system. Exhibit B lists the approximate cost of the project and the approximate cost to the property owners in the area.

As stated earlier, an agreement with Washington County staff has been reached over the amount of funds needed for resurfacing the five roadways. If the City Council elects to move forward with the transfer then the process is as follows:

- 1) Intergovernmental Agreement IGA between City and County to set money for the transfer from County and streets to transfer to City. (Resolution needed for City Manager to sign IGA.)
- 2) City requests jurisdictional transfer – by Resolution
- 3) County holds public hearing
- 4) County Board takes action – by Resolution

FISCAL IMPACT: Currently these plans are in the concept phase. If the City decides to go forward with the plans outlined above, the overlay work is covered by funds from County and Special Assessment in the Street Fund. Roadway construction work will impact both the TDT and TIF accounts by approximately \$1.5 million. The LID will refund a portion of this money depending on what participation level is chosen. The Sewer Fund will cover sewer cost, approximately \$500,000. (*currently the sewer fund has \$2.0M and has the capacity to fund this program*) The Sewer Fund will be refunded as properties connect to the new system. These figures are shown on Exhibit B.

The Street Department will have to fund on-going maintenance of the new roadways. With a new asphalt surface this will be low for the first 10 years. The five roadways add an additional 1.5 miles to the City's current inventory of 78 miles as reported in the FY13-14 budget. This would represent approximately a 2% increase in road maintenance cost in the future.

STAFF RECOMMENDATION: City Staff is seeking consensus to move forward with the plan laid out in this report. If Council is in favor, staff will prepare a proposed Resolution authorizing the City Manager to execute an IGA with Washington County, which identifies the road segments and sets the amount of County funds to transfer to the City. This proposed Resolution would be on the September agenda for Council consideration.

ROAD IMPROVEMENTS

Roadway Segment		Improvement Level	Cost
26th Avenue		Reconstruction	\$ 1,240,000
Willamina Avenue	<i>west</i>	Reconstruction	\$ 486,875
Willamina Avenue	<i>east</i>	Asphalt Overlay	\$ 76,000
Hawthorne Street		Asphalt Overlay	\$ 58,000
Raymond Street		Asphalt Overlay	\$ 24,000
Firwood Lane		Asphalt Overlay	\$ 24,000
*TOTAL			\$ 1,908,875

**Cost figures are based on typical projects previously completed and are not considered engineering estimates.*

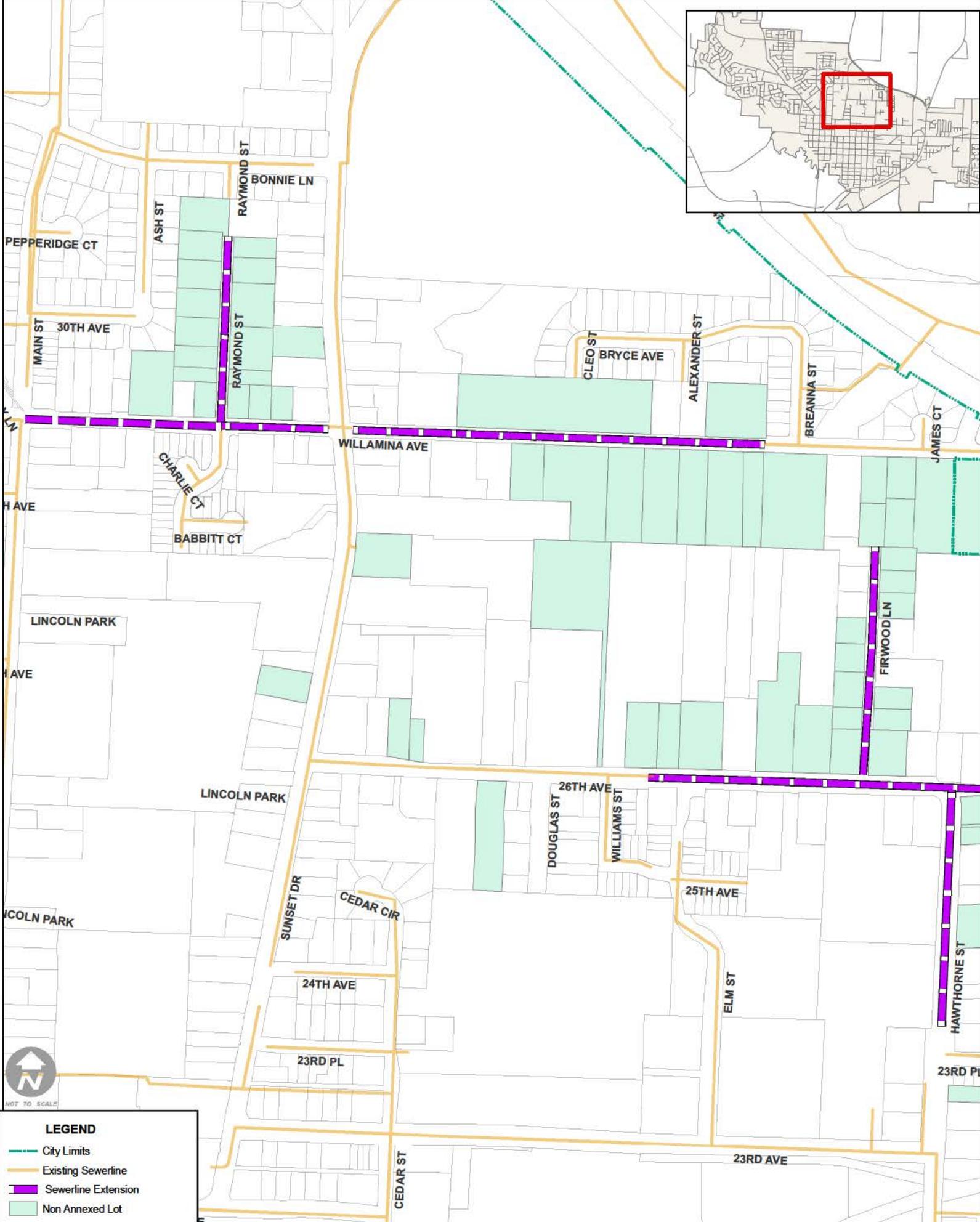
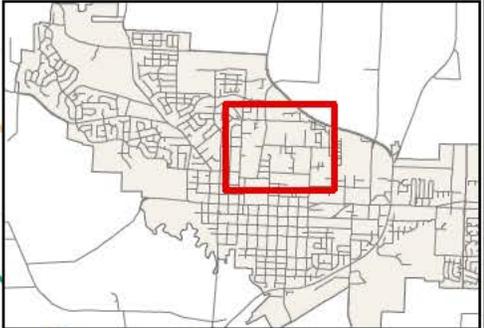
Revenue Sources		Amount
Washington County		\$ 260,000
Special Assessment		\$ 70,000
TDT Fund	<i>(to be partially reimbursed thru LID)</i>	\$ 1,000,000
TIF Fund	<i>(to be partially reimbursed thru LID)</i>	\$ 578,875
TOTAL		\$ 1,908,875

SANITARY SEWER IMPROVEMENTS
(estimated cost)

Roadway Segment	Sewer Main Cost¹	Number of Potential Connections	Estimated Sewer Main Cost per Lot²	Approximate Total Cost per Lot²
26th Avenue	\$ 115,000	18	\$ 6,389	\$11,000-22,000
Willamina Avenue west	\$ 75,000	0	\$ -	\$ -
Willamina Avenue east	\$ 137,700	14	\$ 9,836	\$14,500-\$25,000
Hawthorne Street	\$ -			
Raymond Street	\$ 75,000	12	\$ 6,250	\$11,000-22,000
Firwood Lane	\$ 77,000	18	\$ 4,278	\$9,500-20,000
TOTAL	\$479,700			

¹These cost estimates are for the costs associated with the sewer main only. These costs do not include decommissioning of septic tanks and/or systems, plumbing connect to the new sewer pipe, or the System Development Charge. These costs could range from \$5,000-\$15,000 in addition to the sewer main estimate.

²Based on existing lots, not zoning.



LEGEND

- City Limits
- Existing Sewerline
- Sewerline Extension
- Non Annexed Lot

CITY OF FOREST GROVE - IMPROVEMENT AREA

Date: August 12, 2013

STAFF REPORT AND RESOLUTION ADOPTING THE CITY OF FOREST GROVE LIGHT AND POWER ELECTRIC SYSTEM MASTER PLAN

PROJECT TEAM: George Cress, Director of Light & Power
Gary Wright, Substation System Engineer
Keith Hormann, Operations Superintendent
Michael Stoltz, Electrical Engineer
Michael Beanland, TriAxis Engineering
Michael J. Sykes, City Manager
Paul Downey, Director of Administrative Services

ISSUE STATEMENT: Conduct a comprehensive study to develop a long-range master plan for replacing and upgrading the City's substation facilities in order to extend the life of the system and provide additional capacity for future growth.

BACKGROUND: On September 28, 2012, the City of Forest Grove requested proposals (RFP) for engineering services for conducting an electric system master plan. In response to the RFP and after an extensive selection process, TriAxis Engineering, Inc, from Vancouver, Washington was awarded a contract on November 20, 2012. Michael Beanland of TriAxis Engineering, Inc. and George Cress, Director of Light & Power, gave a presentation to City Council on May 28, 2013, for the purpose of providing an update on TriAxis's comprehensive study of the City's electric system.

TriAxis Engineering has reviewed a City's developed multi-year plan substation improvement plan and recommended a comprehensive substation plan. TriAxis reviewed historical data provided by the Light and Power Department. Data regarding the existing electric facilities included:

- Equipment inventories for Filbert, Thatcher Junction and Forest Grove Substations.
- Detailed distribution system maps.
- Substation simplified one-line diagrams.
- Mapping system databases including primary and secondary conductors, distribution transformers, shunt capacitors, and electric meters.

TriAxis review included load data for the City over the past 12 years.

TriAxis provided estimates of the remaining life of the City's electric system using 40 years for transformers, 30 years for circuit breakers, and 20 years for voltage regulators.

See Pages 5 & 6, Substation Equipment Vintages, Electric System Master Plan July 2013, for equipment remaining life spans.

The 2011-2012 draft plan developed by the City included the purchase of substation transformers and replacement of aging equipment associated in their operation. TriAxis has reviewed this plan and has provided their recommendations for a six-year replacement plan based on equipment need and cost. See Page 25, Schedule & Costs, Electric System Master Plan July 2013.

FISCAL IMPACT: The City of Forest Grove Light and Power Electric System Master Plan (attached as Exhibit A) is intended to be used in the development of a long-range financing plan for the Light and Power Department that will include financing options and multi-year cash flow projections. Commencing FY2013-2014, Capital outlays over a six-year period for substation upgrades are estimated to be in the range of \$4 to \$5 million. The proposed investment for replacing aging equipment will extend the life of the substations and provide added capacity for growth for the next 40 years.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution adopting the City of Forest Grove Light and Power Electric System Master Plan, dated July 2013, prepared by TriAxis Engineering, attached as Exhibit A.



A place where businesses and families thrive.

City of Forest Grove
Light & Power
Electric System Master Plan
July 2013

Prepared for:
George Cress
Light & Power Director



TriAxis Engineering, Inc.
301 NE 117th Avenue
Vancouver, WA 98684
Michael Beanland, P.E.



Forest Grove Electric System Master Plan

Background

The City of Forest Grove retained TriAxis Engineering to review a City-developed multi-year substation improvement plan and recommend a comprehensive electric system upgrade plan.

Executive Summary

This Plan recommends the staged replacement of aged major power equipment at Forest Grove substations. This includes three power transformers and several circuit breakers. The proposed Plan will provide improved equipment reliability, provide adequate capacity for reasonable load growth, and lay out a path to accommodate future city service expansion.

Forest Grove Electric System Master Plan

Year	Actions	Budget
2013-14	Engineer for the replacement of transformers at Forest Grove and Thatcher; purchase the transformer, circuit switcher, and associated equipment for Thatcher; purchase and install feeder relays at Filbert	\$1,050k
2014-15	Install the transformer, circuit switcher and associated equipment at Thatcher, purchase the transformers, circuit switchers, and associated equipment for Forest Grove #1 & #2, install 115kV protection upgrades with BPA	\$2,530k
2015-16	Install the transformer, circuit switcher and associated equipment for Forest Grove #2	\$230k
2016-17	Install the transformer, circuit switcher and associated equipment for Forest Grove #1	\$215k
2017-18	Purchase and install circuit switcher and associated equipment for Filbert Substation	\$270k
	Five Year Total	\$4,295k

Forest Grove Electric System Master Plan

Substation Equipment Vintages

Data provided by the City was assembled in the following tables. Estimates of remaining life were developed using common utility industry equipment life estimates:

- 40 years for transformers,
- 30 years for circuit breakers, and
- 20 years for voltage regulators.

Actual equipment life is very complex to determine and depends on many factors including historic maintenance, local environment, loading history, typical operating temperatures, available fault current, and the number of operations or through faults; as a result, typical values are used for comparison only.

Forest Grove Electric System Master Plan

Forest Grove					
Equipment	Mfg. Model	Mfg. SS #	Mfg. Year	Age	Remaining Life
Power Transformer Bank 1	Industrie Elettriche Di Legnano S.p.A. 12/1/20/22.4 MVA	31715	1975	37 Yrs	3
Power Transformer Bank 2	Industrie Elettriche Di Legnano S.p.A. 12/1/20/22.4 MVA	31208	1968	44 Yrs	(4)
Bank 1 Main Breaker	ABB RMAG	1VAL05L117RMAG	11/05	7 Yrs	23
Bank 2 Main Breaker	ABB RMAG	VAL05L118RMAG	11/05	7 Yrs	23
FG1 Voltage Regulators	McGraw-Edison VR-32 Series AX	A Phase 0337017756 B Phase 0337017755 C Phase 0337017670	11/03	9 Yrs	11
FG2 Voltage Regulators	McGraw-Edison VR-32 Series AX	A Phase 0437009089 B Phase 0437008773 C Phase 0437008855	5/04	8 Yrs	12
FG1 Feeder Breaker	ABB, Vacuum, Type R2	93K115VB	10/93	19 Yrs	11
FG2 Feeder Breaker	Westinghouse, Vacuum, Type R1	88D119VB	4/88	24 Yrs	6
FG3 Feeder Breaker	GE Vacuum, Type VIB-15.5-12000-4	0442A8170-101	9/81	31 Yrs	(1)
FG4 Feeder Breaker	Westinghouse, Vacuum, Type R1	88D117VB	4/88	24 Yrs	6
FG5 Feeder Breaker	Westinghouse, Vacuum, Type R1	8D122VB	4/88	24 Yrs	6
FG6 Feeder Breaker	GE Vacuum, Type VIB-15.5-12000-3	Not available	1975	37 Yrs	(7)
FG7 Feeder Breaker	GE Vacuum, Type VIB-15.5-12000-3	Not available	11/76	36 Yrs	(6)
FG8 Feeder Breaker	GE Vacuum, Type VIB-15.5-12000-3	Not available	1975	37 Yrs	(7)

Forest Grove Electric System Master Plan

Thatcher					
Equipment	Mfg. Model	Mfg. SS #	Mfg. Year	Age	Remaining Life
Power Transformer	Moloney 12/16/20/22.4 MVA	929842	1959	53 Yrs	(13)
Main Breaker	ABB RMAG	1YAL05K150RMAG	10/06	6 Yrs	24
Three-phase Voltage Regulator	General Electric MLT 32	D569383	No Data		
Feeder Breaker	ABB Type R1	Feeder A 99F149VBBT, Feeder B 99F164VBBT, Feeder C 99F156VBBT, Feeder D 99F153VBBT	9/99	13 Yrs	7

Filbert					
Equipment	Mfg. Model	Mfg. SS #	Mfg. Year	Age	Remaining Life
Power Transformer Bank	Hevi-Duty Electric 15/20/25 MVA	GM 353876	11/83	29 Yrs	11
Single Phase Voltage Regulators	Siemens Type JFR	A Phase 6587-6, B Phase 6520-9, C Phase 6422-7	No Data		
Feeder Breakers	Westinghouse Vacuum	BFS6 84C153VB, BFS8 84C154VB, BFS9 84C151VB, BFS10 84C155VB, BFSM 84D101VB	3/84	-29 Yrs	1

The data indicates that three of the power transformers have reached the end of their usable lives and that several feeder breakers are due for replacement.

Forest Grove Electric System Master Plan

Project	Tasks	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Total
Thatcher Junction Substation power transformer (1959)	Engineering/design	50k	30k				1,020k
	Purchase and install transformer	600k	50k				
	Purchase and install control house	30k	20k				
	Purchase and install circuit switcher	100k	20k				
	Purchase and install transformer relays	20k	20k				
	Purchase and install feeder protective relays	40k	40k				
Forest Grove Substation transformer #2 (1968)	Engineering/design	20k	50k	30k			1,175k
	Purchase and install transformer		600k	50k			
	Purchase and install control house		30k	20k			
	Purchase and install circuit switcher		100k	20k			
	Purchase and install transformer relays		20k	20k			
	Purchase and install feeder bypass breaker		25k	10k			
	Purchase and install replacement breakers (3)		60k	20k			
Purchase and install feeder protective relays		50k	50k				
Forest Grove Substation transformer #1 (1975)	Engineering/design	30k	50k	10k	30k		1,090k
	Purchase and install transformer		600k		50k		
	Purchase and install circuit switcher		100k		20k		
	Purchase and install transformer relays		20k		20k		
	Purchase and install feeder bypass breaker		25k		10k		
	Purchase and install replacement breakers (1)		20k		5k		
	Purchase and install feeder protective relays		50k		50k		
Filbert Substation	Engineering/Design				30k	20k	380k
	Purchase and install circuit switcher					120k	
	Purchase and install transformer relays					40k	
	Purchase and install feeder bypass breaker	35k					
	Install voltage regulators					30k	
	Purchase and install feeder protective relays	75k				30k	
Replace aged main and feeder breakers	Program to replace one breaker each 2 years					30k	30k
Upgrade 115kV line switching with circuit breakers to reduce impact of line outages, concept design for 115kV loop	Engineering/design	50k	50k				600k
	Allocation for construction by BPA*		500k*				
Annual Cost Summary		1,050k	2,530k	230k	215k	270k	4,295k

*BPA construction and engineering costs do not consider the possibility of cost sharing.
All costs estimated and in current dollars.

3A

**FOREST GROVE CITY COUNCIL WORK SESSION
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)
JULY 8, 2013 – 5:45 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
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Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:37 p.m. **ROLL CALL: COUNCIL PRESENT:** Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager, and Anna Ruggles, City Recorder.

2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS (B&C) INTERVIEW

The following applicant was interviewed for the following position:

- Jordan Kronen, Committee for Citizen Involvement, Community Forest Commission, and Parks and Recreation Commission

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted interview. After Council deliberation, Council collectively made recommendation to appoint Kronen to the Committee for Citizen Involvement, Term Expiring December 31, 2014. A resolution making formal appointment will be considered at the next regular Council Meeting of Monday, August 12, 2013.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 5:58 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION
(COUNCIL E-PACKETS
JULY 8, 2013 – 6:00 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
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Minutes are unofficial until approved by the Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 6:05 p.m. **COUNCIL PRESENT:** Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief; Rob Foster, Public Works Director (in the audience); Susan Cole, Administrative Services Assistant Director (in the audience); and Anna Ruggles, City Recorder.

2. WORK SESSION: COUNCIL E-PACKETS

Ruggles, Kinkade, and Sykes facilitated the above-noted work session, noting the purpose of the work session was to gather information to determine if the City should proceed with a conversion from printed Council Meeting Agenda Packets to Council E-Packets. Ruggles reported for as long as the City has been incorporated, since 1872, the scene has looked the same for anyone walking into the City Recorder's Office on the day Council packets are being printed; hundreds of sheets of paper covering the counter, waiting to be separated and inserted into Council binders in preparation for final distribution. Ruggles reported in 2012, the City Recorder's Office printed over 30 Council meeting packets for each meeting, creating an average of 189,000 pages per year (printing costs as high as \$6,000 per year, plus staff time). Ruggles noted currently 13 Council packets are printed (Council (6); City Attorney (1); City Manager (1); Directors (3); and City Recorder (2)), averaging 81,900 pages per year (printing costs as low as \$2,000 per year, plus staff time). The press, chamber, some department directors, staff, boards and committees, and other interested parties receive on-line Council Meeting Agenda Packets via the City's website. Ruggles indicated in 2012, the City Recorder's Office began scanning and uploading the Council Meeting Agenda Packets and posting Council approved minutes making these documents available as PDF's on-line via the City's website, reducing the amount of printed packets and reducing the paper and copying use; however, Ruggles pointed out this method still requires staff time to integrate the documents prior to uploading the documents on-line. Ruggles indicated the City Recorder currently spends 2-4 hours preparing printed Council Agenda Meeting Packets – vs – 1 hour to 1-1/2 hours preparing on-line document integration. In addition, Ruggles reported the Mayor was the

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(COUNCIL E-PACKETS
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first proponent of paperless Council Meeting Agenda Packets, noting in 2012, the Mayor began receiving his Council E-Packet via a USB drive, which is used to download the Council Meeting Agenda Packet to his personal electronic device. Ruggles explained the reason for using a USB is because the Council packets on-line may contain redactions to protect personal information from being posted on the Internet and to protect confidential information that may otherwise be exempted from public disclosure. Ruggles added the City has taken other paper/copying saving measures, including printing Council Meeting Agenda Packets double-sided, printing colored copies only when necessary, and requesting that department directors and staff print only the Council Meeting Agenda and staff report that pertains to their specific agenda item. Ruggles reported management staff has been analyzing various electronic devices available in the market and has found that an iPad maintains a 10-hour battery life, giving it a longer life span than most tablets and laptops, and is lightweight, user-friendly and has the most affordable up-front and long-term costs. An iPad also has program applications available that allow the user to underline, highlight, and make notations on documents as if it was an actual piece of paper. Ruggles advised all electronic devices require some form of Internet or wireless connectivity with data plans ranging from \$15 to \$50 per month depending on how much Internet data usage is needed, noting the benefit of having continuous Internet service on an electronic device is that the device would allow Council to receive/send electronic (e-mail) communications in a timely manner, as well as the ability to access the City website, intergovernmental agencies' websites, and perform duties more efficiently while away from their home computers. In conclusion of the above-noted staff report, Ruggles turned the floor over to Kinkade who gave the Council a live tutorial presentation using iPads. Ruggles explained after Kinkade's tutorial presentation was completed, she would discuss and review with Council the stipend options (refer below) that management staff is proposing if Council decides to go to E-packets.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council and staff participated in the live tutorial presentation using iPads. Kinkade's presentation included the basics; program applications; underlining, highlighting and making notations on a Council PDF packet document; accessing the City's website; accessing Wi-Fi; sending and checking e-mail in-box; and other various functions that an iPad provides that enhance productivity. After

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Kinkade's tutorial presentation, Ruggles highlighted the following options for Council's consideration:

Option 1: Purchase own electronic device

Ruggles explained this option would allow Council to elect to have the City provide a one-time stipend of up to \$750 (based on feedback from other cities) during term of office to offset costs for purchasing own electronic device, such as a laptop, tablet, or iPad, and the device would remain the property of the Councilor. Councilor would keep the electronic device when their term expires or service on the Council ends. The software programs necessary to access Council E-Packets and City e-mail would be installed by the City and hardware and software upgrades would be recommended by the IT Department as needed. The IT Department would not be responsible to provide support on non-City equipment, except to assist in ensuring Council can access Council E-packet and City e-mail. Ruggles advised the use of non-City equipment for City-related business could be subject to disclosure pursuant to public records law or court orders. In addition, any Councilor who elects purchasing their own electronic device may elect to have the City provide an additional stipend of \$20 per month for maintaining 1GB Internet service, any data over and beyond would be at own expense. Ruggles gave the following scenario: If each Councilor elects to purchase their own electronic device at \$750 stipend, plus \$20 per month Internet stipend, total costs are \$11,970, four-year term (\$1,710 per Councilor, four-year term).

Option 2: Use personal existing electronic device

Ruggles explained this option would allow Council to elect to use an existing personal electronic device, such as a laptop, tablet, or iPad, and elect to have the City provide a stipend of \$35 per month (based on feedback from other cities). The purpose of this stipend is to offset costs associated with use of own electronic device and maintaining Internet service. The software programs necessary to access Council E-Packets and City e-mail could be installed by the City and the IT Department would not be responsible to provide any support on non-City equipment, except to assist in ensuring Council can access Council E-Packets and City e-mail. Ruggles advised the use of non-City equipment for City-related business could be subject to disclosure pursuant to public records law or court orders. Ruggles gave the following scenario: If each Councilor elects to use an existing personal electronic device at \$35 per month Technology stipend, total costs are \$11,760, four-year term (\$1,680 per

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Councilor, four-year term).

Sykes pointed out if Council decides to pursue a Council E-Packet policy, department directors would have to be on board as well, noting funds have been allocated in the Fiscal Year 2013-14 budget for the Council E-Packet conversion.

Mayor Truax concurred, noting using an electronic device during a Council meeting will make staff and Council's job easier and provide transparency. Mayor Truax advised he is leaning towards Option 1; providing a stipend to purchase own electronic device.

Thompson voiced concern pertaining to citizens who do not utilize computers, to which Ruggles explained the City Recorder's Office would continue posting notices and agendas at City Hall and Library and publishing hearing notices as required.

In conclusion of the above-noted Council discussion, Sykes advised staff will bring back a resolution for Council consideration at the next Council meeting of Monday, August 12, 2013, proposing to set the stipends. Ruggles advised in order for the City to provide a stipend, a formal request would be required to be submitted by the Councilor who elects to have the City provide a stipend, noting the stipend would be considered compensation.

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

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 7:02 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL REGULAR MEETING
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1. ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:06 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Rob Foster, Public Works Director; Jon Holan, Community Development Director; Michael Kinkade, Fire Chief; Janie Schutz, Police Chief; George Cress, Light and Power Director (in the audience); and Anna Ruggles, City Recorder.

1. A. FIRE DEPARTMENT EMPLOYEE RECOGNITION:

Mayor Truax presented a Certificate of Appreciation and plaque honoring Dwight Lanter, Fire Captain, in recognition of 28 dedicated years of service, plus seven volunteer years of service, to the Forest Grove Fire and Rescue Department. Fire Chief Kinkade presented Lanter with a Firefighter Axe Presentation plaque, which was presented to Lanter on behalf of the Forest Grove Firefighters Association.

1. B. FIRE DEPARTMENT SWEARING-IN CEREMONY:

Fire Chief Kinkade administered the Oath of Credence to Jordan Ruiz who was sworn-in as Firefighter. Chief Kinkade read the biography and introduced, welcomed and presented Ruiz his official badge.

1. C. POLICE DEPARTMENT SWEARING-IN CEREMONY:

Ruggles administered the Oath of Offices to James M. Kimsey who was sworn-in as Police Officer and Eduardo Sanchez-Quiroz who was sworn-in as Police Reserve Officer. Police Chief Schultz read the biographies and introduced, welcomed and presented each officer their official badges.

1. D. POLICE DEPARTMENT EMPLOYEE RECOGNITIONS:

Police Chief Schutz presented the *Police Service Achievement Medal* to Captain Michael Herb, Sergeant Dean Foster, and Sergeant Wayne

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Hart for exemplary actions that led to an arrest and conviction in a 2009 murder case; presented the *Meritorious Service Citation* to Sergeant Wayne Hart and Officer Mike Smith for conspicuous service in relation to a high risk shooting incident that occurred January, 2013; presented the *Medal of Valor* to Officer Charles McCutchen, Officer Jenifer Smith, Officer Ryan Wolf, Officer Matthew Jacobsen, and Officer Gary Anderson for acts of true valor in relation to a high risk shooting incident that occurred January, 2013.

2. **CITIZEN COMMUNICATIONS:** None.

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
 - A. Approve City Council Executive Session (City Manager Evaluation) Meeting Minutes of June 24, 2013.
 - B. Approve City Council Work Session (Comprehensive Plan and Transportation System Plan Updates) Meeting Minutes of June 24, 2013.
 - C. Approve City Council Regular Meeting Minutes of June 24, 2013.
 - D. Accept Historic Landmarks Board Meeting Minutes of May 28, 2013.
 - E. Accept Parks and Recreation Commission Meeting Minutes of April 17 and May 15, 2013.
 - F. Accept Public Safety Advisory Commission Meeting Minutes of May 22, 2013.
 - G. Endorse New Liquor License Application (Limited On-Premises Sales) for Behind The Flag Deli, 3034-C Pacific Avenue (Applicant: Michael Johnson)

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

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voice vote.

4. ADDITIONS/DELETIONS:

Ruggles added to Agenda Item 1. D. as noted above.

5. PRESENTATIONS:

5. A. Strategic Sustainability Plan Update:

Holan introduced Elaine Cole, who presented a PowerPoint presentation highlighting the Forest Grove Strategic Sustainability Plan Draft. Cole recognized the committee members who were present in the audience. Cole reported the Sustainability Ad-Hoc Committee formed in 2011 and has held three sustainability summits and sponsored the Annual Town Meeting, noting over 200 people have attended these meetings. Cole explained the committee's mission was to develop a Sustainable Strategic Plan to implement sustainable practices in the community, noting the committee focused on developing a strategy to reduce carbon emissions and wastes locally and promote a healthy and sustainable lifestyle. Cole highlighted the Strategic Plan's six topical areas which emerged from community discussions as follows:

- Energy Conservation and Green Buildings
Forest Grove will become a leader in the support of green building practices and the promotion of energy and natural resource conservation.
- Food
Forest Grove will be a thriving food community in which all residents have the opportunity to grow, prepare, and consume nutritious local food in order to support the health of the land and its people.
- Materials Management
Forest Grove will be a city that focuses on the recapture, reduction, and elimination of its material stream to enable a high quality of life for all citizens.
- Social Equity
Forest Grove is a place that welcomes and supports equitable and sustainable opportunity for all community members by providing the means for human needs to be met.

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- Transportation and Planning
To develop a safe, affordable, reliable, sustainable, and connected transportation system that is energy efficient while supporting other transportation modes.

In addition, Cole reported the Strategic Plan sets goals and associated strategies for each of the six topic areas as noted above, noting the next steps will be to conduct public presentations and finalizing the Plan for formal Council consideration by the end of September, 2013.

In conclusion of the above-noted presentation, Mayor Truax referred to various topics and goals within the Strategic Sustainability Plan Draft, giving examples of sustainable practices, i.e., the City's watershed and water supply. Mayor Truax commended and thanked the Sustainability Ad-Hoc Committee for their work, noting there will be a Council-appointed Sustainability Committee in the future. Lowe commended and thanked the Sustainability Ad-Hoc Committee for their volunteerism, noting without the ad-hoc members' support, she would not have been able to get Council-level consensus. In addition, Lowe urged committee members to apply when the Council-appointed Sustainability Committee is formally established.

5. B. Metro Quarterly Exchange Update:

Kathryn Harrington, Metro Councilor District 4, presented a PowerPoint presentation outlining her District 4 Quarterly Exchange Report and provided overviews on Metro's Fiscal Year 2013-14 adopted budget; Natural Areas Local Option Levy and next steps; Zoo bond projects; Oregon Convention Center Hotel project fact sheet; Climate Smart Communities, region must adopt a preferred scenario by December 2014; Community Investment Initiative for building regional infrastructure; Active Transportation Plan; Eco-efficient employment pilot; SW Corridor; and ongoing work to support local jurisdictions. In conclusion of the above-presentation, Harrington distributed various informational handouts pertaining to the above-noted presentation.

**6. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2013-07
AMENDING FOREST GROVE CODE CHAPTER 2 BY ADDING NEW
CODE SECTION 2.615 ENTITLED MUNICIPAL UTILITY BILLINGS;**

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**PRIORITIZATION OF PAYMENT; SUSPENSION/TERMINATION OF
UTILITY SERVICE**

Staff Report:

Downey and Cole presented the above-proposed Ordinance requesting to amend City Code, Chapter 2, as outlined in Exhibit A of Ordinance No. 2013-07. Cole advised the ordinance is proposing to amend City Code, Chapter 2, by adding a new Code Section 2.615, entitled Municipal Utility Billings; Prioritization of Payment; Suspension/Termination of Utility Service. Cole reported currently the City applies monthly payments to utility billings in a specific order of sequence, noting the proposed ordinance is codifying current practice by clarifying the specific order in which the City shall apply customer payments to ensure the timely payments of all rates, taxes, charges, and utility fees. In conclusion of the above-noted staff report, Downey and Cole advised staff is recommending adoption of the proposed Code amendment as outlined in Exhibit A of Ordinance No. 2013-07.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2013-07 for first reading.

Sykes read Ordinance No. 2013-07 by title for first reading.

MOTION: Councilor Lowe moved, seconded by Councilor Thompson, to adopt Ordinance No. 2013-07 Amending Forest Grove Code Chapter 2 by Adding New Code Section 2.615 Entitled Municipal Utility Billings; Prioritization Of Payment; Suspension/Termination of Utility Service. The second reading of Ordinance No. 2013-07 by title and final vote will occur at the Council meeting of Monday, August 12, 2013.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

Written Testimony Received:

No written testimony was received prior to the published deadline of July 8, 2013, 7:00 p.m.

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Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

Hearing no discussion from the Council, Mayor Truax recessed the Public Hearing for Ordinance No. 2013-07 as noted below.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, August 12, 2013.

**7. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2013-08
AMENDING FOREST GROVE CODE CHAPTER 4 BY ADDING NEW
SUB-CHAPTER 4.300 ENTITLED STREETLIGHT FEE**

Staff Report:

Downey and Cole presented the above-proposed Ordinance No. 2013-08 requesting to amend City Code, Chapter 4, by adding a new Code Subsection 4.300, entitled Streetlight Fee. Cole reported staff met with Council in work session on May 28, 2013, to review and discuss implementing a streetlight fee to fund operations and maintenance of streetlights, noting the City spends approximately \$150,000 a year maintaining streetlights, which is currently funded with gas tax revenues in the Street Fund. Cole referenced Table 1 of the staff report, noting the Street Department has estimated the annual need for overlaying streets is approximately \$390,000; however, current projections show the Street Fund will only be able to fund \$100,000 to the street overlay program. As a result, in lieu of allocating gas tax revenues in the Street Fund for maintaining streetlights, staff is proposing to implement a streetlight fee and redirect the gas tax revenues to help fund the shortfall in the City's annual street overlay program. In conclusion of the above-noted staff report, Downey and Cole advised staff is recommending adoption of the

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proposed Code amendment as outlined in Exhibit A of Ordinance No. 2013-08, which will allow the City to implement a streetlight fee. Cole advised the resolution implementing a streetlight fee of \$1.50 per utility account will be presented for Council consideration at the next Council meeting of Monday, August 12, 2013.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2013-08.

Sykes read Ordinance No. 2013-08 by title for first reading.

MOTION: Councilor Lowe moved, seconded by Councilor Kidd, to adopt Ordinance No. 2013-08 Amending Forest Grove Code Chapter 4 By Adding New Sub-Chapter 4.300 Entitled Streetlight Fee. The second reading of Ordinance No. 2013-08 by title and final vote will occur at the Council meeting of Monday, August 12, 2013.

Public Hearing Opened:

Mayor Truax opened the Public Hearing.

Written Testimony Received:

No written testimony was received prior to the published deadline of July 8, 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:

In response to Thompson's inquiry pertaining to Washington County's

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proposed vehicle tax, Foster advised he is uncertain when the County's proposal will be submitted to the voters for consideration, noting funding in the Street Fund is an immediate need in order to continue funding the annual street overlay program. Cole added if the streetlight fee is implemented, the gas tax revenues allocated currently in the Street Fund to pay for the streetlight maintenance program would instead be allocated to help fund the shortfall in the street overlay program.

Hearing no further discussion from the Council, Mayor Truax recessed the Public Hearing for Ordinance No. 2013-08 as noted below.

Public Hearing Recessed:

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, August 12, 2013.

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

8. RESOLUTION NO. 2013-54 AUTHORIZING MAYOR AND CITY MANAGER TO EXECUTE A CITY OF CORNELIUS – CITY OF FOREST GROVE INTERGOVERNMENTAL BUILDING SERVICES AGREEMENT

Staff Report:

Holan and Downey presented the above-proposed resolution authorizing the Mayor and City Manager to endorse an Intergovernmental Agreement between the City of Forest Grove and City of Cornelius for Building Services, noting the IGA would allow the City to provide services necessary to operate and administer the Cornelius building permits in Forest Grove. The IGA will take effect July 15, 2013, and Forest Grove will begin to perform all plan reviews, inspections, and enforcement for Cornelius effective August 1, 2013. Holan and Downey outlined the key elements of the proposed IGA, noting Forest Grove will collect and retain all building-related fees and monies collected based on Forest Grove's adopted fee schedule pursuant to Section 1B3 and Section 1C of the IGA; Cornelius will retain all system development charges, transportation development taxes, and construction excise taxes pursuant to Section 1B4 of the IGA; Forest Grove will maintain building records until final occupancy is issued, at which time, the records will be returned to Cornelius for records retention pursuant to Section 1A4 of the IGA; and no

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personnel from Cornelius will be transferred to Forest Grove pursuant to Section 1B2 of the IGA. Holan and Downey reported based on Forest Grove's building permit fee schedule, Cornelius's activity will generate approximately \$50,000 to \$70,000 annually, noting the additional revenue will help defray costs for an additional building inspector which has been approved in Fiscal 2013-14 budget. In conclusion of the above-noted staff report, Holan and Downey advised Cornelius Council is scheduled to consider adoption of the IGA at their next meeting, and if approved, Forest Grove will assume building permit services for Cornelius on August 1, 2013, pursuant to the terms of the IGA.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-54.

Sykes read Resolution No. 2013-54 by title.

MOTION: Councilor Kidd moved, seconded by Councilor Miller, to approve Resolution No. 2013-54 Authorizing Mayor and City Manager to execute a City of Cornelius – City of Forest Grove Intergovernmental Building Services Agreement.

Council Discussion:

In response to Thompson's concerns pertaining to higher level of permit activity, i.e., significant housing development begins occurring in Cornelius, Holan advised it could cause additional demand on staff workload but it is not expected to be significant and the addition of a new building inspector will also help offset the additional workload. Downey added the IGA allows amendments if necessary with written notice pursuant to Section 5I of the IGA and termination of the IGA with 120 days written notice by either party pursuant to Section 4 of the IGA.

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

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

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9. CITY MANAGER'S REPORT:

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and events. Sykes reported Department Directors heard a presentation on the Strategic Sustainability Plan Draft, noting the directors were very impressed with the plan. Sykes noted he appreciates the dedication and hard work of the Sustainability Ad-Hoc Committee. Sykes commended staff for doing an excellent job with the transition of operating two Municipal Courts (Forest Grove and Cornelius), noting citation volume is higher than anticipated, and trials have increased. Sykes reported since April 1, 2013, staff has processed 1,100 citations (562 from Cornelius Police Department and 538 from Forest Grove Police Department), noting during the same period last year, the court processed 322 citations. Sykes advised the Land Use Board of Appeals (LUBA) has upheld the City's island annexation action. Sykes advised he hopes having an update for Council by the next Council meeting of August 12, 2013, on discussions held with Washington County officials regarding jurisdictional road transfers. In addition, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and upcoming city-wide events.

10. COUNCIL COMMUNICATIONS:

Council President Johnston was absent.

Kidd reported on Historic Landmarks Board (HLB)-related meeting and activities, noting HLB approved two renovation grants. Kidd reported attending the Westside Alliance meeting. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported on Parks and Recreation Commission (P&R)-related meeting and activities, noting P&R selected two new playground structures for installation at Bard Park and Talisman Park. Lowe reported attending the Westside Alliance meeting. In addition, Lowe reported on other matters of interest and upcoming community-related events and meetings she was planning to attend.

Miller passed on her report due to the hour.

**FOREST GROVE CITY COUNCIL REGULAR MEETING
JULY 8, 2013 – 7:00 P.M.
COMMUNITY AUDITORIUM
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Thompson provided an update on Ride Connection's Community Transit Service Questionnaire and thanked the Press for its publications pertaining to the survey, noting he encourages everyone who has not completed the online survey to do so by the deadline date. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing was absent.

Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax reported attending the Washington County Coordinating Committee meeting, noting he stated the support of a 50/50 split on the proposed county vehicle tax due to most citizens live in the city and not the county. Mayor Truax announced Ben Unger is holding a Town Hall Meeting on July 17, 2013, at 6pm, in the Community Auditorium. 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.

11. ADJOURNMENT:

Mayor Truax adjourned the meeting at 9:35 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

3D



APPROVED

COMMUNITY FORESTRY COMMISSION
COMMUNITY AUDITORIUM
1915 MAIN STREET
MAY 15, 2013

1. ROLL CALL: 5:40 pm

Members present: Jen Warren, Dale Wiley, Bruce Countryman,

Council Liaison: Ron Thompson.

Members absent: David Hunter, Mark Nakajima, Lance Schamberger

Staff: Dan Riordan, Steve Huffman

Guest Present: Kari Bray – Forest Grove Leader, Fallon Harris – Pacific University

The meeting was called to order at 5:40 PM. A quorum was NOT present. Chair Jen Warren presided.

2. APPROVAL OF MINUTES:

Approval of minutes will be postponed until the next meeting where a quorum is Present.

3. CITIZEN COMMUNICATIONS:

1. Fallon Harris a student at Pacific University spoke on her efforts to establish Pacific University as a Tree Campus. She is in need for a community representative for her group in order to meet the requirements for such certification. Steve offered several other potential resources, and Bruce volunteered to the CFC representative to that group.

4. NEW BUSINESS

1. Dan, Steve and David will be attending the Urban Forestry Conference on June 6th at the Western Forestry Center in Portland.
2. Jen reported on the Arbor Day event at Rogers Park, we thanked Kari Bray of the Forest Grove Leader for her coverage of the event. Discussion was held on possibly increasing the size of the event next year to include more classes, locations and increase the number of trees planted.

5. **PROJECT REPORTS**

1. **Oakwood Project – Bruce:** Bruce reported he needs to get with Steve and get some of the wood to evaluate what we can possibly do with that wood.
2. **Bare Root Recommendations - Dale:** Dale offered a potential timeline on preparation of the CFC position and recommendations on promoting the use of bare root planting on tree projects as an effort to reduce the impact that the use and handling of ball and burlapped trees has on several different areas, and to align the CFC with a more sustainable guide to establishment of the urban forest.

6. **OTHER BUSINESS**

1. Committee members present felt it appropriate to schedule a June meeting to clear up business, schedule Farmers Market coverage, approve the April minutes.

7. **ADJOURNMENT:**

Chair Jen Warren adjourned the meeting at 6:24 pm.

Respectfully submitted,

Dale Wiley
CFC Secretary

APPROVED

3E

Members Present: Bryan Corke, George Cushing, Neil Poulsen, Holly Tsur, Paul Waterstreet (one vacancy)
Members Excused: Larry Wade
Staff Present: James Reitz
Council Liaison: Richard Kidd was present
Citizens Present: 07

1. **Call to Order:** Poulsen opened the meeting at 7:25 p.m. **The minutes of the May 28, 2013 meeting were approved with minor corrections.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Design Review: 2219 "C" Street (Washington County Tax Lot 1N3 36DD-1000). Applicant: Kim Fox. File Number: BLD-13-00659.

The applicant was present to answer questions. The project would enlarge a Contributing home in the Walker-Naylor District. The addition would be located to the rear of the home, and would retain most of the existing historic material including the siding and windows. One item of concern was the proposal to install a replacement window in a bathroom with a modern sliding window; staff recommended that it be designed to emulate the existing windows on the south side of the house. The applicant also proposed to install new siding on the addition that would duplicate the existing, such that the addition wouldn't be obvious. The staff report noted that the Secretary of the Interior's *Standards* recommend differentiating an addition from an original structure. The Board concluded that, as the addition would be to the rear of the building and not facing a street, blending the siding would be acceptable in this case. **Tsur/Corke to approve the application with the condition that the window in Bathroom 2 be designed to emulate the design of the home's existing windows. Motion carried unanimously.**

Cushing arrived at 7:48 p.m. at the conclusion of the above discussion.

B. Renovation Grant Requests:

Mary Black House at 2023 17th Avenue (Washington County Tax Lot 1S3 6BC-1500). Applicant: Peter Holmes. File Number: HLR-13-00676.

Homeowners Peter and Tracy Holmes were present and stated that they planned to use two or three colors similar to what is on the house presently; they were also studying similarly styled vintage homes for ideas. Corke suggested that an area under the eaves or other sheltered area could be examined to help determine the original colors. He further noted that he thought that current EPA regulations specifically forbid pressure washing when lead-based paint was present, and that one of the applicant's bids included pressure washing. Cushing commented that the Board strongly discourages pressure washing so as to avoid forcing water into the home. **Tsur/Poulsen to approve a grant of \$485 with the condition that the project complies with all EPA lead paint protocols. Motion carried unanimously.**

Robb-Roberts House at 2606 17th Avenue (Washington County Tax Lot 1S3 6AC-4702). Applicant: Pamela Jean Myers. File Number: HLR-13-00736.

Contractor Gene Malizia was present to represent the applicant. He said that architectural drawings had been prepared and that the project cost had increased somewhat, but the price was still acceptable to the homeowner. He explained he would

be reinforcing the porch's framing and would reuse as much historic trim and woodwork as possible. He proposed to replace any missing or damaged trim and would replace the post columns with a more age-appropriate design. Also, the porch ceiling and decking above needs to be replaced along with repairing any water-damaged wood. During this discussion it was learned that the homeowner wished to be able to gain access to the upper porch, in keeping with its original function. Because the railing would have to be replaced anyway to comply with current building codes, the Board proposed that the balustrades use a round spindle similar in design to the historic original (as could be seen in historic photos of the home) rather than modern-style square spindles proposed in the application. Kidd noted that obtaining round spindles should be quite easy as home stores and lumberyards would have catalogs of various designs that could be ordered; custom millwork would not be required. **Cushing/Corke to award a grant of \$1,000 with the condition to require round spindles in the upper porch railing. Motion carried unanimously.**

- C. **Renovation Grants Review Process:** A subcommittee of Tsur, Cushing and Poulsen, with assistance from Councilor Kidd, will review the various proposals floated to date and return with a recommendation. Kidd confirmed that it is OK for a Board member to present his or her own application, but noted that said member would be excluded from voting on their application. Due to the lateness of the hour, further discussion of this topic was postponed to the next meeting.

Waterstreet asked about email discussion of items outside of meetings. Kidd advised that it is permissible so long as items were brought forward for discussion only; he also recommended that specific grant requests not be discussed but topics of a general nature could be. He emphasized that emails are public record, and suggested that emails begin with a question rather than a statement.

- D. **Alternate funding sources:** Kidd noted that the League of Oregon Cities prepares a monthly publication that lists potential grant sources. Another idea suggested was the creation of a foundation which might be more attractive to potential contributors. Due to the lateness of the hour, further discussion of this topic was postponed to the next meeting.
- E. **Summer Issue Newsletter:** Tsur reported that Poulsen was working on an article about masonry structures and earthquake preparedness. She said that Earthquake Tech was also agreeable to providing an article on this topic.

The Fall issue was also discussed; Tsur noted that she was still looking for a specific topic. Cushing said he would contact Kerry VanderZanden about an article and would also follow up with Ira Wyatt about his sustainability article. Tsur said that Realtor Katya Duncan was interested in doing an article on marketing historic homes. One additional suggestion was an article on significant historic homes. Corke said he would do an article for a future issue on painting.

4. Old Business / New Business

- Council Liaison Report: Kidd had no report.
- Staff Update: Reitz had no report.

5. **Adjournment:** The May 28, 2013 meeting adjourned at 9:32 p.m.

These minutes respectfully submitted by George Cushing, Secretary

Library Commission approved minutes as presented on July 16, 2013.

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

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30pm June 11, 2013.

Members Present: Pamela Bailey, Chair; Annie Hicks; Doug Martin; Dayla Smoland; and Jon Youngberg, Secretary.

Members Absent: Kathleen Poulsen, Vice-Chair;

Staff: Colleen Winters, Library Director

Council Liaison: Peter Truax, Mayor

Others: None

2. **ADDITIONS/DELETIONS:** Added a discussion of handicapped parking availability around the library.

3. **APPROVE LIBRARY COMMISSION MEETING MINUTES OF (May 21, 2013):**

MOTION: Doug moved, seconded by Dayla, to approve the May 21, 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. Contract with Ed has been signed. He will work with the other two artists. Drawings and a brochure will be completed. See Ed Carpenter's website (<http://www.edcarpenter.net/home/home.html>).

b) By the end of July, events (and dates for them) related to the Ed Carpenter art project & fundraising will be decided. See Foundation web site (www.fglf.org). A music concert at Pacific University by Ed's wife, Lauren

Sheehan will be held in Oct/Nov 2013, and a lecture to introduce Ed Carpenter and his work is planned.

c) The Forest Grove Arts Commission is involved with, and is being a partner on, the Ed Carpenter art project.

d) Sept 17, 2013 date has been chosen for Friends and Family night at McMenamins, with 50% of proceeds after 5 PM going to the Foundation.

e) A fundraiser event by Maggie Pike (of Maggie's Buns) will be held again, in January 2014.

f) A mystery/detective fundraiser event will be held in the library in 2014.

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

a) Formalized their new budget and spending plans for the next year (starting July 2013), according to their recent by-law changes.

b) The Friends now have a budget of three basic parts: (1) an amount for the library staff to spend, which the library staff will decide how to spend, (2) an amount for the Friends to spend on their own programs, (3) a 10% reserve.

c) The Friends have paid \$12,000 to the Library Foundation, that the Friends had committed earlier.

d) Decided to spend \$400 to buy 21 books for the library, to honor Susan Schubothe's years on the Friends board.

e) Maggie Pike (of Maggie's Buns) held a student fund-raiser event and raised \$110 to help obtain a new public information board for the library.

f) The Friends web site is at (fglibraryfriends.org).

5c. COUNCIL LIAISON REPORT:

a) Work on the City Budget continues, with approval of the budget expected by the City Council before the end of June 2013. The Budget Commission has completed its work. No big surprises are expected. Some personnel may be moved around. Some fees for various services may be raised.

b) A "Watershed Stewardship Plan Update" was completed, concerning the Forest Grove watershed.

c) Mayor Truax attended a Clean Water Services event, also attended by Senator Merkley and Congresswoman Bonamici. Discussion of Scoggins Dam and earthquake/safety concerns for the dam. Seismic retrofit & raising the level of the dam were discussed.

d) Mayor Truax attended UN World Environment Day June 5, which was held in Portland. Theme was "Reduce Your Foodprint" (reduce food waste and food loss). This is appropriate to Sustainability efforts in Forest Grove

(environmental, economic, and social justice).

e) Mayor Truax was in the Rose Festival Parade, as part of a marching unit of Oregon's Mayors.

f) Efforts are being made to reduce paper usage for City Council meetings.

g) A visit to Forest Grove's sister city in Japan has been scheduled for the end of Sept 2013. Those who will go on the visit have already been chosen.

h) Mayor Truax is currently the Treasurer of the League of Oregon Cities. He attended an Executive meeting May 31 that discussed local option levies, different property tax rates around the state, and funding problems for some County Sheriff departments in other Oregon counties.

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

a) The Summer Reading programs (for children, teens, and adults) began June 1, 2013 with the theme "Dig Into Reading".

b) A "Summer Reading Author Talk" by author Cheryl Strayed will be held June 26, 2013, in Beaverton.

c) The Gardening Program (OSU) talks, held at the Forest Grove Library, (next talk is June 19) have had a lot of attendees.

d) The next "Forest Grove Conversations" event is scheduled for March 2014. (The event in 2013 was very well-attended). The theme will be something like "Science and Politics". Desired panelists include a media person, a scientist, and a politician.

e) A city employee recognition breakfast for city and library employees was held at the Fire Dept in the last month.

f) Recent Library Staff training included: (1) how to handle incidents, such as emergencies, and (2) a talk from the Local Government Policy Institute.

g) Colleen attended a Forest Grove School board meeting, where the board added money for some new materials for the school district's libraries. They are also adding a "classified" position for the district's libraries.

6. DISCUSSION OF ITEMS:

a) Continuing discussion of the Library Room Use Policy. A subcommittee of the Library Commission (Pam, Annie, Jon) has met and begun the information gathering process. Several meetings may be needed before a draft of the Library Room Use Policy could be shown to the full commission. Pamela mentioned all the concerns and work done by the subcommittee so far. 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. Jon asked for advice from the full Library Commission about whether the Rogers Room should be available for public groups to use, or whether the Rogers Room should be limited to Library-related and City-related events and uses. Pamela mentioned that a number of different groups regularly use the library, and that it is also used for tutoring and as extra library seating. Doug mentioned that all the many events held in the Rogers Room (especially non-library-sponsored events) bring “non-library users” into the library.

b) Agenda addition: Dayla asked about the number and location of handicapped parking spot(s) around the library, and whether one more handicapped parking spot could be added. None seem to be on the Pacific Ave (street) side of the library, perhaps for reasons of safety. There seems to be only one (or two?) in the library parking lot area (or near the library) on the south side of the library. Mayor Truax said that a study of handicapped parking required for the library had been made recently, and that he would ask if this could be checked again.

7. ANNOUNCEMENT OF NEXT MEETING:

The next Library Commission meeting will be held on Tues July 16th, 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

PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JUNE 19, 2013
COMMUNITY AUDITORIUM-CONFERENCE ROOM
PAGE 1 OF 3

- 1) **ROLL CALL:**
 - a) **Commissioners** – Ralph Brown, Quinn Johnson, Mike Olson, Nathan Seable, Brian Seitz, Howard Sullivan, Susan Taylor, Glenn VanBlarcom and Paul Waterstreet
 - b) **Staff** – Tom Gamble, Steve Huffman, Cindy Donoven
 - c) **Council Liaison** – Victoria Lowe
 - d) **Student Advisor** – Jonathan Faris

- 2) **CITIZEN COMMUNICATIONS:**

- 3) **APPROVAL OF MINUTES:** The minutes of the April 17, 2013 and the May 15, 2013 meetings were approved.

- 4) **ADDITION/DELETIONS:** None

- 5) **OLD BUSINESS:**
 - a) **Urban Forest Master Plan Process**
 - i) The Forestry Commission is leading the charge on this to help determine what the process will be and what our involvement will be.
 - ii) The end document will be incorporated into our Master Plan when it is redone.
 - iii) There is a move towards having a Regional Urban Forest Plan focusing on canopy, coverage, replacement and getting rid of diseased trees.
 - b) **Budget Up-date FY 13-14**
 - (1) The Budget Committee has made its' recommendations to the City Council and the Council will adopt them at their next meeting.
 - (2) Aquatic Center items include:
 - (a) 10 additional hours a week for the Administrative Assistant position.
 - (b) Painting the outside of the building.
 - (c) Minor parking lot repairs.
 - (3) Parks items include:
 - (a) An additional 20 hour per week year round parks employee.
 - (4) We will look to using CIP funds next year to implement the Energy Audit suggestions.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JUNE 19, 2013
COMMUNITY AUDITORIUM-CONFERENCE ROOM
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c) Volunteer Recognition 2013

- i) There was some discussion about having a separate event versus hooking onto another established event.
- ii) Butch will discuss with the Chamber about incorporating the Volunteer Recognition into the annual Corn Roast which will take place September 22.

d) Property Up-date

- i) A.T. Smith House – This is the property in front of the house owned by the Friends of Historic Forest Grove.
 - (1) The zoning needs to be changed from industrial to institutional.
 - (2) We will put a place holder in the CIP funds to acquire this 3 acre parcel.
- ii) Saucy – This property is located on the corner of 14th and Birch in Old Town.
 - (1) This parcel of just under an acre adjoins our flood plain property and overlooks Metro green space and the coast range.
 - (2) The owner will sell to the City for only what they had paid.

e) Summer Kick Off

- i) Lessons are full, tree trimming has begun and Skyhawks starts next week. There are also several ball tournaments this summer.

6) NEW BUSINESS:

a) Playgrounds (Bard/Talisman) Selection

- i) SDC fund will supply \$58,000 which will be added to the grant we received for a total of \$110,000 worth of equipment.
- ii) These prices do not include installation, which we are hoping to do through the ORPA Maintenance and Construction crew (Bard Park), possibly incorporating a training class and the Recreation Commission sponsoring a community build (Talisman Park).
- iii) ADA guidelines must be followed.
- iv) Talisman:
 - (1) Existing structure could be removed as part of an Eagle Scout project.
 - (2) New structure would cost \$31,000.
 - (3) The Rec. Commission felt natural colors suit this site.
- v) Bard:
 - (1) There are 2 structures we are considering, closed versus an open design.
 - (2) Tom will post pictures of both at the Aquatic Center and we will let the public vote on the design.
 - (3) The Rec. Commission chose primary colors for this site.

7) COMMISSIONER'S REPORTS: Jonathan reported that the car test driving at the high school brought in about \$1500.

**PARKS AND RECREATION COMMISSION REGULAR MEETING
WEDNESDAY, JUNE 19, 2013
COMMUNITY AUDITORIUM-CONFERENCE ROOM
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8) STAFF REPORTS:

a) Steve:

- i) Tree removal at Lincoln Park will take place in the next 2 weeks. (4 poplars at the East end and 5 pine at the West end)

b) Tom:

- i) The Aquatic Center had a good lesson kick-off. Revenue is good, close to \$300,000 this last fiscal year.
- ii) Brian is gone and we are advertising to fill the position. Right now Lead Guards are covering the weekends.
- iii) Saturday night free swims will start this weekend. This is the 14th year Papa's Toys has sponsored this activity.

9) ANNOUNCEMENT OF NEXT MEETING: The next meeting will be Wednesday, July 17, 2013 at 7:00 a.m.

10) ADJOURNMENT: The meeting was adjourned at 8:36 a.m.

APPROVED

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1. **CALL TO ORDER:**

Chairman Beck called the meeting to order at 7:07 p.m. to give the Commissioners time to read new information given to them by staff.

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

Staff Present: Jon Holan, Community Development Director; James Reitz, Senior Planner; 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. (Continued from June 3, 2013)

Chairman Beck explained that the hearing on the modifications to Casey Meadows PRD had been continued from June 3, 2013 meeting. He read the hearing procedures and asked the Commissioners if there were any conflicts of interest, ex-parte contacts, bias or abstentions. Commissioner Miller stated that Casey Meadows PRD had been before the Planning Commission before, so several of the Commissioners were familiar with the project. Commissioners Beck, Smith, Hymes and Arnott stated that they went on a field trip to look at "skinny houses" in Tigard. Commissioners Nakajima and Ruder visited the same "skinny houses" on their own, and Commissioner Nakajima said she talked with one of the homeowners. There were no abstentions and no challenges from the audience. Chairman Beck turned the meeting over to Mr. Reitz for the staff report.

Mr. Reitz stated that at the end of his presentation, staff would request a continuance for reasons that would become clear. Reitz gave a brief history of the Casey Meadows PRD, and explained that the applicant was now requesting various modifications to the project:

- removal of tracts N, P and Q
- revision of housing types to eliminate patio home option
- introduce a new housing type, the 15-foot-wide "skinny house"
- potentially eliminate two lots along Carson Loop and enlarge remaining lots accordingly
- zero-lot-line construction on 16 lots

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

June 17, 2013-7:00 P.M.

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- reducing the side yard setbacks from 4-feet to 3-feet
- various revisions to front and rear yard setbacks.

Mr. Reitz explained the “footing to footing” side yard setback measurements.

Chairman Beck stated that the “skinny houses” in Tigard viewed by several of the Commissioners had 10-foot side yard setbacks, but the applicant proposes only a 6-foot side yard setback. He stated that with a 2-foot roof overhang on each house, that would leave only 2-feet of sky showing which would make the side yards not really good for anything. Commissioners Hymes and Nakajima agreed.

Mr. Reitz gave the definition of a front loaded home/garage, and explained that staff’s concern is that the front loaded homes with the 14-foot driveways will tempt people to try and park in the driveway, and their cars would extend into the drive way. He explained that in terms of overall numbers, the applicant more than meets parking requirements, but the parking is disbursed throughout the planned development.

Mr. Reitz explained that one of the reasons staff will be requesting a continuance, is the fact that some of the homes have 2 ½ to 3 stories. He said the Fire Dept. has limited ability to reach the third story, compounded by the closeness of the houses to one another. Reitz said staff has proposed a condition that these homes be sprinklered, and discussions are ongoing between Public Works and the Fire Dept.

Chairman Beck said his view is he would not want to approve anything that is not definitive.

In response to a question from the Commission, Mr. Reitz said he has not had the opportunity to discuss this with the Fire Chief since the Fire Marshall brought this to staff’s attention late this afternoon.

The Planning Commissioners agreed that a continuance was very prudent due to life safety issues.

Mr. Reitz concluded the staff report by going over each of the Conditions of Approval. He explained that Condition # 3 is not so straight forward due to the fact that in the existing Casey Meadows there is a condition that there are pedestrian ways over tracts the applicant is proposing to eliminate, and staff agrees the pedestrian ways should to away along with the tracts. Reitz said that the question is whether this can be handled through subdivision statute or if it must be done through the vacation process.

Chairman Beck said Condition # 3 needs to be reworded to say, “except tracts N, P & Q.”

**PLANNING COMMISSION MEETING MINUTES
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Mr. Reitz said Condition # 7 needs a response from the Light & Power Dept. as to whether the setbacks from transformers is a problem or not.

Commissioner Arnott commented that the Type D houses have nowhere to park and no sidewalks to walk on to get to their cars.

Mr. Reitz requested a continuance to a date certain, and requested as much direction from the Commission as possible.

Mr. Holan explained that a July 1st hearing in two weeks may not be enough time for all of the issues to be resolved, and the Commission has a public hearing scheduled for July 15th although there may be some flexibility there.

APPLICANT:

Morgan Will, Emerio Design, 19995 SW Stafford Rd., West Linn, OR 97068.

Mr. Will read a prewritten statement to the Commission. In the statement Mr. Will requested consideration on Condition # 14 that three of the homes not be required to be sprinklered, because the homes will be situated so that the Fire Dept. will have access to the third story. However, Mr. Will said the applicant will accept the Fire Dept. modifications to avoid a continuance.

Mr. Reitz said the Fire Dept. modifications are not the only reason staff is requesting a continuance. He said there is an easement abandonment issue on the pedestrian ways, and staff is waiting for the Light & Power Dept. to respond to the condition modifying transformer setbacks. Reitz said staff has a recommendation on the pedestrian ways.

In response to a question from Chairman Beck, Mr. Reitz said if the applicant accepts staff's condition on sprinkling the homes, and the condition modifying the transformer setbacks, the Planning Commission can approve the application.

Mr. Will said the applicant's intent is to improve the subdivision. He requested changes to Conditions of Approval #3, #7, #9, #10, #11, #13, #14 and #18. Will said on Condition #3 the tracts being eliminated are private tracts and the pedestrian ways would go away along with the tracts.

Chairman Beck said Condition #3 could be rewritten to handle this.

Mr. Will requested that Condition #7 be reworded to allow the Light & Power Dept. to adjust transformer setbacks as needed.

Mr. Reitz explained that there are field modifications already being used to change dimensions of houses, porches, etc. to meet the Light & Power transformer setbacks. Reitz said staff is agreeable with Light & Power flexibility on

**PLANNING COMMISSION MEETING MINUTES
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Condition #7.

Chairman Beck suggested changing the wording on Condition #7 to say, "minimum 10-foot setback except where there is a transformer, in which case there must be approval by the Light & Power Dept.

Mr. Will stated that the applicant is agreeable to replace at the applicant's expense existing transformers with the more expensive ones that do not require the larger setback.

Mr. Will said the applicant is in agreement with the staff report on Condition #9, but would like it stated in clearer language. He explained that on Condition # 10 by reducing the rear yard setback by 2-feet and eliminating the existing tract, the driveways can then be 18-feet deep to provide six more on site off-street parking spaces – people can park in their driveways.

Mr. Will requested that lots which have access to the public right-of-way (3 of the lots) should not be required to be sprinklered.

Mr. Will said the applicant agrees with Condition # 18 that there be a 4-foot sidewalk marking of some kind in the drive way.

Mr. Will stated that the applicant is opposed to Condition #13, because there is no reason for side yard differentiation of siding. He explained that the homes are so close together the side yard is really only seen by the neighbor, and it would make the homes more expensive.

In response to a question from Commissioner Nakajima, Mr. Will explained that the neighbors want a pavilion for picnics instead of a play area with a slide.

Commissioner Nakajima stated that so many subdivisions have pavilions that are never used, where playgrounds are used.

Commissioner Arnott agreed, and said the private yards are not very big (no place to put a swing), so a playground would be nice.

Mr. Reitz suggested that the Commission should clarify playground or pavilion.

Chairman Beck called for a five minute recess. The meeting resumed at 9:50 pm.

PROPOSERS: None.

OPPOSERS: None.

OTHER: None.

REBUTTAL: Mr. Will wanted to remind everyone that no new units were being

**PLANNING COMMISSION MEETING MINUTES
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June 17, 2013–7:00 P.M.

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added to the subdivision, so parking should not be an issue.

Chairman Beck closed the public hearing at 9:59 pm.

COMMISSION DISCUSSION:

Chairman Beck asked the Commissioners if they had any general comments.

Commissioner Arnott said she would rather see detached homes.

Commissioner Nakajima said she did not like “skinny” houses, but detached is better. She recalled that the subdivision in Tigard had curving sidewalks which was nice. Nakajima said she could to along with “skinny” houses, but had sidewalk issues.

Commissioner Smith said he prefers “skinny” detached houses to a 6-plex. He said the detached homes are more marketable and better looking.

Commissioner Ruder agreed.

Chairman Beck said the Commissioners saw a nice development with “skinny” houses in Tigard, but this is a bad plan. He said he could not vote to approve this plan. Beck explained that the homes in Tigard had 10-foot side yard setbacks which greatly improved the looks of the “skinny” houses. Beck said the 6-foot setback defeats the look.

Commissioner Hymes stated that tiny areas between houses will become junk storage.

In response to a question from the Commission, Mr. Will said the builder will grade the side yard with a V-trench to allow drainage. He suggested that in the easement language drainage requirements could be included.

The Commission went through the Conditions of Approval.

Conditions # 1 and # 2 no change.

Chairman Beck instructed staff to reword Condition # 3 to say eliminate Tracts N, Q & P by whatever legal process is required. Beck asked whether or not Condition # 4 needs to be clearer.

Mr. Reitz said it needs to be more explicit.

Commissioner Ruder said Condition # 4 should say “...to allow building maintenance and preserve required drainage access . . .”

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

June 17, 2013-7:00 P.M.

PAGE 6 of 6

Conditions # 5 and # 6 no change.

Chairman Beck instructed staff to modify Condition # 7 to say “..except where there is a transformer then approval is required by the Light & Power Director.”

Conditions # 8 through # 17 no change.

Chairman Beck instructed staff to change Condition # 18 to say, “.. shall be grade separated and constructed of concrete. .”

Staff was instructed to add Condition # 19 – Maintain playground per the original approved application, and add Condition # 20 – Homebuilder shall submit a landscape plan for the 6-foot side yard areas.

Commissioner Ruder made a motion to approve the modification of the Casey Meadows Planned Residential Development PRD-13-00371 and PRD-06-02 with corrections to the Conditions of Approval as noted. Commissioner Arnott seconded. Motion passed 6-1.

2.3 ACTION ITEMS: None scheduled.

2.4 WORK SESSION ITEMS: None scheduled.

3.0 BUSINESS MEETING:

3.1 APPROVAL OF MINUTES: A motion was made and seconded to approve the minutes from the June 3, 2013 meeting with one correction. Change the first line to read, “The meeting was opened by Vice Chairman Nakajima.”

3.2 REPORTS FROM COMMISSIONERS/SUBCOMMITTEES: None.

3.3 DIRECTOR’S REPORT: Mr. Holan gave the Commissioners Handout # 3 and stated that the City prevailed in the LUBA appeal regarding annexation of certain properties into the city.

3.4 ANNOUNCEMENT OF NEXT MEETING: Next meeting will be held on July 15, 2013.

3.5 ADJOURNMENT: The meeting was adjourned at 10:48 pm.

Respectfully submitted by:
Marcia Phillips
Assistant Recorder

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APPROVED

PUBLIC ARTS COMMISSION
June 13, 2013
Rodgers Room, City Library
Page 1

Minutes approved by the PAC on July 11, 2013

1) **CALL TO ORDER:** Dana Zurcher called the meeting to order at 5:00 pm.
PRESENT: Linda Taylor, Kathy Broom, Dana Lommen, Helvi Smith, Pat Truax, Dana Zurcher, and Staff Liaison Tom Gamble.
ABSENT: Victoria Hampton, Laura Frye, Kathleen Leatham, Rebecca Twist

2) **CITIZEN COMMUNICATION:** None

3) **APPROVAL OF PAC MEETING MINUTES** Dana Lommen moved, seconded by Helvi Smith, that the minutes from the May 9, 2013, PAC meeting be approved as corrected. The vote was favorable.

4) **ADDITIONS/DELETIONS:**

5) **BUSINESS:**

- a) **Mini-Grant from "All Together Now"** representing the Public Arts Commission. The request for \$160.00 was approved with Dana L. moving and Kathy Broom seconding the motion. \$124.21 funding for this grant will come from the remaining CEP grant from 2012-2013. The remaining \$37.79 will come from the Meet the Artist Dinner funds designated to mini grants. A signup sheet for first Wednesday volunteers was distributed and filled in.
- b) **2013-14 CEP Grant:** PAC was awarded \$4,850 to be allocated between the Ed Carpenter project, mini grants, art acquisition and preservation, and framing the white oak prints. Discussion as to the distribution will be held at a later meeting.
- c) **Walking Art Tour Brochure Follow-up:** Pat and Dana Z. will report on this project at the next regular meeting.
- d) **Fire Department Mural Follow up:** Earlier in the year Chief Kinkade had requested some art for the blank brick wall of the fire station facing 19th Avenue. With the changing of the season, the street trees block all but a few feet at the bottom of the wall. Suggestions were made for an alternate to painting a mural. Pat Truax will contact Eric Canon to pursue the possibility of a metal sculpture that might better fill the existing space.
- f) **Updates**
 - **Ed Carpenter Project-** Kathy Broom reported as a liaison with the Library Foundation on this project. A contract has been signed with Mr. Carpenter – so the work has begun on the "Garden of Knowledge". The Foundation has set \$66,000 as the targeted budget. This will include \$45,000 to Ed for fabrication and installation, \$15,000 (estimated) to Eric Canon and Greg Kriebel for their part of the design and another \$6,000 (estimated) for other expenses including a grant writer. Currently the foundation had \$30,000. The foundation is planning the following fund raisers: Maggie Pike's library dinner, McMenamins family night, Library Mystery theater event, concert given by Lauren Sheehan, Ed Carpenter's wife. PAC will assist in these projects where they can. In addition to these events, Mr. Carpenter has agreed to speak about his work sometime in the fall. Remaining funds needed will be raised

by asking for specific donations from individuals. The timeline for the library project is 9-12 months until completion.

- Meet the Artist Event- The next event has been offered by Susan Fichter from Montinore vineyards. Negotiations are pending.
- Finance Report – the approval date for the “All together Now” grant should be 6.13.13.

6) COMMISSIONERS COMMENTS: Linda Taylor noted she has volunteered to provide activities at several of the summer lunch program feeding sites and voiced her concern regarding the lack of children participation in the accompanying activities.

7) STAFF COMMUNICATIONS: Tom Gamble had a letter from Paul Downey regarding last year's CEP grant. Dana Z. has volunteered to write the report for the 2012-2013 grant.

8) ADJOURNMENT: The meeting adjourned at 6:00 pm. The next meeting will be July 11 in the Rogers Room of the City Library.

Respectfully Submitted by Pat Truax

APPROVED

Approved by the Public Safety Advisory Commission on July 24, 2013.

1. ROLL CALL:

Meeting Called to Order by Chairman Mills at 7:28 am.

Members Present:

Robert Mills, Chairman, Allyn Clark, Nathan Seable, John Rinier, Mike Bernhardt, & Drue Garrison

Liaisons Non-Voting Representatives Present:

Members Absent:

Tim Dierickx

Liaisons Absent:

Harold Roark, Guy Storms, Tom Johnston, Council Liaison & Bryon Schmidkofer

Others Present:

Police Chief Janie Schutz, CSO Teresa Kohl, Police Records Carol Lorenz, Fire Chief Michael Kinkade, Press Jill Smith, and Press Samantha Swindler

2. INTRODUCTIONS

None

3. CITIZEN COMMUNICATIONS

None

4. APPROVAL OF MINUTES

There was a motion to approve the minutes from the May 22, 2013 meeting.
Motion carried 6 – 0. Dierickx, absent

5. ADDITIONS/DELETIONS

None

6. ACTION ITEMS/DISCUSSION

None

7. STAFF'S REPORT

Police Department –

Police monthly report presented by Chief Schutz – see attached

Staff - New Police officer hired. Former Reserve Officer James Kimsey has been hired as our full time police officer.

Public meeting – A public meeting is going to be held in the auditorium on June 29th at 10:00 to 11:00 in regards to crime prevention. The police department would like to invite PSAC to the event.

PSAC – The police department would like to invite PSAC to be involved in National Night Out.

Fire Department –

Fire monthly report presented by Chief Kinkade – see attached

Fire Department Assoc. – The fire department would like to invite anyone on PSAC that would like to be a member of the Fire Department Association. The members help with different activities throughout the year such as Fourth of July / Fireworks, the “Big” Flag, etc. Chief Kinkade is to send an email to Bob Mills regarding information on the association for PSAC to review.

PSAC –

ID Cards / Vests - PSAC has requested ID cards so that they can be identified when they are working on graffiti problems and other issues in the city. The vests have come in at this time.

Graffiti - PSAC has requested help identifying who owns a piece of property off of Goeff Rd. It is a cement wall that was built by the developer. However, the developer is no longer in business.

Volunteer Hours – The city has requested PSAC track the number of volunteers and hours that people work when volunteering to cleaning up graffiti.

8. **OLD BUSINESS**

Graffiti – PSAC is working with Ace Hardware for paint. The authorized account members will be Robert Mills, Allyn Clark, and Mike Bernhardt. PSAC is working on picking one standard color for the cedar fence by Neil Armstrong that continues to be tagged. PSAC has requested the Fire Department wash down the cedar fence before painting. PSAC is still trying to contact Neil Armstrong in regards to the fence so PSAC can set up a date for a work party. A homeowners release still needs to be signed by all homeowners where the cedar fence backs the homeowner's property. Once all the approvals have been signed PSAC would like to pick a date for the project that would be within two weeks of everything being completed. Volunteers are also needed to help paint the cedar fence along Neil Armstrong.

NEW BUSINESS

PSAC – It was suggested that Pacific University and the Forest Grove School District have their representative start attending the meetings again.

By Laws – It was suggested that PSAC may want to review the By Laws and their stated objectives to the City Council.

PSAC Meeting Time – Should PSAC look at meeting at a different time of day to see if more members could attend?

ANNOUNCEMENT OF NEXT MEETING – July 24, 2013 @ 7:30 am

ADJOURN

The meeting was adjourned at 8:47 am.

Recorded & submitted by:
Carol Lorenz, Police Records



Forest Grove Police Department / June 2013

- The vacant reserve position was offered to Eduardo Sanchez today. He accepted. He will begin department firearms and defensive tactics training this summer and begin the reserve academy in September.
- Applicants for a vacant police officer position are taking the ORPAT exam this week and will go through interviews next week.
 - Interviews for the vacant Evidence Specialist position take place Monday.
 - ORPAT (Oregon Physical Agility Test) administered for Recruit Police Officer Applicants
- Oral boards for out of area Recruit Police Applicants conducted.
- Attended MIP / Shoulder Tapping meeting with other County agencies.
- Conducted Use of Force Instructors meeting for upgrading and enhancing current Use of Force Training options for managers.
- Ongoing preparations for National Night Out and Neighborhood Watch events.
- The Evidence Specialist position was offered to the first finalist, however, she failed her background so HR has contacted the second finalist to make the conditional job offer.
- Oral boards and Chief interviews were conducted for our Police Officer position. The position will be announced by the end of this week.
- The CSO opening has been closed and oral boards will occur next week.
- *The graffiti abatement process is moving forward with PSAC members and the police chief having done a trial run on graffiti abatement on a fence on Beaver Way. Though there are still obstacles to overcome, further plans were laid out to bring the volunteers out on a selected date, along with media, and complete the fence project.
- * Captain Ellingsburg and Lisa Cannon attended a grant meeting and will be applying for additional radios.
- * The Police Department will be hosting a Public Safety Awareness, Crime Prevention, and Neighborhood Watch Open House. Members of the Forest Grove Police Department and Neighborhood Watch participants from around the community will gather to discuss a wide range of topics dealing with neighborhood safety, graffiti abatement, National Night Out and community involvement and volunteer programs. This will take place on Saturday, June 29, 2013 10:00am at the Forest Grove Community Auditorium.
- * Ongoing preparations for National Night Out and Neighborhood Watch events in early August
- The graffiti abatement process is moving forward.
- Captain Ellingsburg and Lisa Cannon attended a grant meeting and will be applying for additional radios.
- Ongoing preparations for National Night Out and Neighborhood Watch events.

Forest Grove Police Department
2102 Pacific Avenue
Forest Grove, OR 97116



Fire Chief's Report

Reporting Period: May 1-31, 2013



Notable Calls and Events

- Cornelius: 2nd alarm rural residential fire on Hergert Road on May 5. Crews arrived within 6 minutes and found a 2 story log-cabin style home with heavy fire coming from the back. Firefighters made an interior attack on the flames, but they grew more intense and they had to withdraw from the structure, fighting the flames from outside. After over an hour of attacking the flames with multiple hoses, firefighters were able to extinguish a majority of the flames. Crews spent many hours on scene extinguishing hot spots.
- Forest Grove: Promotional ceremony and EMS Week celebration held at City Council meeting for Captain Chris Woodford, Lieutenant Tony Carter and Firefighter Cassie Knierim.
- Cornelius: Fire department assisted with Cornelius Clean Up day by providing support and the outstanding BBQ cooking of Lt. Ty Augustine on May 18.
- Forest Grove: Responded to house fire in 1600 block of Cedar Street. Working room and contents fire upon arrival, E421 crew made an interior attack and contained the fire, search by Lt. Carter found two unconscious corgi mix dogs in the upstairs, dogs were resuscitated by Carter and FFs Knierim and Shinpaugh and taken by Chaplain Danielson to a nearby vet where they recovered fully. Investigation revealed that the fire was likely started by a series of "daisy chained" power strips that ran from a functioning outlet in a bathroom, across the house to the bedroom.
- Forest Grove: Division Chief David Nemeyer was honored on May 13 at the annual Forest Grove Daybreak Rotary Club Banquet with an honorary Paul Harris Fellowship award. The PHF is awarded to members of the community who exhibit outstanding service to the community.

Projects and Administration

- Forest Grove: Provided medical standby coverage at Pacific University Commencement ceremonies on May 18.
- Cornelius: Captain Mark Reckmann and crew attended carnival event at Emmaus Christian School and provided fire education and awareness.
- Forest Grove: Division Chief Ian O'Connor completed training house burn on Ritchey Road. House was used over the last month for wall breaching, vertical ventilation, basement fire attack and pulling ceiling
- Joint: Lt. Keith Baas and Fire Chief reorganized rope rescue equipment for both departments to create a simplified and standardized inventory.
- Joint: Division Chief Ian O'Connor scheduled Retired TVFR Fire Captain Tim Dietz to provide his "Scenes of Compassion" class and Retired TVFR Assistant Chief Paul LaSage to provide his "Crew Resource Management" training to both departments in June.



FIRE & RESCUE

Fire Chief's Report

Reporting Period: May 1-31, 2013



- Joint: Fire Chief completed the week-long International Public Safety Leadership Institute (IPSLI) train-the-trainer program at DPSST for our officer development program.
- Forest Grove: Captain Chris Woodford and Lt. Keith Baas completed installation of new fuel tank in Boat 4.
- Joint: Captain Marc Reckmann and FF Ted Penge received new fire hose order and placed hose in service.
- Joint: Fire Chief participated in first WCCCA committee to examine cost allocation (black box) system for user fees.
- Forest Grove: Captain Mike Lanter completed coordination of Station 4 major repairs to air conditioning system and emergency generator.
- Forest Grove: Completed 3rd meeting of union negotiations with IAFF 1660.
- Joint: Completed meeting with PPE Team to review and update program and goals with new PPE Coordinator Lt. Tony Carter.
- Forest Grove: Fire Prevention completed plans reviews of Casey Meadows subdivision, test of fire alarm system at FGHS, fire system sprinkler test at PASCOR.
- Joint: Forest Grove and Cornelius firefighters graced this years covers of the Oregon State Fire Marshal's Annual Report (see below).

**Office of State Fire Marshal
Annual Report 2012**



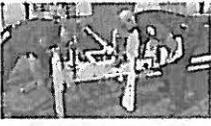
A division of the Oregon State Police



Building cooperative partnerships with the fire service, regulated industries, and stakeholders is key to ensuring the OSFM successfully meets and sustains its mission and vision for life safety and property conservation. The OSFM strives to create and maintain relationships with constituents, partners, and employees through leadership and innovative strategies and programs.

Our synergistic collaborations amplify our reach and success. It is how we create a solid foundation on which to build even greater and more effective programs to accomplish our mission.

The OSFM also works with a variety of agencies and public officials to share knowledge and training. Through this positive collaboration, fire and life safety policies are crafted, fire codes are amended and adapted, laws and administrative rules are reviewed and modified, and educational materials are developed and distributed.




TOP: Forest Grove Fire & Rescue Division Chief David Nemeyer (left, center), flanked by Forest Grove Fire Chief Michael Kowale to his right and State Fire Marshal Mark Wolfelt to his left receive the Golden Sparky award in recognition of his tireless work in fire prevention and safety.



Fire Chief's Report

Reporting Period: May 1-31, 2013



FGFR Mission, Vision, and Value Statements

Mission Statement

Everything we do, we do for the people and the communities we proudly serve. With education and training, we prevent harm. With rapid and professional response, we protect lives and property. Through the desire to serve and courage to act, we are the model of a successful fire and rescue agency for the State of Oregon. "Prevent, Protect, Serve"

Vision Statement

To be the leading fire and rescue agency in Oregon by setting the standard of excellence in training, prevention, protection, and service for all people and communities who call upon us in a time of need.

Value Statement

We achieve our mission and vision by building upon our core values and being loyal to our duty to serve. We work with a continued focus in the direction of leadership and excellence. Our defining core values include Professionalism, Teamwork, Leadership, Compassion, Integrity, and Service Excellence. We hold ourselves accountable to these values.

• Professionalism

We believe our professionalism defines who we are. We believe in honor, competency, integrity and outstanding public service to the community. We strive to be positive role models for future generations of firefighters and continue the legacy of service excellence.

• Teamwork and Leadership

We believe all individuals have the capacity to lead, and our organization values leadership at all levels. Our lives depend on a well-functioning team of people. Teamwork and shared leadership are integral to our organization. We seek out and value the opinions of our members.

• Compassion

We believe in caring for our community members who are suffering from significant events in their lives, and with mercy and compassion, we do all that is possible to assist in stabilizing the situation.

• Integrity



Fire Chief's Report

Reporting Period: May 1-31, 2013



We believe in living by moral and ethical principles. We understand the trust placed in us by the public and our colleagues is integral to the performance of our duties. We are honorable to our profession and we inspire each other to maintain trustworthiness and openness in all our activities.

• Service Excellence

We believe the pursuit of excellence and demonstrated high professional standards are critical to our work. To ensure the best possible service to our community, we do all we can to meet the needs of our neighbors through a committed, competent, and well trained, efficient agency.

Strategic Goals

Strategic plan update is posted here:

<http://dl.dropbox.com/u/56302195/Strategic%20Plan%20-%20Strategies.png> or you can use this shorter link, <http://tinyurl.com/FGFRstrategicplan> . Once the page opens click to zoom in, use the arrow keys on your keyboard to move around. Our progress is updated frequently. This update can also be accessed on our web site.

Forest Grove Fire and Rescue have identified the following strategic goals:

1. Develop and maintain the highest possible level of service delivery.

- Meet or exceed established benchmarks for fire suppression, prevention, rescue and EMS. Create a Standard of Cover to reflect current and projected community needs and expectations.

2. Maintain long-term strategic planning.

- Continuously evaluate, maintain, and update our strategic plan to enhance our service delivery in a financially responsible manner.

3. Expand community outreach to meet our vision.

- Increase our visibility and participation in the communities we serve in order to meet our mission statement.

4. Utilize available technology to enhance our service delivery and efficiency.

- Utilize technological innovations to enhance service delivery and improve cost-effectiveness, recordkeeping and data analysis, to the full extent possible.

5. Develop and maintain strategic partnerships.



Fire Chief's Report

Reporting Period: May 1-31, 2013



- Seek ways to become more cost-effective, reduce duplication and enhance service delivery through partnerships whenever possible.

6. Enhance internal relations and communication, and employee development.

- Create a safe and productive work environment for all employees through effective communication, cooperation, and a shared vision.

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Monthly Building Activity Report

June-13

2012-2013

Category	Period:	June-12	Period:	June-13
	# of Permits	Value	# of Permits	Value
Man. Home Setup	1			
Sing-Family New	4	\$732,078	23	\$5,914,159
SFR Addition & Alt/Repair	6	\$261,969	5	\$86,733
Mult. Fam. New/At				
Group Care Facility				
Commercial New			1	\$505,083
Commerical Addition				
Commercial Alt/Repair	4	\$76,248	5	\$82,332
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)	2	\$676,652		
Signs			1	\$9,000
Grading	1		2	
Demolitions	1		1	
Total	19	\$1,746,947	38	\$6,597,307

Fiscal Year-to-Date

2011-2012		2012-2013	
Permits	Value	Permits	Value
250	\$62,284,419	294	\$49,819,298

Monthly Building Activity Report

July-13

2013-2014

Category	Period: July-12		Period: July-13	
	# of Permits	Value	# of Permits	Value
Man. Home Setup			2	
Sing-Family New	7	\$ 1,667,844.18	23	4,975,349.87
SFR Addition & Alt/Repair	2	\$ 41,042.30	5	197,868.05
Mult. Fam. New/At	3	\$ 12,640.00		
Group Care Facility				
Commercial New				
Commerical Addition			1	11,783.04
Commercial Alt/Repair	4	\$ 99,355.04	5	82,905.00
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)			1	4,155.00
Signs	2	\$ 1,237.00		
Grading	1		2	
Demolitions				
Total	19	\$1,822,119	39	\$5,272,060.96

Fiscal Year-to-Date

2012-2013		2013-2014	
Permits	Value	Permits	Value
19	\$1,822,119	39	\$5,272,061

Permit Type	Description	Permits	Square Feet	Valuation	Fees Paid	Custom Field Valuation
xbotc	Cornelius Building Over the Counter	2	0.00	0.00	793.38	54,425.00
xcmalt	Cornelius Commercial Alteration	1	0.00	0.00	56.17	1,500.00
xmcotc	Cornelius Mechanical Commercial Over the Count	1	0.00	0.00	63.62	0.00
xmrotc	Cornelius Mechanical Residential Over the Counte	1	0.00	0.00	30.58	0.00
xsfal	Cornelius Single Family Alteration	1	0.00	0.00	129.92	5,500.00
Grand Total		6	0.00	0.00	1,073.67	61,425.00

<u>Report Group</u>	<u>Fee Code</u>	<u>Fee Description</u>	<u>Amount</u>
bldg	bldpmt	Building Permit Fee	874.53
bldg	bplrv	Building Plan Review Fee	
bldg	flprv	F&L Safety Plan Review	
bldg	mcstsf	Mechanical State Surcharge Equ	3.28
bldg	mcstsr	Mechanical State Surcharge	6.82
bldg	mech	Mechanical Permit Fee/equip.	27.30
bldg	mecval	Mech.Commercial Permit Fee	56.80
bldg	stsur	State Surcharge	104.94
		Total for Group bldg	<u>1,073.67</u>
		Grand Total:	<u><u>1,073.67</u></u>

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

(CREDIT CARD LIVE DATE February 20, 2013)

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	JUNE 2013	MAY 2013	JUNE 2012
MONTHLY TRAFFIC			
Eye Count (Daily count of patrons for month)	18,777	18,299	19,910
Number of Days Open to the Public:	26	26	26
New Registrations (New Patron card issued)	155	100	148
CIRCULATION:			
Total Check-outs:	31,349	30,685	35,347
Total Check-ins:	21,935	22,548	24,598
ILLs (Inter-library loans/out of county):	69	66	81
COURIER:			
Intra-library Holds to Forest Grove:	10,685	11,592	12,610
Intra-library Holds from Forest Grove:	9,234	9,748	9,941
PROGRAMS:			
# of Adult Programs	4	4	5
Adult attendance at Adult Programs	52	48	126
Teen attendance at Adult Programs	0	0	1
Children attendance at Adult Program	1	2	NA
# of Children's Programs	10	16	12
Children's attendance at Children's Programs	710	386	623
Adult attendance at Children's Programs:	291	189	231
Teen attendance at Children's Programs	0	0	0
# of Community Programs	1	1	1
Adult attendance at Community Programs	80	24	40
Children's attendance at Community Programs	130	0	65
Teen attendance at Community Programs	0	0	10
# of Teen Programs	0	0	1
Teen attendance at Teen Programs	0	0	8
Adult attendance at Teen Programs	0	0	9
Children's attendance at Teen Programs	0	0	26
# of Early Childhood Discovery Time Programs	0	4	NA
REFERENCE:			
# of Reference Questions	1,329	1,232	1,409
SELF CHECK-OUT:			
Self-Check Out Patrons Accepted	2,505	2,382	1,679
Self-Check-Out Patrons Denied	220	195	218
Self-Check-Out Total Items	10,245	9,892	6,640
Self-Check-Out Items Denied	95	171	96
Self Check-Out Items Renewed	66	54	73
VOLUNTEERS:			
Number of volunteers	59	67	51
Volunteer hours	341	548	476
COMPUTER USE:			
# of sessions	2,558	2,441	2,582
Total user hours	1,637	1,520	1,578
Average session time in minutes	38	37	37



FOR CITY USE ONLY
(Please return to City Recorder)

3m

The City of Forest Grove
Recommends that license be

Granted Denied

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

FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT/BUSINESS: Tyson's Pub N Grub (Applicant: Tyson Saunders)

APPLICANT/BUSINESS ADDRESS: 2104 Main Street – Forest Grove

EVENT DATE/LOCATION: _____

CITY BUSINESS LICENSE: BL-000494

TYPE OF LICENSE REQUESTED:

Application is being made for

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

APPLICABLE CRIMINAL/DRIVING RECORD:

NONE SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL REJECT APPLICATION (Memorandum Required)

Janie Schutz
Janie Schutz, Chief of Police
- or Designee

7/23/2013
Date



OREGON LIQUOR CONTROL COMMISSION CORPORATION QUESTIONNAIRE

145530-19 / 7-1-80

Please Print or Type

Corporation Name: SAUNDERS INVESTMENT CORPORATION Year Incorporated: 1980

Trade Name (dba): TYSON'S PUB 'N' GRUB

Business Location Address: 2104 MAIN STREET

City: FOREST GROVE ZIP Code: 97116

List Corporate Officers:

(name)	(title)
<u>JESSE E. SAUNDERS</u>	<u>PRESIDENT</u>
<u>TYSON L. SAUNDERS</u>	<u>VICE PRESIDENT</u>
<u>JAN B. SAUNDERS</u>	<u>SECRETARY / TREASURER</u>

List Board of Directors:

(name)
<u>JESSE E SAUNDERS</u>
<u>JAN B. SAUNDERS</u>
<u>TYSON L. SAUNDERS</u>

List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

Stockholders:	Number of Shares Held:	Number of Stock Shares:
<u>JESSE E. SAUNDERS</u>	<u>100</u>	Issued: <u>200</u>
<u>JAN B SAUNDERS</u>	<u>100</u>	Unissued: <u>300</u>
_____	_____	Total Shares Authorized to Issue: <u>500</u>
_____	_____	

Server Education Designee: TYSON L. SAUNDERS DOB: 9/20/72
(See Liquor License Application Guide for more information) 21810

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

Officer's Signature: Jesse E. Saunders Pres. Date: 7/15/13
(name) (title)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: SAUNDERS INVESTMENT CORP. Phone: 503-359-5141

Trade Name (dba): TYSON'S PUB 'N' GRUB

Business Location Address: 2104 MAIN STREET

City: FOREST GROVE ZIP Code: 97116

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 11:00 A.M. to 10:00 P.M.
 Monday 8:00 A.M. to 11:00
 Tuesday 8:00 " to 11:00
 Wednesday 8:00 " to 11:00
 Thursday 8:00 " to 11:00
 Friday 8:00 " to 12:00
 Saturday 11:00 " to 12:00

Outdoor Area Hours:

Sunday 11:00 A.M. to 9:00 P.M.
 Monday " to "
 Tuesday " to "
 Wednesday " to "
 Thursday " to "
 Friday " to "
 Saturday " to "

The outdoor area is used for:

- Food service Hours: 11:00 A.M. to 9:00 P.M.
 Alcohol service Hours: 11:00 A.M. to 9:00 P.M.
 Enclosed, how _____

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

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: WEATHER CONDITIONS PERMITTING - we have portable lattice fence, we can install for special events (farmers market & city events - (spring, summer & early fall))

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday 9:00 P.M. to 12:00 A.M.
 Saturday 9:00 P.M. to 12:00 A.M.

SEATING COUNT

Restaurant: 49 Outdoor: 24
 Lounge: _____ Other (explain): _____
 Banquet: _____ Total Seating: 73

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)
 Investigator Initials: _____
 Date: _____

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

Applicant Signature: [Signature] Date: 7/15/13

MEMORANDUM

TO: Mayor Peter Truax and City Councilors

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

DATE: August 12, 2013

SUBJECT: Appointment to Committee for Citizen Involvement

BACKGROUND:

There currently exist vacancies on the Committee for Citizen Involvement (CCI).

The Council interviewed Jordan Kronen in Work Session, held Monday, July 8, 2013, and made recommendation to appoint Kronen to CCI to fill a vacant seat with term expiring December 31, 2014. Staff has contacted Kronen who has advised staff that he is available and very interested in serving and filling the vacancy on CCI.

STAFF RECOMMENDATION:

Staff is recommending the City Council consider approving at the Council meeting of August 12, 2013, a resolution making the above-noted appointment. If Council desires not to make this appointment, Council may reject placing this item on the Consent Agenda and/or discuss separately.

RESOLUTION NO. 2013-55



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

WHEREAS, Resolution No. 1991-57 has provided for a Committee for Citizen Involvement; and

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

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

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

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

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

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
Bannister-Lawler	Sebastian	December 31, 2015
KRONEN	JORDAN	DECEMBER 31, 2014
Pariera	Debbie	December 31, 2014
Perrault	Michael	December 31, 2015
Salgado	Marissa	December 31, 2015
Somes	Brenda	December 31, 2015
Vacancy		December 31, 2013

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

PRESENTED AND PASSED this 12th day of August, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of August, 2013.

Peter B. Truax, Mayor



citizen

STUDENT ADVISORY BOARDS, COMMITTEES, & COMMISSIONS

Interview
July 8, 2013
@ 5:45pm

Applicant is interested in applying as a voting member as well.

Use complete, sign and date application form and return to:
City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
aruggles@forestgrove-or.gov

Please check the Student Advisory Board on which you would like to be considered for appointment. If interested in serving on multiple Boards, please list the order of preference (1-8). Terms are one year, expiring December 31st. (Please note: The meeting dates/times are subject to change with advance notice).

- | | | | |
|--|-----------------------------------|-----------------------------------|-----------------------------------|
| <u>1</u> Committee for Citizen Involvement | 3 rd Thursday, 5:30pm | <u>3</u> Library Commission | 2 nd Tuesday, 6:30pm |
| <u>2</u> Community Forestry Commission | 3 rd Wednesday, 5:15pm | Parks & Recreation Commission | 3 rd Wednesday, 7am |
| Economic Development Commission | 1 st Thursday, Noon | Public Arts Commission | 2 nd Thursday, 5pm |
| Historic Landmarks Board | 4 th Tuesday, 7:15pm | Public Safety Advisory Commission | 4 th Wednesday, 7:30am |

NAME: Jordan Kronen
 RESIDENCE ADDRESS: [Redacted]
 MAILING ADDRESS: Same as Residence Address
 SCHOOL: Pacific University

HOME PHONE: [Redacted]
 OTHER PHONE: [Redacted]
 E-MAIL: [Redacted]
 GRADE ENROLLED: Senior

Years living in Forest Grove? 3 Live in City limits? Yes How did you hear of this opportunity? Professor
 How would you currently rate City's performance? Excellent Good Fair Poor
 What ideas do you have for improving "Fair" or "Poor" performance? _____

Why are you interested in serving on the Advisory Board/Committee/Commission? I would like to help cultivate better involvement of the public citizenry. Also, I would like to foster a stronger connection between Pacific University and the City of Forest Grove.

What contributions do you feel you can/will make to the Board/Committee/Commission? I believe I can contribute a thoughtful perspective and dedication to obtaining the goals of the Commission. Experience with voter registration and other citizen involvement experiences like

What qualifications, skills, or experiences would you bring to the Board/Committee/Commission? Administrative background from working for the Democratic National Committee. Previous experience as a student Representative for Lacey City Council. Communication and Leadership skills.

Previous/current appointed offices: Lacey City Council Parks and Recreation Board, 2009-2010

Previous/current community affiliations or extracurricular activities: MLK Day March, Ben Unger Campaign, College Democrats,

If not appointed at this time, may we keep your name on file? Yes No

Signature: [Signature] Date: 6/26/13
 I have sufficient time to devote to this responsibility and will attend the required meetings if appointed.

PA duties will help too.
 OLCU volunteer,
 NRHH chairman,
 Resident Assistant



ORDINANCE NO. 2013- 07

**ORDINANCE AMENDING FOREST GROVE CODE CHAPTER 2
BY ADDING NEW CODE SECTION 2.615, ENTITLED MUNICIPAL
UTILITY BILLINGS; PRIORITIZATION OF PAYMENT;
SUSPENSION/TERMINATION OF UTILITY SERVICE**

WHEREAS, the City Council believes it necessary and appropriate to explicitly set out in the Forest Grove City Code the payment priority for fees, taxes and other charges imposed by the City for provision of municipal services which fees, taxes and other charges are included on city utility billings; and

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

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

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

Section 1. The Forest Grove City Council does hereby approves and adopts the provisions setting payment priority for utility billings and amends Forest Grove Code Chapter 2 by adding new Code Section 2.615, entitled Municipal Utility Billings; Prioritization of Payment; Suspension/Termination of Utility Service, as set forth in the attached Exhibit A.

Section 2. This ordinance is effective 30 days following its enactment by the City Council.

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

PASSED the second reading the 12th day of August, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of August, 2013.

Peter B. Truax, Mayor

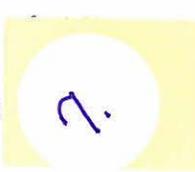
ORDINANCE NO. 2013-07

EXHIBIT "A"

FOREST GROVE CODE CHAPTER 2, GOVERNMENT AND ADMINISTRATION
ADDING NEW CITY CODE SECTION 2.615

**2.615 Municipal Utility Billings; Prioritization of Payment;
Suspension/Termination of Utility Service.**

- (1) Fees, taxes, rates and other charges imposed or collected by the City designed to pay costs associated with delivery (either by the City or other governmental unit) of services may be made part of and included with any billing statement(s) issued by the City for its municipal water and electricity utilities.
- (2) Payments received by the City as part of its municipal utility billing process shall be prioritized so charges imposed for the City's water and electricity utilities are, in that order, deemed the last to be paid.
- (3) In the event the City receives less than full payment of the fees, taxes rates and other charges listed on City utility billing statement(s), the City shall have the right but not the obligation to terminate or suspend delivery of either or both of its utility services to the affected property or structure until the City receives (or is assured of) payment in full. Notwithstanding the foregoing, prior to termination or suspension of City utility service(s) for non-payment of fees, taxes rates or other charges, the City shall provide the person responsible for payment with written notice of the proposed suspension or termination which notice shall describe the manner and time in which the person may contest said suspension or termination.



ORDINANCE NO. 2013-08

**ORDINANCE AMENDING FOREST GROVE CODE CHAPTER 4
BY ADDING NEW SUB-CHAPTER 4.300, ENTITLED STREETLIGHT FEE**

WHEREAS, the City Council believes it necessary and appropriate to establish a stable funding device to pay the costs associated with the operation, installation, maintenance and replacement of streetlights in or owned by the City; and

WHEREAS, staff has recommended the City Council establish a Streetlight Fee; the monies from which are to be placed in a dedicated account in the Street Fund and used to pay the direct and indirect costs associated with the operation, installation, maintenance and replacement of street lighting in or owned by the City; and

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

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

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

SECTION 1. The Forest Grove City Council does hereby approves and adopts the provisions establishing a Streetlight Fee and amends Forest Grove Code Chapter 4 by adding new sub-chapter 4.300, entitled Streetlight Fee, as set forth in the attached Exhibit A.

Section 2. This ordinance is effective 30 days following its enactment by the City Council.

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

PASSED the second reading the 12th day of August, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of August, 2013.

Peter B. Truax, Mayor

ORDINANCE NO. 2013-08

EXHIBIT "A"

FOREST GROVE CODE CHAPTER 4, UTILITIES

ADDING NEW SUB-CHAPTER 4.300

STREETLIGHT FEE

4.300 Streetlight Fee Established.

A Streetlight Fee (SLF) is hereby created and imposed on consumers of the City of Forest Grove's electric utility, the amount of which is to be set by Council resolution. The revenue from the SLF shall be used to pay direct and indirect costs associated with the operation, maintenance, installation and replacement of street lighting owned operated or controlled by the City. The SLF is premised on both the direct and indirect use of or benefit from provision and use of the City's street lighting and is neither a property tax nor subject to the limitations of Article XI, Section 11 of the Oregon Constitution.

4.310 Dedicated Account.

All revenues generated by the SLF shall be placed in a dedicated account within the City's Street Fund and used only to pay the direct and indirect costs associated with the operation, maintenance, installation and replacement of street lighting owned, operated or controlled by the City.

4.320 Billing.

The SLF shall be billed to and collected from the person identified for each metered site in the City's electric utility records as responsible for payment of electric energy charges. SLF billings will be a separately identified on any utility billing statement and will be due and payable on the same schedule as that set for the electric utility. Payments on the utility billing statement shall be applied in a priority consistent with that set up in Code Section 2.615. Failure to pay the SLF when due subjects the metered site to discontinuance of electric utility service consistent with the terms of Code Sections 4.210(4) and 2.615.

August 12, 2013

**STAFF REPORT AND RESOLUTION
SETTING STREETLIGHT FEE**

PROJECT TEAM: Susan Cole, Assistant Director, Administrative Services
Paul Downey, Director, Administrative Services
Rob Foster, Director, Public Works
Michael Sykes, City Manager

ISSUE STATEMENT: In order to adequately fund the annual Street overlay program in the Street fund, the City is adding a Streetlight fee to fund the operations and maintenance of streetlights in lieu of the gas tax, thereby freeing up gas tax dollars to fund the overlay program.

BACKGROUND/UPDATE: As discussed at the July 8, 2013, Council meeting, the City is implementing a Streetlight Fee. The attached resolution sets the Streetlight Fee at \$1.50 per month per account. The fee will be effective with the billing cycle that begins after October 1, 2013, after the changes to the municipal code authorizing the fee become effective.

FISCAL IMPACT: The fiscal impact from implementing a Streetlight Fee in the Street Fund would be to enhance that Fund's revenues by about \$150,000 to fund the operations and maintenance of the City's streetlights. This fee frees up gas taxes which can be directed to the annual overlay program.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution setting the Streetlight Fee as noted in the resolution.



July 31, 2013

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, August 7, 2013

NOTICE OF PUBLIC HEARING

PROPOSED RESOLUTION SETTING A MONTHLY STREETLIGHT FEE FOR THE CITY OF FOREST GROVE

NOTICE IS HEREBY GIVEN that the Forest Grove City Council hold a Public Hearing **Monday, August 12, 2013, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution setting a monthly streetlight fee of \$1.50 per utility account for the City of Forest Grove. If enacted by City Council, the fee will be billed to each utility account effective the first utility billing cycle after October 1, 2013.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and proposed fee resolution are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forest-grove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For information about the proposal, please contact Anna Ruggles, City Recorder, 503.992.3235, or via e-mail aruggles@forestgrove-or.gov.

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

To be published Wednesday, August 7, 2013



RESOLUTION NO. 2013-56

RESOLUTION SETTING THE STREETLIGHT FEE

WHEREAS, the Forest Grove City Code provides the City Council with authority to set the amount of the City's Streetlight fee by resolution, the monies from which are to be used to cover costs associated with the operation, installation, maintenance and replacement of streetlights in or owned by the City; and

WHEREAS, after review of costs associated with the operation, installation, maintenance and replacement of streetlights in or owned by the City and consultation with the City's Budget Committee, staff has recommended to the Council that the monthly Streetlight fee be set at \$1.50 per account; and

WHEREAS, a duly-noticed Public Hearing was held July 8 and hearing was continued on August 12, 2013.

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

Section 1. The City Council hereby approves setting the monthly Streetlight Fee at \$1.50. The fee will appear on each utility bill, effective the first utility billing cycle after October 1, 2013.

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

PRESENTED AND PASSED this 12th day of August, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of August, 2013.

Peter B. Truax, Mayor

Date: August 12, 2013

**FOREST GROVE HEALTHCARE DISTRICT MASTER PLAN AND ZONE CHANGE
STAFF REPORT, ORDINANCE AND ORDER**

PROJECT TEAM: James Reitz, Senior Planner
Jon Holan, Community Development Director
Michael J. Sykes, City Manager

ISSUE STATEMENT: The City Council is being requested to consider the adoption of the Forest Grove Healthcare District Master Plan. The purpose of the master plan would be to promote and facilitate the coordinated development of Tuality Hospital and environs.

The City Council is also being requested to adopt a zone change for the two parcels occupied by the hospital from RMH to INST.

BACKGROUND: As noted in the Development Code, "Forest Grove has traditionally regulated uses such as Pacific University and the Hospital as conditional uses in residential or commercial zones. Each new building or modification of an existing building or use required approval of a separate conditional use permit. This approach has not provided an efficient framework for long-term development of institutional facilities or a comprehensive review of development impacts. The Master Plan Zone provides a better tool to assure the community that impacts on adjacent properties or the Forest Grove community are addressed through the review and adoption of the Master Plan."

The proposed master plan "is meant to be conceptual and serve as a flexible framework and 'maximum envelope' for potential development as the need arises." It includes provisions for setbacks, open space, landscaping, buffers, circulation and parking, and building height and design. In addition to the hospital site, these provisions would also apply to properties abutting 19th Avenue that have already been developed with medical services, and whose owners have agreed to participate in this request. The master plan further identifies an "opt-in" area; owners of those properties could choose to opt into the district if their property was being used for healthcare delivery, or they propose to redevelop the property for a healthcare-related use. Owners would need to make application to opt-in.

Aside from creating a plan whereby the goals and expectations for a specific area are identified up front, a significant advantage to a master plan is the ability to review and approve projects more expeditiously. As noted above, hospitals now undergo a conditional use permit (Type III) process, no matter the scale of the proposed project. Under this master plan, projects would be reviewed using a Type II process, whereby staff would make the determination following a public notice and comment period.

Public notice for these requests was provided to property owners and residents within a 300-foot-wide radius around both the master plan and opt-in areas. Despite that, the Planning Commission hearing was lightly attended, and only the applicant's team members testified. Testimony was focused exclusively on answering the Commission's questions and refining the revisions to the master plan recommended by staff. No one testified in opposition.

The zone change from RMH to INST is being requested to correct an oversight. When the Zoning Ordinance was adopted in 1980, the hospital was placed in the A-2 Multi-Family Residential zone district as a conditional use. When the current Development Code was adopted in 2009, the A-2 zone district became the RMH zone district. The RMH zone district does not allow hospitals as either a permitted or conditional use. Rezoning the site to INST would correct this situation, as hospitals (defined in the Development Code as "medical centers") would be allowed as a conditional use.

Attached are the proposed master plan, Planning Commission staff report, Planning Commission Decision and Findings, master plan adoption ordinance and zone change order.

FISCAL IMPACT: Adoption of the Forest Grove Healthcare District Master Plan and adoption of the order to rezone the hospital site from RMH to INST will have no fiscal impact.

STAFF RECOMMENDATION: Staff recommends that the City Council adopt the attached order approving the zone change of the hospital site from RMH to INST.

Staff also recommends that the City Council approve the attached ordinance adopting the Forest Grove Healthcare District Master Plan, with the following revisions:

1. The landscape buffer area adjacent to any residential zone shall comply with Category D of Development Code Section 10.8.425 Table 8-3 *Buffering Combinations for Landscaping and Screening*.
2. Setbacks adjacent to any residential zone shall be at least one foot of building setback per three feet of building height. Building height shall be measured at the highest point closest to the property line.
3. Outdoor lighting shall comply with DC Section 10.8.755 (A-D) *Lighting Standards for Multi-Unit Development*.
4. If 17th Place has not already been fully improved to City standards prior to the construction of any parking area or structure taking access from 17th Place, the applicant shall improve that segment from Maple Street to the east property line of 3309 17th Place with curbs and gutters on both sides, and a sidewalk and street trees on the north side of the street.
5. A traffic impact study shall be performed at any time traffic would potentially increase by at least 50 peak hour trips, in compliance with Development Code Section 10.1.225(D)).



July 26, 2013

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, August 7, 2013

**NOTICE OF PUBLIC HEARINGS
CITY OF FOREST GROVE
AMENDING THE OFFICIAL FOREST GROVE ZONING
MAP AND ADOPTING THE FOREST GROVE
HEALTHCARE DISTRICT MASTER PLAN**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing **Monday, August 12, 2013, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider the following:

- Proposal:** Rezoning of two parcels occupied by Tuality Hospital from Multi-Family (High) Density Residential (RMH) to Institutional (INST).
Location: 1809 Maple Street
Washington County Tax Lots 1S3 5BB-3800 and 3801.
Criteria: Zone Changes shall be reviewed for compliance with Development Code Section 10.2.770.

-
- Proposal:** Adoption of the *Forest Grove Healthcare District Master Plan* to promote and facilitate the coordinated development of the area around Tuality Hospital.
Location: The proposal includes two areas:

<u>Master Plan Area Addresses:</u>	<u>Washington County Tax Lots</u>
1809 Maple Street	1S3 5BB-3800 & 3801
1825 Maple Street	1S3 5BB-3804
3201 19 th Avenue	1S3 5BB-600
3303 19 th Avenue	1S3 5BB-205
3305 19 th Avenue	1S3 5BB-206
3307 19 th Avenue	1S3 5BB-204
3309 17 th Place	1S3 5BC-101

<u>Opt-In Area Addresses:</u>	<u>Washington County Tax Lots</u>
3206 Pacific Avenue	1S3 5BB-400
3224 Pacific Avenue	1S3 5BB-300 & 302
3234 Pacific Avenue	1S3 5BB-301
3306 Pacific Avenue	1S3 5BB-203
3312 Pacific Avenue	1S3 5BB-200
3322 Pacific Avenue	1S3 5BB-100 & 202
3330-3332 Pacific Avenue	1S3 5BA-700
3300 19 th Avenue	1S3 5BB-3802
3320 19 th Avenue	1S3 5BB-3900
3335-39 19 th Avenue	1S3 5BA-1001
3336 19 th Avenue	1S3 5BA-2503
1904 Oak Street	1S3 5BA-1000
1916 Oak Street	1S3 5BA-900
1928 Oak Street	1S3 5BA-801
No address	1S3 5BA-800
1931 Maple Street	1S3 5BB-500

Criteria: The Master Plan shall be approved if findings are made that the proposal complies with the criteria of Development Code Section 10.4.120.

File Number: ZNC-13-00808

Applicant: Scott Combs, Clark/Kjos Architects

Owner: Tuality Healthcare

The above-noted hearings are open to the public and interested parties are encouraged to attend. Copies of the reports and proposals are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals. If additional documents or evidence are provided in support of the application, any party shall be entitled to a continuance of the hearing. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

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

Published Wednesday, August 7, 2013



Serving the communities of Forest Grove, Cornelius, Gales Creek and Dilley

August 6, 2013

Forest Grove City Council
Attn: City Recorder
PO Box 326
Forest Grove, Oregon 97116-0326

RE: Letter of Support for the proposed Forest Grove Healthcare District Master Plan

Dear Chair Beck and City Councilors:

On behalf of the Forest Grove School District I offer our support for the Forest Grove Healthcare District Master Plan.

We have partnered with Tuality Healthcare for several years, primarily through the School Based Health Center which supports students in Forest Grove, Cornelius, Banks and Gaston and have worked collaboratively through that process.

Based on my understanding of the proposal, the Forest Grove Healthcare District Master Plan will create a structure which will support any necessary reconfiguration of healthcare delivery as medical homes and expanded coverage of healthcare becomes a reality. This will help provide better care for our students and families which will benefit the entire community. By simplifying the zoning requirements within this area, this Master Plan will encourage growth of healthcare services within the community as our population and healthcare needs increase.

It is clear that considerable work has gone into defining the Master Plan and ensuring it complies with the community's vision.

We encourage you to approve the adoption of the Forest Grove Healthcare District Master Plan.

Sincerely,

A handwritten signature in black ink that reads "Yvonne Curtis". The signature is written in a cursive, flowing style.

Yvonne Curtis, D.Ed.
Superintendent



Master Plan and Zone Change Staff Report and Recommendation

Community Development Department, Planning Division

- REPORT DATE:** July 8, 2013
- HEARING DATE:** July 15, 2013
- LAND USE REQUESTS:** Adoption of the Forest Grove Healthcare District Master Plan to promote and facilitate the coordinated development of Tuality Hospital and environs; and zone change of the hospital site from RMH to INST
- FILE NUMBER:** ZNC-13-00808
- FILE NAME:** Forest Grove Healthcare District Master Plan
- PROPERTY LOCATIONS:** 1809 Maple Street, 1825 Maple Street, 3201 19th Avenue, 3303 19th Avenue, 3305 19th Avenue, and 3307 19th Avenue
- LEGAL DESCRIPTION:**
- Master Plan Area - Washington County Tax Lots
- 1S3 5BB-204, 205, 206, 600, 3800, 3801 and 3804
 - 1S3 5BC-101
- Opt-In Area – Washington County Tax Lots
- 1S3 5BA-700, 800, 801, 900, 1000, 1001, and 2503
 - 1S3 5BB-100, 200, 202, 203, 300, 301, 302, 400, 500, 3802 and 3900
- OWNERS/APPLICANT(S):** Applicant: Tuality Healthcare, 335 SE 8th Avenue, Hillsboro, Oregon 97123
- Property Owners:
- Tuality Healthcare, 1809 Maple Street, Forest Grove
 - Maple Street Clinic, 1825 Maple Street, Forest Grove
 - Tuality Forest Grove Medical Plaza, 3201 19th Avenue, Forest Grove
 - Peter Bours, 3303 19th Avenue, Forest Grove
 - Marilyn Booth, 3305 19th Avenue, Forest Grove
 - Jean Korchinski and David Noren, 3307 19th Avenue, Forest Grove
- Applicant's Representative: Clark/Kjos Architects, LLC (Scott Combs), 333 NW Fifth Avenue, Portland, Oregon 97209

**COMPREHENSIVE PLAN
AND ZONE DISTRICT
DESIGNATIONS:**

Comprehensive Plan Map Designations:

- Semi-Public
- Community Commercial (CC)
- Semi-Public
- Medium Density Residential (MDR)
- Single-Family Residential – Standard Density (LDR-B)

Base Zone Designations:

- Community Commercial (CC)
- Institutional (INST)
- Multi-Family (High) Density Residential (RMH)
- Multi-Family (Low) Density Residential (RML)
- Single-Family Residential (R-7)

**APPLICABLE STANDARDS
AND CRITERIA:**

City of Forest Grove Development Code:

- Section 10.2.770 *Zone Change*
- Section 10.3.000 to 10.3.340 *Zoning Districts*
- Section 10.4.000 et. seq. *Master Plan Zone*
- Section 10.8.500 *Off-Street Parking and Loading*
- Section 10.8.855 *Institutional Zone Design Standards*

REVIEWING STAFF:

James Reitz (AICP), Senior Planner
Jon Holan, Community Development Director

RECOMMENDATION:

Staff recommends approval of the Master Plan with conditions and approval of the Zone Change from RMH to INST

I. BACKGROUND

Staff has met with Tuality Hospital representatives to discuss and encourage the pursuit of a master plan, similar to the one developed for Pacific University. The benefit of a master plan from the City's perspective is that a future concept of the use of the area is being established by the persons most directly involved. From the perspective of Tuality Hospital and other property owners, a master plan can establish a greater level of predictability that can be used to facilitate plans and financing efforts for future improvements.

The applicants conducted several meetings with property owners in the area to inform them of their intentions and to find out if other property owners wanted to be included in the master plan. Several properties north of 19th Avenue and west of Oak Street are included as part of the plan area at this time. These properties are medical clinics and fit within the master plan concept as part of the hospital complex (see applicant's submittal Figure A *Master Plan Area*).

The plan also includes opt-in areas comprised of peripheral properties that could be included in the master plan at some future point. Under this concept, the underlying zone district and attendant development standards would apply to

property. If a property owner in the opt-in area decides to develop a medically related facility *and* wishes to develop to the master plan provisions, the property owner could opt-in through a Type II (Administrative) process. This is a similar approach taken by the Pacific University Master Plan: properties not owned by the university were included in the plan, and if acquired by the university, only then would the master plan apply. Otherwise, the underlying zoning would apply to a property.

II. LAND USE HISTORY

Tuality Hospital was developed in the early 1960s. It has been expanded with various projects over the years, but nothing substantial has been added since the mid-1970s. The applicant has submitted a Master Plan application to establish the Tuality Healthcare District, and an additional master plan “opt-in” area which would allow – but not require – additional parcels to redevelop under Master Plan provisions. The purpose of the master plan would be to “ensure that growth of the hospital, healthcare and compatible related uses are possible, and define and shape development within the Master Plan area in the future.”

As part of the Master Plan process, the applicant is proposing to re-zone two parcels from RMH to INST. Tuality Hospital occupies the site.

Notice of the proposed zone change and master plan was sent to the Department of Land Conservation and Development on April 12, 2013, pursuant to ORS 197.610. Public notice was mailed to property owners and residents within 300 feet of the site on June 24, 2013, as provided in the manner required by DC Section 10.1.715 *Notice of Map Amendments*. Notice was also posted at City Hall, the Forest Grove Community Auditorium and Forest Grove Library. In addition, notice of the public hearing was published in the *News Times* on July 10, 2013, and provided to the Plans Review Board. As of the writing of this report, no written responses have been received.

III. ANALYSIS

A. DESCRIPTION OF PROPOSAL:

The applicant is proposing to adopt a Master Plan to govern the future development of the hospital site and its immediate environs. The intent is to facilitate the transition of health care delivery to the Forest Grove community from a hospital based in-patient model to a clinic-based out-patient model, and encourage the surrounding properties to develop with healthcare and compatible uses. “Rather than a specific design or building development program tied to certain time periods, (the master plan) document is meant to be conceptual and serve as a flexible framework and ‘maximum envelope’ for potential development as the need arises.” (Master Plan p. 1) The master plan addresses an opt-in area, allowable uses, buffers and setbacks, building heights, landscaping, parking and circulation, building design, and phasing.

B. SITE EXAMINATION:

The master plan would include two distinct geographic areas. The area proposed to be designated within the master plan at this time includes these eight parcels:

Master Plan Area Addresses	Washington County Tax Lots	Current Use
1809 Maple Street	1S3 5BB-3800 & 3801	Tuality Hospital
1825 Maple Street	1S3 5BB-3804	Medical Clinic
3201 19 th Avenue	1S3 5BB-600	Medical Clinic
3303 19 th Avenue	1S3 5BB-205	Medical Clinic
3305 19 th Avenue	1S3 5BB-206	Medical Clinic
3307 19 th Avenue	1S3 5BB-204	Medical Clinic
3309 17 th Place	1S3 5BC-101	Vacant (owned by Tuality Hospital)

As can be seen in the table above, all of the property within the proposed master plan area is already developed with medical facilities or is owned by a medical provider. The table below lists the addresses of the properties proposed for the opt-in area. These parcels have various owners and none are currently developed with a medical facility.

Opt-In Area Addresses	Washington County Tax Lots	Current Use
3206 Pacific Avenue	1S3 5BB-400	Restaurant
3224 Pacific Avenue	1S3 5BB-300 & 302	Motel and Carpark
3234 Pacific Avenue	1S3 5BB-301	Motel
3306 Pacific Avenue	1S3 5BB-203	Motel
3312 Pacific Avenue	1S3 5BB-200	Self-Service Storage Facility
3322 Pacific Avenue	1S3 5BB-100 & 202	Commercial
3330-3332 Pacific Avenue	1S3 5BA-700	Commercial
3300 19 th Avenue	1S3 5BB-3802	Marquis Care Center
3320 19 th Avenue	1S3 5BB-3900	Single-Family Residential
3335-39 19 th Avenue	1S3 5BA-1001	Tri-plex
3336 19 th Avenue	1S3 5BA-2503	Residential Care Facility
1904 Oak Street	1S3 5BA-1000	Single-Family Residential
1916 Oak Street	1S3 5BA-900	Single-Family Residential
1928 Oak Street	1S3 5BA-801	Single-Family Residential
No address	1S3 5BA-800	Vacant
1931 Maple Street	1S3 5BB-500	Residential (2 detached homes)

C. EXISTING COMPREHENSIVE PLAN DESIGNATIONS AND ZONING:

LOCATION	COMPREHENSIVE PLAN DESIGNATION	ZONE DISTRICT	LAND USE
Site	Semi-Public	RMH Multi-Family (High) Density Residential; CC Community Commercial; INST Institutional	Hospital, Clinics, Vacant Land
North	Community Commercial (CC)	Community Commercial (CC)	Single-Family Residential
South	Low Density Residential Standard (LDR-B)	R-7 Single Family Residential	Single-Family Residential
East	Medium Density Residential (MDR) and Low Density Residential Standard (LDR-B)	RML Multi-Family (Low) Residential and R-7 Single-Family Residential	Residential Care Facility and Single-Family Residential
West	Low Density Residential Standard (LDR-B)	R-7 Single Family Residential	Single-Family Residential

D. MASTER PLAN PROVISIONS:

Key provisions of the proposed master plan are as follows:

Opt-In Area (see master plan p. 3 and Figure A): The proposal has identified properties to the north and east of the hospital as potential expansion areas. The boundary extremes would be Pacific Avenue on the north, Oak Street on the east, and Maple Street on the west. No opt-in areas have been proposed south of the existing hospital site. Owners of property within this area could opt-in to the master plan only if the property is then owned by a healthcare provider, or if the property would be re-developed for healthcare delivery purposes. Tuality Hospital would not be able to “annex” property and make it subject to master plan provisions; inclusion into the master plan would have to be initiated by the property owner.

Allowable Uses (see master plan p. 3): As noted in the proposal “Allowed uses ...are generally a continuation of ... uses allowed by underlying zoning.”

- In the Community Commercial zone district (located primarily on the north side of 19th Avenue) the permitted uses include medical centers, emergency services (such as ambulance services), and offices. Those uses would continue to be allowed under the master plan.
- In the Institutional zone district (located at 3201 19th Avenue) the conditionally permitted uses include medical centers, emergency services, and offices. If the master plan is approved, all three uses would be permitted outright (subject to a Type II site review process).
- In the RMH zone district, medical centers and offices are prohibited. Emergency services are allowed as conditional uses. Because the hospital is located in the RMH zone district, the applicant has initiated a zone change request to re-zone the site to the Institutional zone district. Analysis of that request follows in the Zone Change section below.
- In the RML zone district, medical centers and offices are prohibited. Emergency services are allowed as conditional uses. If the master plan is approved, all would be permitted outright (subject to a Type II site review process).
- In the R-7 zone district, medical centers and offices are prohibited. Emergency services are allowed as conditional uses. The applicant owns one property (3309 17th Place) in this zone district. Under the proposed master plan, this parcel would be used only for access to a carpark. Non-Accessory Parking is prohibited in the R-7 zone district, but would be allowed under the provisions of the master plan.

Buffers (see master plan p.3):

Development Code Section 10.8.425 Table 8-2 stipulates minimum buffer requirements to be installed between proposed uses and abutting uses or zoning districts.

No buffering requirements would apply between properties located in the CC and INST zoning districts. Properties in this category would include all parcels on the north side of 19th Avenue, Tuality Hospital, and the Maple Street Clinic at 1825 Maple Street.

Buffering requirements would apply between properties located in the CC and INST zoning districts where they abut a residential zone. Buffers would be required between the Maple Street Clinic and the Marquis Care Center at 3300 19th Avenue; and between Tuality Hospital and the Marquis Care Center, Marquis Assisted Living Center at 3336 19th Avenue, and five properties along 17th Place that have been developed with single-family homes. Until or unless the Marquis sites opted-in to the Healthcare District, the buffer would apply between them and the Tuality Hospital and Maple Street Clinic sites. Buffer Option D (1-3) would apply, and could range from a 10-foot-wide buffer with a wall up to a 20-foot-wide buffer with a hedge. Buffer areas have to be landscaped with trees and shrubs; no parking is allowed.

The proposed master plan buffers would vary (see Figure E):

- Adjacent to the R-7 properties to the south and east, the buffer would be 15 feet wide, and would include a 6-foot-tall fence. Landscaping requirements would be as per Development Code standards.
- Adjacent to the Marquis sites, the buffer would be reduced to 10 feet in width, and would include a 6-foot-tall fence. Landscaping requirements would be as per Development Code standards.

The proposal contains no rationale why the boundary between the Tuality Hospital/Maple Street Clinic sites and the Marquis sites should be treated differently. The City can't assume that all or even some of the opt-in properties will eventually become part of the Healthcare District (which might offer a rationale for a reduced buffer area), particularly when the opt-in properties have been fully developed with a conforming use in their zone district, as the Marquis sites have. Staff is therefore recommending a **revision** to the master plan so that the buffer is a minimum width of at least 15 feet when adjacent to any residential zone unless the abutting property is also within the master plan area.

Setbacks (see master plan p.3 and Figure D):

The application notes that "Most of the properties within the Master Plan district were previously allowed to have not setbacks..." This statement is only true if it includes the opt-in properties, as those are mostly located in the CC zone which does not have minimum setback standards. Properties located in the RMH, RML, R-7 and INST zone districts all have minimum setback requirements.

The setbacks proposed for the Healthcare District are as follows:

Front Yard: 10 feet. Staff concurs with this proposal. Establishing a 10-foot-wide front setback would provide a transition from the zero setback standard currently allowed in the CC-zoned properties along Pacific Avenue, 19th Avenue and Maple Street to the minimum 14-foot front yard setback required in the residential zone to the south and west.

Side Yard/Rear Yard adjacent to a residential zone: Two setback standards are proposed in the master plan.

- Adjacent to the R-7 Single-Family Residential zone district, the setback would be at least 80 feet from the property line to the hospital or medical office building; 25 feet to the parking structure; and 15 feet to any other single-story structure less than 15 feet in height. Staff concurs with this proposal, as those

buildings of greater height and mass would be set back a great distance from adjacent single-family homes, which would help preserve their residential character.

- Adjacent to the RML zone district, the setback would be 1 foot for every 3 feet of building height (the standard Forest Grove setback-to-height ratio for buildings in residential zones). At present this setback would apply only to a short segment of the property line adjacent to the Marquis assisted living facility (ALF) at 3336 19th Avenue. While the Marquis ALF site is located in the opt-in area, the City can't assume that it will become part of the Healthcare District, and the proposal contains no rationale why the boundary between the Tuality Hospital site and the Marquis ALF site should be treated differently than the R-7 Zone District boundary. Staff is therefore recommending a **revision** to the master plan so that the setbacks required next to the R-7 Zone District would also apply to the boundary with the RML Zone District unless the abutting property is also within the master plan area.
- The application text is silent about setback standards adjacent to the RMH Zone District, although Figure D would seem to indicate that the 1:3 setback-to-height ratio above is intended to apply. The sole remaining property in the RMH Zone District (assuming the hospital site is rezoned to INST) would be the Marquis Care Center at 3300 19th Avenue. While it too is located in the opt-in area, the City can't assume that it will become part of the Healthcare District, and the proposal contains no rationale why this boundary should be treated differently than the R-7 Zone District boundary. Staff is therefore recommending a **revision** to the master plan so that the setbacks required next to the R-7 Zone District also apply to the boundary with the RMH Zone District, unless the abutting property is also within the master plan area.

Building Heights (see master plan p. 4 and Figure F):

The application notes that "...hospitals have greater HVAC and electrical requirements than almost any other building type" which result in a greater distance needed between floors. Whereas a commercial or office building might have 12 feet between floors, a hospital would require a minimum of 15 feet and perhaps up to 20 feet to accommodate HVAC and electrical system equipment.

The master plan anticipates that the hospital may be up to four stories tall at a height of 85 feet. Based on the graphic in Figure F, it appears that the parking structure could also be 85 feet tall, although "stepped-down" next to the 17th Place properties (see Figure J). The Marquis Care Center site at 3300 19th Avenue is also proposed to have an allowable 85-foot height. Development Code Section 10.3.220 Table 3-9 would allow a building of up to 75 feet in height in the INST zone district, for those sites adjacent to a residential zone. As noted above, the hospital site abuts the R-7, RML and RMH zone districts. Provided the buildings comply with the buffer and setback conditions recommended above, staff concludes that the additional 10 feet in height proposed for these buildings would have no material effect on the adjacent residentially-zoned properties.

The master plan proposes two height limits for the block north of 19th Avenue between Maple and Oak streets. Most of this block is zoned CC with a maximum building height of 45 feet (see DC Section 10.3.330 Table 3-11). That height would be maintained for all properties fronting Pacific Avenue and Oak Street, as well as 1931 Maple Street.

The remainder of the block would have a height limit of 65 feet. One parcel (at 3201 19th Avenue) is located in the INST zone district, with a current height limit of four stories, or the approximate equivalent of the 45-foot building height limitation of the CC zone district. Allowing buildings up to 65 feet tall would create a logical transition between the shorter buildings allowed along Pacific Avenue and Oak Street (up to 45 feet tall) and the taller buildings allowed south of 19th Avenue (up to 85 feet tall), and staff concurs with this proposal.

The master plan proposes a building height of 45 feet for the opt-in property at 3336 19th Avenue, currently developed with the Marquis ALF. (While also located in the opt-in area, Figure F does not include a proposed height limit for 3320 19th Avenue. Staff is including it here, as it could be redeveloped in conjunction with an adjacent site). These sites are located in the RML zone district, with a height limit of 35 feet (DC Section 10.3.130(I)). The property east of the Marquis ALF at 3404 19th Avenue is also located in the RML zone district and is developed with the Laurel West Condominiums. Between the two is a 100-foot-wide Bonneville Power Administration transmission line easement. Because of the BPA easement, allowing a future building of up to 45 feet in height on the Marquis ALF site would have no material impact on the adjacent property to the east. Furthermore, if the minimum 15-foot-wide buffer and setback recommendations above are adopted, a building height of up to 45 feet would comply with the Forest Grove standard 1:3 (setback-to-height) ratio required in residential zones.

Landscaping (see master plan p. 4):

The master plan would require that at least 15% of each parcel to be landscaped. Adjoining parcels under the same ownership could provide the required landscaping over the aggregate parcels.

The Development Code does not establish minimum landscaping requirements in any residential zone district. Properties within the proposed Healthcare District that are also in a residential zone include the Marquis sites (3300 and 3336 19th Avenue) and 3320 19th Avenue.

In the INST zone district, a minimum 20% landscaping is required. This standard would apply to the Tuality Hospital site (after rezoning it from RMH) and to the property at 3201 19th Avenue.

In the CC zone district, a minimum 15% landscaping is required. This standard would apply to all properties north of 19th Avenue between Maple and Oak streets, except 3201 19th Avenue.

In the short-term, implementation of the 15% standard only across the eight parcels proposed in this application (i.e. not including the opt-in parcels) would result in somewhat less landscaping than the Development Code stipulates, as the Tuality Hospital site would be required to provide only 15% landscaping instead of 20%. In the long-term, landscaped area may exceed Development Code requirements, as more area would be landscaped than is currently required for those sites located in residential zone districts.

The master plan intends the landscaping to be “a major, high-quality amenity” but does not propose a specific landscape design or a list of plant materials at this time; these would be submitted and reviewed with each proposed project. The master plan would set out design goals and strategies that proposed projects

would be required to address, including safety, character, outdoor spaces, vegetative roofs, and irrigation. The landscape goals are compatible with the standards of the Development Code (see sections 10.8.400-420) but provide additional guidance to ensure greater cohesiveness and quality. Staff concludes that while the landscaping percentage in the short-term might be less than Development Code requirements, adoption of the master plan would result in a potentially higher-quality landscape.

Parking and Circulation (see master plan pp. 2 and 5, and Figure G):

As noted in the application, the hospital has approximately 114 off-street parking spaces. All are accessed from Maple Street or 19th Avenue (through the Maple Street Clinic carpark). Additional off-street parking has been provided at each of the properties already developed with medical provider uses, in compliance with the Development Code.

The Development Code lists off-street parking requirements for Medical Centers and Medical/Dental Offices. The master plan proposes a different minimum for the hospital (1.8 versus 2.0 spaces per 1,000 square feet of Gross Floor Area) and a different maximum for medical and dental offices (4.5 versus 4.9 spaces per 1,000 square feet of GFA). DC Section 10.8.510(D) allows for a reduction in the minimum due to joint use. DC Section 10.8.515 allows for additional revisions due to multiple uses (subsection (A)) and structured parking (subsection (F)(1)). Proximity to transit (DC Section 10.8.520(A)) offers another option to reduce off-street parking requirements. As the proposed master plan includes all of these elements, staff concludes that the minimum and maximum off-street parking ratios are acceptable.

The master plan proposes two significant changes to the current provision of off-street parking: construction of a parking structure, and vehicular access from the structure to 17th Place. The parking structure would have up to four levels of parking, "stepped down" one level on the south side so as to reduce the building mass next to the adjacent single-family homes. It would be located at the southeast corner of the Tuality Hospital site. Impact on the neighborhood is proposed to be mitigated through the use of motion-activated lighting (versus dusk-to-dawn lighting or 24-hour lighting); constructing the exterior walls to prevent headlight glare; and designing the structure to mimic the architecture of other Healthcare District buildings including materials, openings, etc. It would also be setback at least 15 feet from the R-7 zone district boundary, and the area landscaped with trees and shrubs in compliance with Development Code buffering standards. Staff concludes that the proposed measures should provide adequate mitigation.

The parking structure would not be erected until the hospital facility approaches 150,000 square feet; this event is anticipated in Phase 3A (see Figure K-3A). In the interim, the site of the parking structure would be developed with surface parking by expanding the existing surface lot (see Figures K-1B and K-2). The surface lots would be developed in compliance with the Development Code standards for landscaping (DC Section 10.8.545). Because the site of the parking area is adjacent to residential development, and as neither the master plan nor the Development Code has standards for parking area lighting in INST zone districts, staff is recommending a **revision** to the master plan so that outdoor lighting would comply with DC Section 10.8.755 (A-D) *Lighting Standards for Multi-Unit Development*.

This lot (and the future parking structure) would take access from both Maple Street and 17th Place. Maple Street is a designated Collector and has been fully improved to City standards. 17th Place is a designated Local street and has not been fully improved to City standards: it lacks sidewalks, curbs and gutters. If these improvements have not been installed prior to the construction of any parking area or structure taking access from 17th Place, staff is recommending a **revision** to the master plan to require that the segment of 17th Place from Maple Street to the east property line of 3309 17th Place be fully improved with curbs and gutters on both sides, and a sidewalk on the north side.

Three other streets are within or abut the Healthcare District boundaries: Pacific Avenue, Oak Street, and 19th Avenue. Pacific Avenue is a designated Arterial street and has been fully improved. Oak Street is a designated Local street and is fully improved curb-to-curb, but lacks sidewalks in several sections. Installation of sidewalks will be a condition of approval when the adjacent sites develop.

Within the proposed district, 19th Avenue is a designated Collector street. It would be the "spine" of the district, and as such, is proposed to be enhanced to encourage pedestrian use. Sidewalks would be wider (8 feet versus the standard 5 feet) and separated from the curb; a mid-block pedestrian connection is proposed which could include bulb-outs; and bulb-outs may also be installed at corner crosswalks to improve pedestrian safety. Additional landscape and design features are proposed (see master plan p. 6) that are intended to improve the pedestrian experience, including off-street walkway connections between buildings within the district.

Further discussion about potential traffic impacts is in the Traffic section below.

Building Design (see master plan pp. 6-7):

As with the landscape plan, the master plan would set out design goals and strategies for the buildings, but in greater detail. Institutional facilities would be required to have buff-to-red masonry as the primary façade material with architectural embellishments including panels, bands or pilasters. Entrance canopies and anodized aluminum window frames would also be required.

For new residential care facilities, the primary façade material could be masonry or painted wood siding with a front façade of at least 40% masonry; no specific color range is proposed. As above, entrance canopies and anodized window frames would be required.

Phasing (see master plan pp. 8-9 and Figures K-1A through K-4)

"This Master Plan is meant to be a framework for ... development when it occurs. While an attempt has been made to anticipate the order of phasing, the plan is intended to be flexible to allow different sequences of development to meet community needs and facility growth."

The above statement could also describe the actual implementation of the Pacific University Master Plan. There, projects have been initiated based on changing demands and the ability to obtain financing. Staff anticipates a similar approach in the development of the Healthcare District. Generally, the applicant anticipates that the phasing will consist of:

- Phase 1A – Move dialysis and demolish its existing location.
- Phase 1B – Construct new 3-story outpatient services wing; demolish existing west wing; construct new surface parking areas (with new access to 17th Place)
- Phase 2 – Construct new 3-story in-patient wing and surface parking; demolish existing east wing.
- Phase 3A – Construct 3-story hospital addition; construct 3-story parking structure.
- Phase 3B – Construct 2-story medical office building; demolish old medical plaza and construct new surface parking.
- Phase 4 – Add fourth floor to hospital; add fourth floor to parking structure.

With adoption of the master plan, each project listed above would be subject to a Type II site review process. Notice would be provided to the neighborhood pursuant to DC Section 10.1.515 et. seq. Projects not identified in the master plan would be subject to a Type III process pursuant to DC Section 10.4.125(B).

Traffic: The applicant has submitted a traffic study prepared by Lancaster Engineering (see application materials, *Traffic Impact Study*). The study area included the eight parcels within the proposed master plan boundary, not just the parcels subject to this zone change request. The study concluded that:

- “The intersections of Highway 47 at Maple Street/Fern Hill Road and Highway 47 at Quince Street will both require mitigation to increase capacity, *even without the proposed master plan* (emphasis added). Both intersections have also been identified on ODOT’s top five-percent SPIS locations based on crash history. The identified mitigations will address both capacity and safety.”
- “All other study area intersections will operate acceptably through the year 2030 with the master plan in place and will not require mitigation for capacity or safety.”

Staff concludes that adoption of the master plan would have no significant effect on traffic generation in the area because 1) most study area intersections would continue to operate acceptably under all development scenarios proposed within the master plan; and 2) the two intersections that would be most impacted by adoption of the master plan (Highway 47 at Quince Street and Highway 47 at Maple Street) would require mitigation whether the master plan is adopted or not.

The applicant has noted however, that “When specific projects are proposed within the Master Plan, additional traffic impact studies may be required to identify specific impacts and specific required mitigations based on the size and type of development.” (February 6, 2013 Attachment p.4) Staff is proposing a **revision** to the master plan to better define when additional traffic impact studies would be required. Staff is recommending that, at a minimum, a traffic impact study is performed whenever parking areas are proposed for expansion, as parking area expansion would also reflect an increase in traffic generation. These studies would therefore be required at Phase 2, Phase 3A, Phase 3B, and Phase 4.

Infrastructure: The site is within an established, developed portion of the community and as a result, all City services are currently available. Some utilities may need to be upgraded to City utility master plan standards as the area

continues to develop; these upgrades would be determined when specific construction projects are proposed.

Master Plan Approval Criteria and Findings:

The Master Plan shall be approved if findings are made that each of the following criteria are satisfied:

A. The Master Plan Zone complies with the review criteria for a zone change set forth in Section 10.2.770;

1. The zone change is consistent with the Comprehensive Plan Map.

Applicant's Response: The site of Tuality Forest Grove Hospital is zoned as RMH (Multifamily [High] Residential) on the current adopted City of Forest Grove Zoning Map. The present and continued future use of this property for a hospital facility is incompatible with this zoning classification, and makes future development onerous even through Conditional Use. This conflict has existed for many years but it is essential to correct prior to significant further planning and investment. Now that the city has an Institutional zone and a Master Plan Zone Overlay option, both of which are supportive of the unique nature of medical center uses, it is logical to correct this conflict as Tuality considers the future of Tuality Forest Grove Hospital and surrounding medical uses.

The current adopted Comprehensive Plan Map shows the area of the proposed Master Plan Zone as Semi-Public/Institutional land use for the site of Tuality Forest Grove Hospital (and the adjacent Marquis Care Center, not included in this Master Plan Zone). Other sites within the proposed Master Plan Zone are currently designated as Commercial Auto land use. Surrounding land is designated as Commercial Auto to the north in a wide band centered on Pacific Avenue. Land to the south is designated as Standard Low-Density Residential. Land to the east is designated as Medium-Density Residential.

The Institutional focus of this Master Plan is an appropriate transitional use between and is compatible with neighboring residential and commercial land uses and is consistent with the Comprehensive Plan Map. Therefore the proposed zone change meets this criterion.

Finding: The recommended zoning designation for the Tuality Hospital site is consistent with the Comprehensive Plan map. The Comprehensive Plan designation is Semi-Public. The Semi-Public plan designation allows churches, cemeteries, colleges, nursing homes, and hospitals. The proposed zone is Institutional (INST). The Institutional zone allows for medical centers, defined by Development Code Section 10.12.130(E) as "facilities providing inpatient, outpatient and emergency and related ancillary services to the sick and infirm." This criterion is met.

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

Applicant's Response: As part of the process of developing and documenting this Master Plan Zone, Tuality Forest Grove Hospital

representatives have met with City of Forest Grove staff several times. On those occasions, we received input from the Director and other staff, which has been incorporated into the Master Plan. We believe that this proposal is consistent with relevant goals and policies of the Comprehensive Plan based on the feedback we received during these discussions and the designated land use classification on the currently adopted Comprehensive Plan Map.

Finding: The master plan is consistent with the goals of Citizen Participation, Land Use, Housing, and Public Facilities and Services – Health Care Services as detailed in the Zone Change section below.

3. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.

Applicant's Response: *This concentration of existing medical uses clustered around the hospital is unique in Forest Grove. Each facility in this cluster is owned by different entities and represents a significant existing investment by the individual owners that would be difficult to replicate elsewhere. The proposed Master Plan Zone recognizes the current medically-related land uses within the Master Plan Zone boundary in establishing the Forest Grove Healthcare District. The proposed zone is suitable based on historical development, compatibility with both commercial and residential surrounding uses, means of access, and central location. There are no alternative parcels of appropriate size within the vicinity that would meet these same criteria.*

Finding: The area is suitable for a health care-centered master plan, as evidenced by the fact that it has already been developed with Tuality Hospital and several medical clinics and offices. The opt-in area would potentially include other existing health care related facilities, including a nursing home and a residential care facility. The remaining potential opt-in sites are already zoned to allow health care facilities, including medical centers and emergency services. This criterion is met.

4. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.

Applicant's Response: *As part of this Master Plan Zone Application, we have assumed a maximum allowable build-out of the sites within the Master Plan Zone. Lancaster Engineers was retained to provide a traffic impact analysis as part of this Master Plan Zone Application, based on this build-out. This analysis showed that the maximum allowable development within the Master Plan can be implemented with safe and efficient operations in the adjacent street systems. Impacts on existing*

collectors Maple Street and 19th Avenue will not reduce the level of service of these transportation facilities.

The intersections at Maple Street/Fern Hill Road/Highway 47 and at Quince Street/Highway 47/Pacific Avenue will both require mitigation to increase capacity, even without the development allowed in this proposed Master Plan. With mitigation, these intersections will perform at acceptable levels even assuming maximum future master plan implementation. When specific projects are proposed within the Master Plan, additional traffic impact studies may be required to identify specific impacts and specific required mitigations based on the size and type of development.

Finding: The applicant submitted a traffic study prepared by Lancaster Engineering. The study area included the eight parcels within the proposed master plan boundary. The study concluded that adoption of the master plans would have no significant effect on traffic generation in the area because 1) most study area intersections would continue to operate acceptably under all development scenarios proposed; and 2) the two intersections that would be most impacted by adoption of the Tuality Hospital Master Plan (Highway 47 at Quince Street and Highway 47 at Maple Street) would require mitigation whether the master plan is adopted or not. This criterion is met.

4. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.

Applicant's Response: *The area within the proposed Master Plan Zone is already fully developed and well-served by existing infrastructure and services, with major trunk lines for storm water, sanitary sewer, and water supply in the Maple Street right-of-way.*

This Master Plan Zone anticipates phased redevelopment over time through a series of projects over the course of decades. The maximum allowable development proposed in this Master Plan may never be built. Public facilities serving the Master Plan Zone and surrounding areas may be enlarged and modernized incrementally, as development occurs both in the Master Plan Zone and to serve growth in the vicinity. Ensuring that there is adequate capacity in every system for the maximum possible build-out of the proposed master plan would have little value at this point, since so little of the timing and actual project needs is presently known. We anticipate that analysis of the infrastructure to support specific construction projects may be required at the time that specific projects are proposed.

The area has easy access via multiple routes for police and fire protection on arterial and collector streets.

Finding: The site is within an established, developed portion of the community and as a result, all City services are currently available.

Adoption of the master plan is not expected to have any material effect on the City's ability to provide public facilities and services. This criterion is met.

B. The master plan provides adequate open space, landscaping, circulation and parking to accommodate the planned uses;

Applicant's Response:

Landscaping: This Master Plan includes requirements for landscaping as a percentage of the site area and other requirements and recommendations for landscape design. Landscaping along street frontages will serve as a major amenity of the proposed Forest Grove Healthcare District to encourage pedestrian circulation and as a recognizable feature for this area of the community. The Master Plan also includes landscape buffers adjacent to residential-zoned properties in keeping with the requirements for Institutional or Commercial zones.

Open Space: Open space is typically not functionally required for most medical facilities but can be a welcome feature to aid in healing for hospital patients and their families, as well as a place for staff to escape the stress of care giving. Open space in the Master Plan Zone will be left to the discretion of individual property owners, but is encourage particularly for hospital developments. In the case of the hospital, open space can include "green roofs", which are encourage especially where visible from public, patient, or staff areas.

Circulation: The public street system serves the proposed Forest Grove Healthcare District and will continue to be the main vehicular circulation. The street system in the Master Plan Zone is fully developed and functional, and can support increased volumes as indicated in the Traffic Analysis. New driveways and connections to streets will be subject to City of Forest Grove access provisions such as distances between driveways, distances from intersections, and driveway widths. Cross-access is encouraged where practical between properties. Separation of emergency vehicles from other vehicle types is an important consideration for on-site circulation design. Pedestrian circulation is also encouraged between properties, both via internal circulation and through enhanced crosswalks at several convenient locations within the Master Plan Zone.

Parking: For a potential development of this size, the balance of parking and buildings is a critical factor. We have studied parking data from other similar healthcare campuses and available data to determine parking ratios. Based on this analysis, this Master Plan Zone includes minimum and maximum parking ratios that are similar to, but slightly below, City of Forest Grove Development Code standards for medical facilities. The allowance of shared parking adds flexibility to the number of parking stalls on any individual property, as this will allow variation for peak volumes at any one facility. The entire Healthcare District is within one quarter-mile of transit access on Pacific Avenue, with bus stops at the Maple Street intersection, which also factors into the parking ratio calculation.

As development grows within the Healthcare District, a parking structure becomes more economically feasible in order to provide adequate

parking. A parking structure reduces the need for large expanses of surface parking, which are generally unfriendly to pedestrians and undesirable in the vicinity of residential and neighborhood commercial uses. The Master Plan Zone includes specific design requirements to minimize negative impacts of structured parking on adjacent residential properties.

Finding: The master plan would stipulate a minimum 15% landscaping and open space over each parcel or aggregation of parcels under the same ownership; would provide multiple vehicular and pedestrian connections within the master plan area and to the adjoining public rights-of-way; and would construct at least the off-street parking required by the Development Code. This criterion is met.

C. The development and design standards ensure that adverse impacts of the proposed development on the surrounding neighborhood and community are addressed and mitigated;

Applicant's Response: *The hospital has occupied its current site since 1964 and the neighborhood has grown around it. Even with the growth allowed in this Master Plan, impacts on the surrounding neighborhood should be no greater than they are currently, and will in fact be reduced.*

- *Buffers along the residential-zoned property will separate activities on non-residential properties from adjacent homes.*
- *New generators and other new equipment installed with new developments will be more efficient and produce less noise, odor and pollution than existing equipment, and will be sited further away from neighboring homes. All new equipment will meet DEQ standards for smoke, heat, and odor or other pollutants.*
- *The parking structure, if needed in the future, is required to be designed to prevent glare produced by vehicles and the building itself from reaching neighboring homes. It will reduce the need for and impact of surface parking on the surrounding neighborhood.*
- *Storm water runoff will be contained and treated in bioswales and will not flow onto adjacent properties or streets.*
- *Public and Emergency Vehicle Traffic will primarily continue to access the Master Plan Zone via Maple Street north of the Master Plan Zone, which is in accordance with the Transportation System Plan.*

Finding: Buildings would be setback a minimum of 15 feet from any residentially-zoned property. Building setbacks would be greater (up to 80 feet) for the hospital and medical office buildings, which could be up to four stories in height. Buffers would also be created along boundaries with any residentially-zoned properties, in compliance with Development Code standards and specifications.

There would be no significant compatibility issues associated with adoption of the master plan, as adoption in and of itself would not result in any material change in the noise, vibration, heat, glare, or traffic impacts or other adverse impacts already associated with those uses.

- D. The master plan ensures that no land will be used for any purpose which creates or causes to created any public nuisance, including but not limited to air, land, or water degradation, noise, glare, heat, vibration or other conditions which may be injurious to public health, safety and welfare; and**

Applicant's Response: *The land uses allowed in this Master Plan Zone are institutional and commercial, encouraging medical facilities. These land uses are not prone to causing public nuisances, environmental degradation or conditions injurious to the public. Issues such as noise, glare, and environmental degradation have been addressed in previous sections. No impacts of heat or vibration are expected due to the developments allowed in the proposed Master Plan Zone.*

Finding: The surrounding neighborhood is developed with a variety of uses: two residential care facilities, a nursing home, medical clinics, Joseph Gale Elementary School, and single-family homes. There would be no significant compatibility issues associated with adoption of the master plan, as adoption in and of itself would not result in any material change in the noise, vibration, heat, glare, or traffic impacts already associated with those uses.

- E. The master plan complies with the purpose and requirements of the Master Plan Zone.**

Applicant's Response: The purpose of the Master Plan Zone is to "promote and facilitate the coordinated development of larger-scale institutional facilities." It establishes this area as the continued logical hub of healthcare services in the community. This Master Plan Zone document was written to encourage a more unified approach to design, landscaping, circulation, parking, and land use among what will likely remain a separate group of property owners. It will streamline development processes and add predictability to the future development of the district. *This document includes elements required in Section 10.4.125, which are listed below:*

- *Boundary Map*
- *Narrative*
- *A Master Plan showing buildings, circulation, parking and open space*
- *Development and Design Standards*
- *Transition areas (requirements for setbacks, buffers, parking areas, screening, building heights)*
- *Transportation Analysis*
- *Parking Plan*
- *Phasing Plan*

This master plan therefore complies with the purpose and requirements of the Master Plan Zone as defined in Chapter 10.4.000.

Finding: The purpose of the Master Plan Zone is to "promote and facilitate the coordinated development of larger-scale institutional facilities through adoption of a master plan". It is intended to provide an efficient framework for the long-term development of institutional facilities or a comprehensive

review of development impacts, as well to ensure that impacts on adjacent properties are addressed.

The proposed Healthcare District Master Plan would promote and facilitate the coordinated development of a larger-scale institutional facility (Tuality Forest Grove Hospital) and existing nearby clinics and medical offices. It would further promote coordinated development by creating an area such that future health care providers could opt-in and be governed by these master plan provisions. How redevelopment of the Tuality Hospital site could be phased in over time has been identified, along with the potential impacts of those improvements and how those would be mitigated. This criterion has been met.

E. ZONE CHANGE:

As part of the Master Plan process, the applicant is proposing to re-zone two parcels from RMH to INST. These parcels are the location of Tuality Hospital. They have had a residential zoning designation since at least 1980, when the Comprehensive Plan was originally adopted. Also adopted in 1980 was the Zoning Ordinance. The Zoning Ordinance did not have an Institutional Zone District; hospitals were instead allowed as conditional uses in the Community Commercial zone district, and the A-2 Multi-Family Residential zone district, predecessor of the RMH zone district.

With the adoption of the Development Code in 2009, hospitals were no longer permitted in the RMH zone, which means the hospital is now a non-conforming use. As a non-conforming use, the hospital cannot expand its facilities in any way. Regardless of the outcome of the master plan proposal, the hospital site needs to have its base zone changed to remove its non-conforming status.

Description of Proposal: Three contiguous parcels are zoned RMH. Two are owned by the applicant; the third is the location of the Marquis Care Center at 3300 19th Avenue. The applicant is proposing to re-zone two parcels from RMH to INST. This would leave the third parcel within the RMH zone district.

The third parcel is developed with the Marquis Care Center, a nursing home. Nursing homes are defined by the Development Code as “group living”. Group living is not a permitted or conditional use in the Institutional zone district, but is a conditional use in the RMH and RML zone districts. Because group living facilities are not permitted or conditional uses allowed in the INST zone, it would remain in the RMH zone district.

Site Examination: The site consists of two parcels and totals 4.30 acres. Most of the site has been developed with Tuality Hospital, surface parking lots, and landscaping. A portion of the site (approximately one acre) remains undeveloped; it is located east of the hospital building and south of the Marquis Care Center. It is a grass field with some perimeter shrubs and trees.

Density: Two parcels totaling 4.30 acres are proposed to be rezoned from high density residential (RMH) to institutional (INST). The current residential density is a minimum of 16.22 dwelling units per net acre up to a maximum of 20.28 dwelling units per net acre. As the Institutional zone does not permit residential uses, this density would be “lost” with the re-zone. However, the two parcels in question are already developed with the existing Tuality Hospital, so there would

be no real reduction of residential density, only a loss of potential density. As the purpose of both the re-zone and the master plan are to improve the viability of the hospital's continued presence and growth, this loss of density would have no practical impact.

City Services: The site is within an established, developed portion of the community and as a result, all City services are currently available.

Public Safety: The site is within an established area served by Forest Grove Police and Fire Services. As the site is already developed with Tuality Hospital, rezoning of the site from RMH to INST is not expected to have any material effect on the emergency responses of either the Police or Fire departments.

Compatibility: The surrounding neighborhood is developed with a variety of uses: two residential care facilities, a nursing home, medical clinics, Joseph Gale Elementary School, and single-family homes. Staff finds there would be no significant compatibility issues associated with the re-zone of the two parcels already developed with Tuality Hospital, as the re-zone in and of itself would not result in any material change in the noise, vibration, heat, glare, or traffic impacts already associated with those uses. Compatibility issues (if any) would be better addressed through the provisions of the Master Plan and the standards of the Development Code.

Zone Change Approval Criteria and Findings:

The Planning Commission may recommend approval of the zone change upon finding that all of the following criteria are met (DC Section 10.2.770):

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

Applicant's Response: *The site of Tuality Forest Grove Hospital is zone RMH (Multifamily (High) Residential) on the current adopted City of Forest Grove Zoning Map. The present and continued future use of this property for a hospital facility is incompatible with this zoning classification, and makes future development onerous even through a Conditional Use. This conflict has existed for many years but it is essential to correct prior to significant further planning and investment. Now that the city has an Institutional zone and a Master Plan Zone Overlay option, both of which are supportive of the unique nature of medical center uses, it is logical to correct this conflict as Tuality considers the future of Tuality Forest Grove Hospital and surrounding medical uses.*

Finding: The recommended zoning designation for the Tuality Hospital site is consistent with the Comprehensive Plan map. The Comprehensive Plan designation is Semi-Public. The Semi-Public plan designation allows churches, cemeteries, colleges, nursing homes, and hospitals. The proposed zone is Institutional (INST). The Institutional zone allows for medical centers, defined by Development Code Section 10.12.130(E) as

"facilities providing inpatient, outpatient and emergency and related ancillary services to the sick and infirm."

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

Based on the nature of the application the Director finds that the relevant goals and policies of the Comprehensive Plan including: Citizen Participation; Land Use; Housing, and Public Facilities and Services - Health Care Services.

Applicant's Response: As part of the process of developing and documenting this Master Plan Zone, Tuality Forest Grove Hospital representatives have met with City of Forest Grove staff several times. On those occasions, we received input from the Director and other staff, which has been incorporated into the Master Plan. We believe that this proposal is consistent with relevant goals and policies of the Comprehensive Plan based on the feedback we received during these discussions and the designated land use classification on the currently adopted Comprehensive Plan Map.

Citizen Participation

1. Encourage and facilitate citizen involvement and inter-agency coordination in the development, implementation and updating of the comprehensive plan.

Finding: Opportunities for public involvement are provided through the public hearing process. Public hearings on zone changes are held with the planning commission and City Council. The Planning Commission considers and recommends assignment of a City zoning designation to the subject property. The City Council considers the Planning Commission's zoning assignment recommendation. The City Council adopts an ordinance adopting zoning designations.

Finding: Notice of the Planning Commission public hearing was provided to property owners within 300 feet of the subject property on June 24, 2013. Notice was also posted at City Hall, the Forest Grove Community Auditorium and Forest Grove Library. In addition, notice of the public hearing was published in the Forest Grove *News Times* on July 10, 2013.

Land Use

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.

Finding: The Forest Grove Development Code implements this provision of the Comprehensive Plan. Article 3 of the Development Code establishes permitted uses for land use designations.

Finding: The proposed zone designation for the Tuality Hospital site is INST. The INST zone is an institutional zone whose purpose is to implement the Public and Semi-Public designations of the Comprehensive Plan. The Institutional Zone is intended to serve larger institutional facilities such as hospitals.

Housing

1. Provide for an adequate supply of new housing thus avoiding shortages and adverse impacts on price, rents and choice of housing.

Finding: The existing Tuality Hospital site is zoned RMH, which does not permit medical center uses. The site has been developed with the hospital since the early 1960s. The purpose of the zone change to INST is to facilitate the further development of medical center uses. Thus, rezoning of the site to INST would have no practical effect on the supply of land for new housing.

Public Facilities and Services - Health Care Services

1. Provide sufficient and suitable land for public and private institutional uses including hospitals, clinics, and nursing homes.

Finding: The Tuality Hospital site has been developed with the hospital since the early 1960s. The purpose of the zone change to INST is to facilitate the further development of medical center uses.

2. Provide sufficient and suitable land for professional offices including physicians, dentists, optometrists, etc.

Finding: The zone change of the Tuality Hospital site to INST would facilitate the ability to develop it with medical professional offices, as those are not permitted uses under the current RMH zoning designation.

3. Commercial and multi-family buffer zones shall permit hospitals and nursing homes with standards for screening, landscaping, parking and access through conditional use procedures to reduce conflict with other uses.

Finding: Since the adoption of this policy in 1980, the City has adopted buffering requirements between zones. New and expanding uses located in the INST zone district would be required to provide buffering where adjacent to single- and multi-family residential zones, the Town Center, or industrial zones.

Finding: New and expanding uses located in the INST zone district would be required to provide a high level of buffering when located adjacent to single- and multi-family residential zones, pursuant to DC Section 10.8.425 Table 8-2 Buffer Matrix. The Tuality Hospital site

abuts an R-7 zone to the south and the RML zone to the east. Uses erected adjacent to those zone boundaries would be required to install buffering and screening in compliance with Buffer Matrix category "D", which includes a variety of setback, landscaping, and wall, hedge and fence options.

- C. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.

Applicant's Response: *This concentration of existing medical uses clustered around the hospital is unique in Forest Grove. Each facility in this cluster is owned by different entities and represents a significant existing investment by the individual owners that would be difficult to replicate elsewhere. The proposed Master Plan Zone recognizes the current medically-related land uses within the Master Plan Zone boundary in establishing the Forest Grove Healthcare District. The proposed zone is suitable based on historical development, compatibility with both commercial and residential surrounding uses, means of access, and central location. There are no alternative parcels of appropriate size within the vicinity that would meet these same criteria.*

Finding: The site is suitable, as evidenced by the fact that it has been developed with Tuality Hospital since the early 1960s. The purpose of the zone change to INST is to facilitate the further development of medical center uses.

- D. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.

Applicant's Response: *As part of this Master Plan Zone Application, we have assumed a maximum allowable build-out of the sites within the Master Plan Zone. Lancaster Engineers was retained to provide a traffic impact analysis as part of this Master Plan Zone Application, based on this build-out. This analysis showed that the maximum allowable development within the Master Plan can be implemented with safe and efficient operations in the adjacent street systems. Impacts on existing collectors Maple Street and 19th Avenue will not reduce the level of service of these transportation facilities.*

The intersections at Maple Street/Fern Hill Road/Highway47 and at Quince Street/Highway 47/Pacific Avenue will both require mitigation to increase capacity, even without the development allowed in this proposed Master Plan. With mitigation, these intersections will perform at acceptable levels even assuming maximum future master plan implementation. When specific projects are proposed within the Master

Plan, additional traffic impact studies may be required to identify specific impacts and specific required mitigations based on the size and type of development.

Finding: The applicant submitted a traffic study prepared by Lancaster Engineering. The study area included the eight parcels within the proposed master plan boundary, not just the parcels subject to this zone change request. The study concluded that re-zoning of the two parcels would have no significant effect on traffic generation in the area because 1) the sites are already developed with Tuality Hospital; and 2) most study area intersections would continue to operate acceptably under all development scenarios proposed; and 3) the two intersections that would be most impacted by adoption of the Tuality Hospital Master Plan (Highway 47 at Quince Street and Highway 47 at Maple Street) would require mitigation whether the zone change is adopted or not.

- E. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.

Applicant's Response: *The area within the proposed Master Plan Zone is already fully developed and well-served by existing infrastructure and services, with major trunk lines for storm water, sanitary sewer, and water supply in the Maple Street right-of-way.*

This Master Plan Zone anticipates phased redevelopment over time through a series of projects over the course of decades. The maximum allowable development proposed in this Master Plan may never be built. Public facilities serving the Master Plan Zone and surrounding areas may be enlarged and modernized incrementally, as development occurs both in the Master Plan Zone and to serve growth in the vicinity. Ensuring that there is adequate capacity in every system for the maximum possible build-out of the proposed master plan would have little value at this point, since so little of the timing and actual project needs is presently known. We anticipate that analysis of the infrastructure to support specific construction projects may be required at the time that specific projects are proposed.

The area has easy access via multiple routes for police and fire protection on arterial and collector streets.

Finding: The site is within an established, developed portion of the community and as a result, all City services are currently available. As the site is already developed with Tuality Hospital, rezoning of the site from RMH to INST is not expected to have any material effect on the emergency responses of either the Police or Fire departments.

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

Finding: No conditions are proposed.

Summary and Conclusion: Re-zoning of the Tuality Hospital site from RMH to INST would comply with the goals and policies of the Comprehensive Plan and would be consistent with the TSP. Furthermore, the site is already adequately served by public facilities and services, and is suitable for the proposed zones.

V. ALTERNATIVES

The Planning Commission has the following alternatives:

1. Recommend approval of the Zone Change and Master Plan as submitted.
2. Recommend approval of the Zone Change, and recommend approval of the Master Plan with revisions.
3. Recommend denial of the Zone Change and Master Plan as submitted.
4. Recommend approval of the Zone Change, and denial of the Master Plan.
5. Recommend denial of the Zone Change and approval of the Master Plan as proposed.
6. Recommend denial of the Zone Change and approval of the Master Plan with revisions.
7. Continue the matter to a date certain for further consideration.

VI. RECOMMENDATION

Staff recommends that the Planning Commission make a recommendation of approval of the Master Plan to the City Council, subject to these revisions:

1. The landscape buffer area adjacent to any residential zone shall have a minimum width of 15 feet unless the abutting property is also within the master plan area.
2. Setbacks adjacent to any residential zone shall be at least: 15 feet for any single-story building less than 15 feet in height; 25 feet from the parking structure; and 80 feet to the hospital or medical office building unless the abutting property is also within the master plan area.
3. Outdoor lighting shall comply with DC Section 10.8.755 (A-D) *Lighting Standards for Multi-Unit Development*.
4. If 17th Place has not already been fully improved to City standards prior to the construction of any parking area or structure taking access from 17th Place, the applicant shall improve that segment from Maple Street to the east property line of 3309 17th Place with curbs and gutters on both sides, and a sidewalk installed on the north side of the street.
5. A traffic impact study shall be performed whenever parking areas are proposed for expansion.

Staff further recommends that the Planning Commission make a recommendation of approval to the City Council of the zone change of the Tuality Hospital site from RMH to INST, based on the above findings and conclusions.

VII. LIST OF ATTACHMENTS

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

Attachment A Application Materials, prepared and submitted by Clark/Kjos Architects, LLC

**Planning Commission Findings and Decision Number 2013-05 to
Recommend Approval of the Forest Grove Healthcare District
Master Plan and Tuality Hospital Zone Change From RMH to INST**

WHEREAS, Tuality Healthcare submitted the application to create the Forest Grove Healthcare District Master Plan for Tuality Hospital and environs and rezone the hospital site from RMH to INST on February 22, 2013; and

WHEREAS, notice of the proposed zone change and master plan was sent to the Department of Land Conservation and Development on April 12, 2013; and

WHEREAS, the notice of this request was mailed to property owners and residents within 300 feet of the area covered by the Master Plan on June 24, 2013 and published in the *News Times* on July 10, 2013 as required by Development Code Section 10.1.710; and

WHEREAS, the Planning Commission held a duly-noticed public hearing on the proposed Master Plan and zone change on July 15, 2013.

The City of Forest Grove Planning Commission does hereby recommend adoption of the Forest Grove Healthcare District Master Plan with the revisions noted on Pages 3 and 4 below, and the rezoning of the Tuality Hospital site from RMH to INST, making the following specific findings in support of this decision:

Master Plan Approval Criteria and Findings

The Master Plan shall be approved if findings are made that each of the following criteria are satisfied:

A. The Master Plan Zone complies with the review criteria for a zone change set forth in Section 10.2.770;

1. The zone change is consistent with the Comprehensive Plan Map.

Finding: The recommended zoning designation for the Tuality Hospital site is consistent with the Comprehensive Plan map. The Comprehensive Plan designation is Semi-Public. The Semi-Public plan designation allows churches, cemeteries, colleges, nursing homes, and hospitals. The proposed zone is Institutional (INST). The Institutional zone allows for medical centers, defined by Development Code Section 10.12.130(E) as "facilities providing inpatient, outpatient and emergency and related ancillary services to the sick and infirm." This criterion is met.

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

Finding: The master plan is consistent with the goals of Citizen Participation, Land Use, Housing, and Public Facilities and Services – Health Care Services as detailed in the Zone Change section below.

3. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.

Finding: The area is suitable for a health care-centered master plan, as evidenced by the fact that it has already been developed with Tuality Hospital and several medical clinics and offices. The opt-in area would potentially include other existing health care related facilities, including a nursing home and a residential care facility. The remaining potential opt-in sites are already zoned to allow health care facilities, including medical centers and emergency services. This criterion is met.

4. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.

Finding: The applicant submitted a traffic study prepared by Lancaster Engineering. The study area included the eight parcels within the proposed master plan boundary. The study concluded that adoption of the master plans would have no significant effect on traffic generation in the area because 1) most study area intersections would continue to operate acceptably under all development scenarios proposed; and 2) the two intersections that would be most impacted by adoption of the Tuality Hospital Master Plan (Highway 47 at Quince Street and Highway 47 at Maple Street) would require mitigation whether the master plan is adopted or not. This criterion is met.

5. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.

Finding: The site is within an established, developed portion of the community and as a result, all City services are currently available. Adoption of the master plan is not expected to have any material effect on the City's ability to provide public facilities and services. This criterion is met.

B. The master plan provides adequate open space, landscaping, circulation and parking to accommodate the planned uses;

Finding: The master plan would stipulate a minimum 15% landscaping and open space over each parcel or aggregation of parcels under the same ownership; would provide multiple vehicular and pedestrian connections within the master plan area and to the adjoining public rights-of-way; and would construct at least the off-street parking required by the Development Code. This criterion is met.

C. The development and design standards ensure that adverse impacts of the proposed development on the surrounding neighborhood and community are addressed and mitigated;

Finding: Buildings would be setback a minimum of 15 feet from any residentially-zoned property. Building setbacks would be greater (up to 80 feet) for the hospital and medical office buildings, which could be up to four stories in height. Buffers would also be created along boundaries with any residentially-zoned properties, in compliance with Development Code standards and specifications.

There would be no significant compatibility issues associated with adoption of the master plan, as adoption in and of itself would not result in any material change in the noise, vibration, heat, glare, or traffic impacts or other adverse impacts already associated with those uses.

D. The master plan ensures that no land will be used for any purpose which creates or causes to created any public nuisance, including but not limited to air, land, or water degradation, noise, glare, heat, vibration or other conditions which may be injurious to public health, safety and welfare; and

Finding: The surrounding neighborhood is developed with a variety of uses: two residential care facilities, a nursing home, medical clinics, Joseph Gale Elementary School, and single-family homes. There would be no significant compatibility issues associated with adoption of the master plan, as adoption in and of itself would not result in any material change in the noise, vibration, heat, glare, or traffic impacts already associated with those uses.

E. The master plan complies with the purpose and requirements of the Master Plan Zone.

Finding: The purpose of the Master Plan Zone is to “promote and facilitate the coordinated development of larger-scale institutional facilities through adoption of a master plan”. It is intended to provide an efficient framework for the long-term development of institutional facilities or a comprehensive review of development impacts, as well to ensure that impacts on adjacent properties are addressed.

The proposed Healthcare District Master Plan would promote and facilitate the coordinated development of a larger-scale institutional facility (Tuality Forest Grove Hospital) and existing nearby clinics and medical offices. It would further promote coordinated development by creating an area such that future health care providers could opt-in and be governed by these master plan provisions. How redevelopment of the Tuality Hospital site could be phased in over time has been identified, along with the potential impacts of those improvements and how those would be mitigated. This criterion has been met.

To ensure compliance with all of the above Master Plan adoption criteria, the Planning Commission hereby recommends that the Forest Grove Healthcare District Master Plan be revised as follows:

1. The landscape buffer area adjacent to any residential zone shall comply with Category D of Development Code Section 10.8.425 Table 8-3 *Buffering Combinations for Landscaping and Screening*.

2. Setbacks adjacent to any residential zone shall be at least one foot of building setback per three feet of building height. Building height shall be measured at the highest point closest to the property line.
3. Outdoor lighting shall comply with DC Section 10.8.755 (A-D) *Lighting Standards for Multi-Unit Development*.
4. If 17th Place has not already been fully improved to City standards prior to the construction of any parking area or structure taking access from 17th Place, the applicant shall improve that segment from Maple Street to the east property line of 3309 17th Place with curbs and gutters on both sides, and a sidewalk and street trees on the north side of the street.
5. A traffic impact study shall be performed at any time traffic would potentially increase by at least 50 peak hour trips, in compliance with Development Code Section 10.1.225(D)).

Zone Change Approval Criteria and Findings

The Planning Commission may recommend approval of the zone change upon finding that all of the following criteria are met (DC Section 10.2.770):

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

Finding: The recommended zoning designation for the Tuality Hospital site is consistent with the Comprehensive Plan map. The Comprehensive Plan designation is Semi-Public. The Semi-Public plan designation allows churches, cemeteries, colleges, nursing homes, and hospitals. The proposed zone is Institutional (INST). The Institutional zone allows for medical centers, defined by Development Code Section 10.12.130(E) as "facilities providing inpatient, outpatient and emergency and related ancillary services to the sick and infirm."

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

Based on the nature of the application the Director finds that the relevant goals and policies of the Comprehensive Plan including: Citizen Participation; Land Use; Housing, and Public Facilities and Services - Health Care Services.

Citizen Participation

1. Encourage and facilitate citizen involvement and inter-agency coordination in the development, implementation and updating of the comprehensive plan.

Finding: Opportunities for public involvement are provided through the public hearing process. Public hearings on zone changes are held with the planning commission and City Council. The Planning Commission considers and recommends assignment of a City zoning designation to the subject property. The City Council considers the Planning Commission's zoning assignment recommendation. The City Council adopts an ordinance adopting zoning designations.

Finding: Notice of the Planning Commission public hearing was provided to property owners within 300 feet of the subject property on June 24, 2013. Notice was also posted at City Hall, the Forest Grove Community Auditorium and Forest Grove Library. In addition, notice of the public hearing was published in the Forest Grove *News Times* on July 10, 2013.

Land Use

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.

Finding: The Forest Grove Development Code implements this provision of the Comprehensive Plan. Article 3 of the Development Code establishes permitted uses for land use designations.

Finding: The proposed zone designation for the Tuality Hospital site is INST. The INST zone is an institutional zone whose purpose is to implement the Public and Semi-Public designations of the Comprehensive Plan. The Institutional Zone is intended to serve larger institutional facilities such as hospitals.

Housing

1. Provide for an adequate supply of new housing thus avoiding shortages and adverse impacts on price, rents and choice of housing.

Finding: The existing Tuality Hospital site is zoned RMH, which does not permit medical center uses. The site has been developed with the hospital since the early 1960s. The purpose of the zone change to INST is to facilitate the further development of medical center uses. Thus, rezoning of the site to INST would have no practical effect on the supply of land for new housing.

Public Facilities and Services - Health Care Services

1. Provide sufficient and suitable land for public and private institutional uses including hospitals, clinics, and nursing homes.

Finding: The Tuality Hospital site has been developed with the hospital since the early 1960s. The purpose of the zone change to INST is to facilitate the further development of medical center uses.

2. Provide sufficient and suitable land for professional offices including physicians, dentists, optometrists, etc.

Finding: The zone change of the Tuality Hospital site to INST would facilitate the ability to develop it with medical professional offices, as those are not permitted uses under the current RMH zoning designation.

3. Commercial and multi-family buffer zones shall permit hospitals and nursing homes with standards for screening, landscaping, parking and access through conditional use procedures to reduce conflict with other uses.

Finding: Since the adoption of this policy in 1980, the City has adopted buffering requirements between zones. New and expanding uses located in the INST zone district would be required to provide buffering where adjacent to single- and multi-family residential zones, the Town Center, or industrial zones.

Finding: New and expanding uses located in the INST zone district would be required to provide a high level of buffering when located adjacent to single- and multi-family residential zones, pursuant to DC Section 10.8.425 Table 8-2 Buffer Matrix. The Tuality Hospital site abuts an R-7 zone to the south and the RML zone to the east. Uses erected adjacent to those zone boundaries would be required to install buffering and screening in compliance with Buffer Matrix category "D", which includes a variety of setback, landscaping, and wall, hedge and fence options.

- C. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.

Finding: The site is suitable, as evidenced by the fact that it has been developed with Tuality Hospital since the early 1960s. The purpose of the zone change to INST is to facilitate the further development of medical center uses.

- D. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.

Finding: The applicant submitted a traffic study prepared by Lancaster Engineering. The study area included the eight parcels within the proposed master plan boundary, not just the parcels subject to this zone change request. The study concluded that re-zoning of the two parcels would have no significant effect on traffic generation in the area because 1) the sites are already developed with Tuality Hospital; and 2) most study area intersections would continue to operate acceptably under all development scenarios proposed; and 3) the two intersections that would be most impacted by adoption of the Tuality Hospital Master Plan (Highway 47 at Quince Street and Highway 47 at Maple Street) would require mitigation whether the zone change is adopted or not.

- E. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service

demands of the site and the ability of the public services to accommodate those demands.

Finding: The site is within an established, developed portion of the community and as a result, all City services are currently available. As the site is already developed with Tuality Hospital, rezoning of the site from RMH to INST is not expected to have any material effect on the emergency responses of either the Police or Fire departments.

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

Finding: No conditions are proposed.

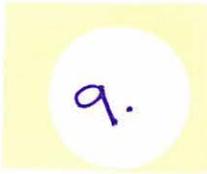
Based on the above findings, the Planning Commission hereby recommends approval of the zone change of the Tuality Hospital site from RMH to INST.



TOM BECK, Chair



Date



ORDINANCE NO. 2013-09

**ORDINANCE ADOPTING THE FOREST GROVE HEALTHCARE
DISTRICT MASTER PLAN, DATED JANUARY 25, 2013,
AS AMENDED BY THE CITY OF FOREST GROVE**

WHEREAS, the City received a request from Tuality Healthcare to adopt a master plan for the Tuality Hospital site and environs; and

WHEREAS, notice of the Planning Commission hearing was mailed to property owners and residents within 300 feet of the site on June 24, 2013, and published in the *Forest Grove News-Times* on July 10, 2013; and

WHEREAS, the Planning Commission held a public hearing on this request on July 15, 2013, and recommended approval of the master plan with revisions as shown in Exhibit 2 ; and

WHEREAS, notice of the City Council hearing was mailed to affected parties on August 1, 2013, and published in the *Forest Grove News-Times* on August 7, 2013; and

WHEREAS, the City Council held a duly-noticed Public Hearing on the proposed master plan on August 12, 2013.

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

Section 1: The City of Forest Grove City Council does hereby adopt the Forest Grove Healthcare District Master Plan as shown in Exhibit 1 and subject to the revisions as shown in Exhibit 2, making the following specific findings in support of this decision pursuant to Development Code Section 10.4.120:

A. The Master Plan Zone complies with the review criteria for a zone change set forth in Section 10.2.770;

1. The zone change is consistent with the Comprehensive Plan Map.

Finding: The recommended zoning designation for the Tuality Hospital site is consistent with the Comprehensive Plan map. The Comprehensive Plan designation is Semi-Public. The Semi-Public plan designation allows churches, cemeteries, colleges, nursing homes, and hospitals. The proposed zone is Institutional (INST). The Institutional zone allows for medical centers, defined by Development Code Section 10.12.130(E) as "facilities providing inpatient, outpatient and emergency and related ancillary services to the sick and infirm." This criterion is met.

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

Finding: The master plan is consistent with the goals of Citizen Participation, Land Use, Housing, and Public Facilities and Services – Health Care Services as detailed in the Zone Change section below.

3. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.

Finding: The area is suitable for a health care-centered master plan, as evidenced by the fact that it has already been developed with Tuality Hospital and several medical clinics and offices. The opt-in area would potentially include other existing health care related facilities, including a nursing home and a residential care facility. The remaining potential opt-in sites are already zoned to allow health care facilities, including medical centers and emergency services. This criterion is met.

4. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.

Finding: The applicant submitted a traffic study prepared by Lancaster Engineering. The study area included the eight parcels within the proposed master plan boundary. The study concluded that adoption of the master plans would have no significant effect on traffic generation in the area because 1) most study area intersections would continue to operate acceptably under all development scenarios proposed; and 2) the two intersections that would be most impacted by adoption of the Tuality Hospital Master Plan (Highway 47 at Quince Street and Highway 47 at Maple Street) would require mitigation whether the master plan is adopted or not. This criterion is met.

5. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.

Finding: The site is within an established, developed portion of the community and as a result, all City services are currently available. Adoption of the master plan is not expected to have any material effect on the City's ability to provide public facilities and services. This criterion is met.

B. The master plan provides adequate open space, landscaping, circulation and parking to accommodate the planned uses;

Finding: The master plan would stipulate a minimum 15% landscaping and open space over each parcel or aggregation of parcels under the same ownership; would provide multiple vehicular and pedestrian connections within the master plan area and to the adjoining public rights-of-way; and would construct at least the off-street parking required by the Development Code. This criterion is met.

C. The development and design standards ensure that adverse impacts of the proposed development on the surrounding neighborhood and community are addressed and mitigated;

Finding: Buildings would be setback a minimum of 15 feet from any residentially-zoned property. Building setbacks would be greater (up to 80 feet) for the hospital and medical office buildings, which could be up to four stories in height. Buffers would also be created along boundaries with any residentially-zoned properties, in compliance with Development Code standards and specifications.

There would be no significant compatibility issues associated with adoption of the master plan, as adoption in and of itself would not result in any material change in the noise, vibration, heat, glare, or traffic impacts or other adverse impacts already associated with those uses.

D. The master plan ensures that no land will be used for any purpose which creates or causes to created any public nuisance, including but not limited to air, land, or water degradation, noise, glare, heat, vibration or other conditions which may be injurious to public health, safety and welfare; and

Finding: The surrounding neighborhood is developed with a variety of uses: two residential care facilities, a nursing home, medical clinics, Joseph Gale Elementary School, and single-family homes. There would be no significant compatibility issues associated with adoption of the master plan, as adoption in and of itself would not result in any material change in the noise, vibration, heat, glare, or traffic impacts already associated with those uses.

E. The master plan complies with the purpose and requirements of the Master Plan Zone.

Finding: The purpose of the Master Plan Zone is to “promote and facilitate the coordinated development of larger-scale institutional facilities through adoption of a master plan”. It is intended to provide an efficient framework for the long-term development of institutional facilities or a comprehensive review of development impacts, as well to ensure that impacts on adjacent properties are addressed.

The proposed Healthcare District Master Plan would promote and facilitate the coordinated development of a larger-scale institutional facility (Tuality Forest Grove Hospital) and existing nearby clinics and medical offices. It would further promote coordinated development by creating an area such that future health care providers could opt-in and be governed by these master plan provisions. How redevelopment of the Tuality Hospital site could be phased in over time has been identified, along with the potential impacts of those improvements and how those would be mitigated. This criterion has been met.

Section 2: This ordinance is effective 30 days following its enactment by the City Council.

PRESENTED AND PASSED the first reading this 12th day of August, 2013.

PASSED the second reading this 9th day of September, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of September, 2013

Peter B. Truax, Mayor

ORDINANCE NO. 2013-09

EXHIBIT 1

Forest Grove Healthcare District Master Plan

Forest Grove Healthcare District Master Plan

Prepared on behalf of



Tuality Healthcare

Building a healthier community.

Submitted to the

City of Forest Grove, Oregon

January 25, 2013

C L A R K  K J O S ARCHITECTS, LLC

Summary of Facts

This Master Plan was prepared for Tuality Healthcare in cooperation with participating property owners:

Dr. Marilyn Booth
Dr. Jean Korchinski and David Noren
Dr. Peter Bours
Maple Street Clinic, LLC

Applicant: Steve Krautscheid
Director of Facilities & Properties
Tuality Healthcare
335 SE 8th Avenue
Hillsboro, Oregon 97123
Telephone: 503-681-1087

Owner: Tuality Healthcare
335 SE 8th Avenue
Hillsboro, Oregon 97123

Applicant's Representative: Scott Combs
Clark/Kjos Architects
333 NW Fifth Avenue
Portland, Oregon 97209
Telephone: 503-224-4848

Request: Master Plan Zone adoption for Tuality Forest Grove Hospital properties and surrounding properties with owner consent in the vicinity of Maple Street and 19th Avenue as "Forest Grove Health District"

Location: Properties north and south of 19th Avenue between Maple and Oak Streets, and the current hospital property at 1809 Maple Street

Tax Identification: Map 1S 3W 5BA, Tax Lot 2503
Map 1S 3W 5BB, Tax Lots 204, 205, 206, 600, 3800, 3801, 3802, and 3804
Map 1S 3W 5BC, Tax Lot 101

Area in Master Plan Boundary: 12.73 acres (not including public rights-of-way)

Current Zoning: Institutional (INST), Community Commercial (CC), Multi-Family Residential Low Density (RML), Multi-Family Residential High Density (RMH), Single-Family Residential (R-10)

Master Plan Team

Architecture and Planning: Tom Clark and Scott Combs
Clark/Kjos Architects
333 NW Fifth Avenue
Portland, Oregon 97209

Traffic: Todd Mobley
Lancaster Engineering
321 SW Fourth Avenue, Suite 400
Portland, Oregon 97204

Land Use Attorney: David Noren, Attorney
217 East Main Street
Hillsboro, OR 97119
503-640-6221

and City of Forest Grove staff

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2	Description of Existing Conditions
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4	Master Plan Development and Phasing
5	Drawings
6	Traffic Analysis and Recommendations

Forest Grove Health District Master Plan

OVERVIEW AND PURPOSE

Tuality Forest Grove Hospital has been a part of the City of Forest Grove since 1962, when a group of doctors organized and financed construction of the first facility on its present site. Since that time, the hospital has provided essential healthcare services to the community and has served the population well.

Over time, many clinics, care facilities and senior living centers have located nearby for convenience of doctors and patients and to take advantage of the available hospital services.

The original hospital building, however, was built with few amenities and little flexibility. It was expanded over the years, with a second patient room wing added in 1976, following the same approach of utilitarian construction and minimal provisions for future expansion.

Meanwhile, the delivery of healthcare itself was changing from a hospital-based care system encouraging overnight stays for relatively minor ailments, to an increasingly outpatient-centered care system offering a myriad of treatments using new technology and techniques but in a more clinic-like environment. Overnight hospital stays are now required only for patients with very acute or unstable conditions. Many services and procedures that previously had been performed only in hospitals are now offered in physician offices and outpatient medical facilities.

Forest Grove Hospital became part of Tuality Healthcare in 1982, and eventually many services previously offered in Forest Grove, such as Surgery and Obstetrics, were transitioned to more modern facilities with greater operational efficiency at Tuality's main hospital in Hillsboro. Forest Grove, however, has continued to grow. At a current population of approximately 21,500 residents within the city, and with a service area including Gaston, Banks, Gales Creek, Cornelius, and surrounding areas, Tuality Forest Grove Hospital must grow to serve this increasing population. Given this projected continued growth, it will, in time, make sense economically and for the convenience of many patients in Tuality's service area for Tuality to offer more comprehensive services in a community hospital in Forest Grove as part of Tuality's overall growth strategy.

Recognizing this, the executive team at Tuality Healthcare asked Clark/Kjos Architects LLC to develop a Master Plan for the existing Tuality Forest Grove Hospital site and surrounding properties for incorporation into the City of Forest Grove Development Code as a Master Plan Overlay Zone. This document, once adopted, would ensure that growth of the hospital, healthcare and compatible related uses are possible, and define and shape development within the Master Plan area in the future. Rather than a specific design or building development program tied to certain time periods, this document is meant to be conceptual and serve as a flexible framework and "maximum envelope" for potential development as the need arises.

REGULATORY FRAMEWORK

This Master Plan is reviewed as an Overlay Zone amendment to the zoning map pursuant to Development Code Section 10.4.100 through 10.4.135. It is processed by a Type IV legislative procedure. The review criteria for the Master Plan Overlay Zone are set forth in Section 10.4.120. These criteria are addressed in the application, in the staff report, and in the findings adopted in support of the final decision on the application. In general the criteria require that the Master Plan comply with review criteria for a zone change; provide adequate open space, landscaping, circulation and parking to accommodate planned uses; include development and design standards that address and mitigate adverse impacts on the surrounding neighborhood; avoid public nuisances; and comply with the purposes of the Master Plan Zone.

DESCRIPTION OF EXISTING CONDITIONS IN MASTER PLAN ZONE (as of November, 2011)

The Master Plan zone is currently composed of several distinct areas:

- North of 19th Avenue, there is a series of single story medical office buildings with associated parking. These clinic buildings are low profile and generally have little street presence. Most of them are set back considerably from the street or are obscured by heavy landscaping. These clinic properties are zoned Community Commercial, which would allow somewhat higher densities with smaller setbacks than the existing buildings.
- South of 19th Avenue east of Maple Street is Tuality Forest Grove Hospital and Maple Street Clinic. Although separately owned, they share a parking lot and their entrances face each other. They are both one-story and are set back from the street somewhat. Maple Street Clinic is zoned Community Commercial; the hospital, which was zoned for high-density multi-family residential, is being rezoned to Institutional.
- East of the hospital in the center of the block is a vacant grassy lot (zoned multi-family like the hospital). It is abutted by multi-family residential to the north and single-family residential to the south and east. Access to this area is limited to a gap between houses along 17th Place and via other properties facing 19th or Maple.

All of these properties can be characterized as low-density and low-profile. Looked at as a whole, the properties in the Master Plan boundary are underutilized when compared to possible development allowed under current zoning.

Generally speaking, surrounding zoning is Community Commercial to the north, Multi-Family Residential to the east, and Single-Family Residential to the south. Joseph Gale Elementary School is another prominent structure in the neighborhood, just south and west across Maple Street.

This Master Plan designates an adjacent "Opt-In" area for properties to the north that have not been included in the provisions of this Master Plan zone at this time, but which may logically be included in the future if certain conditions are met (as described on Page 3). The Opt-In area north of the Master Plan Zone is currently low-scale highway-oriented commercial buildings of varying ages and conditions, with ample associated parking. Uses include motels, a fast-food restaurant, mini-storage and commercial strip retail. There is a row of older, one-story single-family houses along Oak Street on large parcels. There is little cohesiveness or permanence in structures in the Opt-In area and no functional or aesthetic relationship to the medical uses to the south.

The Master Plan zone therefore sits in a transitional area between active, commercial, larger-scale structures, mid-scale multi-family structures, and smaller residential homes on quieter streets.

See *Figure A* for the Master Plan boundary and Opt-In area and *Figure B* for existing zoning within the zone and in the vicinity.

The existing hospital property is approximately 190,559 square feet. The hospital facility itself is approximately 42,800 square feet. Not including parking areas, landscaping comprises approximately 35% of site area, primarily due to a large grassy parcel to the east of the employee parking area behind the hospital. Other properties in the Master Plan area also have significant area devoted to landscaping, ranging from about 25% (Maple Street Clinic) to more than 60% (Forest Grove Medical Plaza).

Tuality Forest Grove Hospital currently employs approximately 173 people in full and part-time capacities. There are approximately 100 full-time equivalent employees. Due to the hospital's operations, employees are on site 24 hours a day. Peak staffing occurs during normal working hours, with significantly reduced staffing levels in evenings and weekends. But due to staggered schedules, staff arrival and departure times do not necessarily coincide with standard peak traffic. Events at the hospital are generally small meetings and classes for patient education and staff training.

Aside from the hospital proper, other current uses in the Master Plan zone employ approximately 40-50 people during normal business hours. None of these facilities hold major events that attract large numbers of attendees at one time.

The existing parking on the hospital site has a capacity of approximately 114 vehicles. Parking for the public is located near the main entrance and emergency department entrance. Parking for staff is located behind the hospital to the north and northeast. Service and delivery loading is located on the south side of the hospital. Ambulances serve the building from the ambulance entrance facing Maple Street. All vehicular access to the hospital is from Maple Street, with an internal connection to the adjacent Maple Street Clinic parking lot for ease of circulation and shared ability to provide overflow parking.

In addition to hospital parking, other buildings within the Master Plan site accommodate approximately 150 off-street parking spaces for visitor and staff use.

CONCEPTS AND POLICIES

Master Plan Boundary

The Master Plan Boundary area encompasses most of the medical uses immediate to the hospital along 19th Avenue between Maple Street and Oak Street. This vicinity already serves as a cohesive zone of clinics, senior care and the hospital. The hospital itself is the cornerstone of healthcare and senior care uses in the neighborhood. By including many of these properties in the Master Plan, our goal is to give property owners predictability of neighboring uses, strengthen the healthcare focus in this area, and enhance and encourage the interrelationships between structures. This Master Plan builds on the existing development, reinforcing and enhancing that development into a stronger, distinct and flexible district to better serve the community in the future.

Opt-in Area

We have designated an adjacent "Opt-In" area for properties to the north of the Master Plan area. The proximity to the hospital and other healthcare-related facilities is an asset that could, if capitalized upon, simultaneously contribute to the values of these properties, enhance the community image and raise the profile of the healthcare district in Forest Grove. This "Opt-In" area has not been included in this Master Plan zone at this time, and therefore is not subject to its provisions, but individual properties may be incorporated into this Master Plan in the future if certain conditions are met. Those conditions include written request by the property owner in accordance with a Type II Application, and either:

- a) Ownership by an entity primarily dedicated to healthcare delivery, or
- b) Proposed redevelopment to healthcare-related use.

See Page 11 for a more specific description of the Opt-In process.

Once "opted in" to the Master Plan zone, properties will be subject to the Master Plan provisions that regulate development within this zone.

See *Figure A* for the Opt-in Area boundary.

Existing uses in the "opt-in" area are primarily highway-oriented commercial structures such as motels, a drive-in restaurant, highway commercial, mini-storage, and single-family homes on commercially-zoned land.

Allowable Uses

Allowed uses within the Master Plan zone are generally a continuation of, rather than a significant departure from, uses allowed by underlying zoning. The exception is property occupied by the hospital. For consistency with these allowable uses, in conjunction with the Master Plan the city is adopting zone changes to amend the base zone designations for Tuality Forest Grove Hospital to Institutional.

See *Figure C* for underlying zoning incorporating the adopted zone changes described above.

The Master Plan zone is divided into two areas with varying allowable uses, divided by 19th Avenue:

In general, allowable uses in the area south of 19th Avenue include higher-intensity healthcare facilities such as medical centers, care centers, and assisted living centers. Commercial use such as retail and dining will not be allowed on the current Tuality-owned hospital site due to its zoning as Institutional except as accessory uses (such as the hospital cafeteria, espresso bar and gift shop). Commercial uses, including clinic and care center facilities, will continue to be allowed on the current site of the Maple Street Clinic.

North of 19th Avenue, the Master Plan continues to allow of a multitude of uses per the underlying Community Commercial zone, including office, clinic, senior housing, retail, and dining establishments. Since this area is convenient to hospital visitors and employees, as well as bordering properties along a major commercial arterial, development catering to hospital visitors and staff as well as the city as a whole is encouraged. But flexibility in allowable uses will help ensure that this area will remain vital and maximize its potential as a center of activity and business, which will bring visitors to the hospital vicinity and broaden public awareness of this area's place in the community.

Setbacks

In order for the Master Plan district to work cohesively, divisions between properties within it should be minimized, including setbacks. Most of the properties within the Master Plan district were previously allowed to have no setbacks (0' setbacks) under their former zoning.

Setbacks are required, however, between the Master Plan district and adjacent Residential-zoned property. A minimum setback of 15' is required adjacent to the R-7 single-family zoned properties to the south and southeast, and a minimum setback of 5' is required adjacent to the RML multi-family zoned property to the east. Building height restrictions in addition to these setback requirements will help to ensure that negative impacts on surrounding residential-zoned properties are minimal.

See *Figure D* for setback requirements.

Buffers

In addition to the setbacks noted above, a 15' buffer is required where the Master Plan district properties are adjacent to R-7 single-family zoned properties to the south. The buffer area shall not include parking, above-ground utilities, or accessory structures. The buffer shall be landscaped with shrubs and trees at 20' maximum spacing, with a fence or wall providing visual screening at the property line. The buffer area may be used for on-site storm water retention or filtration. The buffer may overlap with any required parking lot screening. Buffer requirements are shown on *Figure E*.

Building Heights

Modern hospitals have greater HVAC and electrical requirements than almost any other building type. Ductwork, mechanical equipment such as terminal units, piping, medical gas systems, electrical wiring, data wiring, signal wiring, and often pneumatic tubes all occupy interstitial spaces between the ceiling and the floor above. In addition, hospitals are subject to higher standards for seismic and lateral resistance due to the fact that they provide essential services in case of natural disasters such as earthquakes or severe storms. The structural system consequently can include deep beams and lateral braces, which can also occupy the same interstitial spaces. All of these services and requirements dictate that hospitals have a height between floors that exceeds the standards for other types of buildings. A floor to floor height of 15' is considered a minimum standard in most new hospitals, and some floor levels can be up to 20' tall. At the rooftop level, a standard air handling unit can often be twelve to fifteen feet tall. The City of Forest Grove's building height limitation does not exempt rooftop air equipment from the overall building height calculation.

This Master Plan allows a maximum ultimate build-out for the hospital structure at four stories. In order to accommodate four stories of hospital and rooftop air handling equipment, the maximum building height in the south portion of the Master Plan zone is designated at eighty-five feet (85'). This would allow one hospital level at 20' floor/floor, three levels at 17' floor/floor, and a rooftop air handler at 14' tall. We have designated the building height limit of 85' where the hospital is planned to be located, south of 19th Avenue.

However, to reduce impacts on adjacent R-7 Single-family residential-zoned properties, this Master Plan Overlay does not differ from the City's standard building height limitation of 3' in building height limitation for every 1' from the property line within the Master Plan area. If the hospital is closer than 85' to the property line abutting the R-7 zone, slight stepping of the building form, most likely at the roof level, would be required in order to comply with this requirement. In addition, a setback of 80' is designated along the south edge of the hospital property, as noted above and shown on *Figure D*.

Adjacent to RML-Multi-family residential-zoned properties to the east, the Master Plan increases the current building height limitation of 2.5 stories or 35' (lesser of) to 45', but maintains a setback of one horizontal foot for every three feet in building height per the underlying zoning.

North of 19th Avenue, where the anticipated uses do not include a hospital, building heights of 65' are established as a transitional area between the allowable height of 85' south of 19th Avenue and the allowable height of 45' for commercial properties along Pacific Avenue.

See *Figure F* for a graphic diagram of building height limitations.

Minimum Landscaped Area

Landscaping, as a percentage of overall site development, is to be a minimum of 15% of each parcel within the Master Plan zone, which is in keeping with most of the previous zoning within the Master Plan zone

boundary. If more than one contiguous parcel is under the same ownership, the required landscaping percentage may be calculated across the aggregated parcels.

Landscaping and Plant Palette

Specific landscaping designs are not spelled out in this Master Plan but shall be related to actual building projects when proposed. Nonetheless, the landscaping design and strategies shall meet these specific goals:

Safety

- a. Promote the safety of staff and visitors through landscape design that provides transparency, vehicle vision clearance at intersections and pedestrian crossings, adequate site lighting, visual surveillance of site by law enforcement and security personnel, and visual access to building entrances.
- b. Minimize or avoid plant materials that cause injury or are poisonous if ingested, in keeping with the health-related uses within the Master Plan zone.
- c. Use landscape maintenance practices and products that eliminate or reduce exposure of toxic substances to people and the environment.

Character

- a. Establish a palette of plant materials, paving, rock and other elements to unify the landscaping of various buildings as they are developed.
- b. Favor plant materials native to the Willamette Valley or compatible climates, including plant materials that can withstand dry, warm summers with minimal irrigation.
- c. Capitalize on the landscape design as a major high-quality amenity in the Master Plan zone. Use the landscape to emphasize the sense of place and image of the facilities and the larger community.
- d. Design landscapes in consideration of the architectural and landscape context within the Master Plan area.
- e. Incorporate storm water treatment and retention as "green infrastructure" into the landscaping design.
- f. Specify materials that are commercial-grade, durable, uniform, and compatible with surrounding structures in the Master Plan zone.
- g. Enhance the public right-of-way and pedestrian environment with generous landscaping and sidewalk widths along street frontages. Utilize sidewalks separated from the curb line wherever possible, shade trees with spacing complying with City standards, and groundcover or shrubbery in lieu of lawn or bark dust.
- h. Install special and human-scale paving materials at major outdoor spaces such as plazas, main building entrances, and major walkways.

Outdoor Spaces

- a. Enhance the sense of arrival at the buildings within the Master Plan zone with generous landscaping, paving materials, and benches or seating. Consider a water feature or other amenity if appropriate.
- b. Provide gardens at the hospital, either accessible or “view gardens”, visible from inpatient rooms and other patient care areas to promote healing and a sense of well-being.
- c. Provide a meditative garden if possible for patients, family members and visitors.
- d. Provide a staff refuge garden if possible for busy healthcare staff to be outdoors but with some privacy.
- e. Provide an outdoor dining area adjacent to the hospital dining room as an amenity for visitors and staff.

Vegetative Roofs

- a. Consider vegetative roofs where roof areas are visible from inpatient rooms especially, and from any interior space generally.

Irrigation

- a. Use drip irrigation or low water-use irrigation wherever possible to minimize potable water use for landscape watering.
- b. Consider rainwater harvesting for landscape irrigation.

Parking

The City of Forest Grove’s parking ratios for parking stalls are as follows (Table 8-5):

1. Medical Centers:
 - a. Minimum: 2 spaces per 1,000 square feet of building
 - b. Maximum: 2.7 spaces per 1,000 square feet of building (within ¼ mile of transit stop)
2. Medical/Dental Offices:
 - a. Minimum: 3.9 spaces per 1,000 square feet of building
 - b. Maximum: 4.9 spaces per 1,000 square feet of building (within ¼ mile of transit stop)

The entire Master Plan zone falls within one quarter-mile of eastbound and westbound Tri-Met stops on Pacific Avenue near Maple Street, within easy walking distance.

Based on the nearness of transit and the expectation that different adjacent uses have different peak visit times, which allows a reduction when parking lots are shared between them, the following parking ratios are established for this Master Plan zone:

1. Medical Centers: Minimum: 1.8 spaces per 1,000 square feet of building; maximum: 2.7 spaces per 1,000 square feet of building
2. Outpatient Services/Medical and Dental Clinics: minimum: 3.9 spaces per 1,000 square feet of building; maximum: 4.5 spaces per 1,000 square feet of building
3. Other uses: Consistent with ratios for other building types already defined in the Forest Grove Development Code.

4. A reduction of 10% below the minimum ratio is allowed for shared parking between properties when internally connected by drive aisles or strong pedestrian links to account for the peak usages for different facilities occurring at different times of day.

As properties are redeveloped within the Master Plan area, individually-owned properties shall provide driveway connections between parking lots where practical and pathways connecting buildings and sites so that parking can be shared by adjacent facilities. This will not preclude individual properties from having direct access to their own public street frontages. Cooperation between property owners is encouraged to take into account parking capacities as a whole throughout the master plan area when individual parking facilities are developed.

This Master Plan does not factor in on-street parking to accommodate parking needs, although it is ample along both Maple Street and 19th Avenue. Even if on-street parking is utilized by visitors or staff within the Master Plan district, we do not anticipate demand for spaces causing any parking spillover into adjacent residential areas due to our experience and analysis of previous projects.

Parking areas shall be landscaped (perimeter and interior) and meet all other provisions of the City of Forest Grove Development Code parking requirements (10.8.500 – 10.8.545). Exterior parking lot lighting should be located and oriented to minimize glare affecting neighboring properties, including shielding light sources if necessary.

For the hospital itself, the Master Plan includes a parking structure along the east side of the hospital property. This location at the rear of the hospital property allows the hospital to present a welcoming façade to the street, with landscaping and open space. The parking structure location is also somewhat central to other properties within the Master Plan district for shared use. The construction of structured parking will be triggered when the required amount of parking can no longer be reasonably met by surface parking lots. If the hospital’s current site is not expanded, we anticipate the parking structure being needed when the hospital facility approaches 150,000 square feet in size.

Special care should be taken in the design of the parking structure to mitigate its impact on neighboring properties through sensitive design, setbacks, and buffering. For nighttime staff, the hospital should allow parking near the hospital in surface lots rather than in the parking structure so that neighbors are not affected by glare from headlights or engine noise. Specific design measures should include:

1. Lighting in the parking structure should be activated by occupancy or motion sensors in lieu of being on at all hours.
2. Design of the exterior walls toward neighboring properties should prevent headlights from vehicles in the garage shining on other structures.
3. The exterior walls of the garage toward neighboring properties should mimic other buildings, with a rhythm of openings simulating windows, materials such as masonry to provide visual richness and texture, incorporation of climbing or cascading plants to soften the appearance, and other features.

If the hospital were to acquire other property within the Master Plan district for parking purposes, the timeline for parking structure construction could be longer than anticipated here or the size of the structure may be smaller.

Bicycle parking shall be provided in accordance with the current City of Forest Grove Development Code (FGDC). Bicycle parking shall be distributed to be convenient for staff and visitors. Site access by truck shall be off Maple Street or 19th Avenue so as not to route truck traffic through residential areas. Truck maneuvering and loading areas shall be provided on site and separated from other on-site vehicular traffic and parking areas. Loading areas shall meet provisions in the Forest Grove Development Code.

Shared Parking by Agreement

The number of parking stalls shown on hospital property in this Master Plan document for each phase is based on the maximum ratios listed above. The hospital has the option to build parking quantities using the maximum ratio while dedicating a quantity of stalls based on the minimum ratio to hospital use. The difference between the resulting maximum parking and minimum parking may be offered to one or several other property owners within the Master Plan Zone by written agreement filed with the City of Forest Grove. The number of spaces that the hospital is dedicating by agreement to another party or parties must be specified in each agreement, and the total number of spaces being offered to other parties must not fall short of or exceed the difference between maximum and minimum needed for the hospital. Neighboring property owners having parking agreements with the hospital are permitted to count the parking dedicated by agreement as part of the number of stalls required for development on their own properties. The result of this agreement process is that property owners within the Master Plan Zone may be able to accommodate less parking on their own properties, and therefore build at higher densities or provide more open space. At any point an agreement is made by the hospital with another property owner, an analysis of hospital parking use and capacity should verify that the quantity of parking available for hospital use is adequate and that agreeing to supply parking to other property owners will not cause a shortage.

Parking space quantities should be evaluated at the time of any building development to ensure that the ratios above are met.

Circulation (Auto, pedestrian, and bicycle)

Maple Street and 19th Avenue will serve as the primary vehicular access to properties within the Master Plan area, including motorized vehicles and bicycles. Both of these streets have ample capacity for additional traffic volumes. Please see the Traffic Analysis in the Appendix.

Due to the healthcare focus of the Master Plan zone, the development within the area encourages walking as a form of transportation and for exercise through these measures:

- a. Building entrances shall have convenient, visible and direct connections to sidewalks in the public right-of-way.

- b. Sidewalks along the public right-of-way shall be 8' minimum wide and, if possible, separated from the street curb.
- c. Landscaping along the public sidewalk shall include shade trees and shrubs, and foster a visually interesting and pleasant walking experience.
- d. If deemed appropriate by the City Engineer, crosswalks across public streets shall be made of distinctive materials to increase pedestrian visibility and have curb extensions to improve pedestrian safety and visibility.
- e. A new crosswalk on 19th Avenue, mid-block between Maple and Oak Streets, will be required as the properties north of 19th Avenue are redeveloped, if approved by the City Engineer. Features to improve the safety of this crosswalk should include curb extensions, a change in paving material, signage, and lighting.
- f. Pedestrian circulation routes shall be well-lit at night with pedestrian-scale fixtures.
- g. Walkway connections to parking areas and between buildings should minimize crossing vehicular routes, but when those crossings occur, the pedestrian crossing shall be clearly marked for safety.

In the event that Maple Street becomes a public transit corridor, provisions shall be made for transit stops to serve the Master Plan zone, including a shelter if deemed appropriate by the Transit Agency.

See *Figure G* for vehicle and pedestrian site circulation, bicycle parking, and future transit stop locations.

Building Design

The purpose of this section is to promote certain common elements of building design and materials to be used in the design of buildings in the Master Plan to ensure that development occurs in a cohesive and aesthetically-pleasing manner. These provisions are *required* on property owned by Tuality and *encouraged but not required* on buildings under different ownership. Each building will have its own distinctive but complementary building design and material palette.

General Building Materials

At the time of this writing, most buildings in the Master Plan area already share many similarities in exterior materials, fenestration and form. The Maple Street Clinic and the Booth and Korchinski buildings have brick exteriors with contrasting stucco or brick elements. Tuality Forest Grove Hospital is partially clad with red/brown brick at the main entrance. The nearby Marquis Care Center (in the designated Opt-In area) has a brick veneer on the public façade.

As structures within the Master Plan are developed or redeveloped, they are required (in the case of Tuality) or otherwise encouraged to build upon the above materials as follows:

1. For institutional facilities including hospitals, clinics, office buildings, and other buildings of commercial use:

- a. The primary building material is brick veneer composed of several colors in buff-to-red color range. The brick veneer may be accented with contrasting or inset brick features such as recessed brick panels, bands, window surrounds, or pilasters.
 - b. Accent blocks and windowsills may include ground-face concrete masonry units.
 - c. Window frames are aluminum with an anodized finish, either clear anodized or dark bronze anodized.
 - d. Entrance canopies, trellises or other related features may be constructed of steel or steel and glass in lieu of brick.
 - e. Shielding of rooftop mechanical units shall be with metal paneling or siding, prefinished or painted a neutral color compatible with the building.
2. For congregate residential facilities including assisted living apartments or care centers:
- a. The primary building material may be brick as noted for institutional facilities, or may be painted wood siding in keeping with the more residential character of the use. Even if the majority of exterior cladding is wood, any façade facing a public street should include brick veneer on at least 40% of the building wall.
 - b. Accent blocks and windowsills at walls with brick veneer may include ground-face concrete masonry units (which would be included in the 40% coverage).
 - c. Window frames are aluminum with an anodized finish, either clear anodized or dark bronze anodized. If wood siding is used for the building cladding, painted or vinyl-clad aluminum frame windows or vinyl windows may be used as an alternative.
 - d. Entrance canopies, trellises or other related features may be constructed of steel or steel and glass, wood, or other materials used as cladding on the building.
 - e. Shielding of rooftop units shall be with painted metal paneling or siding, or wood siding.

Other Building Design Elements

Most of the current buildings within the master plan area have similar forms, with a regular rhythm of windows facing the street and primary public entrances under projecting porches or porte cocheres.

New buildings in the Master Plan area are required (in the case of Tuality-owned facilities) or otherwise encouraged to continue this common vocabulary with:

- a. Windows to provide a sense of connection, welcome and openness to the public approach to the building. Window sills should be no higher than 3'-0" above grade as much as possible. Larger public areas inside buildings (such as waiting rooms, lobbies, cafeteria dining rooms, and meeting rooms) should have large windows to reflect their more public function.
- b. Primary entrances visible from the street and public parking areas, marked by canopies, porte cocheres, or other elements providing shelter to those entering the building and visual cues to the entrance location.
- c. Institutional and commercial structures should avoid the appearance of sloped overhanging roofs that are more suggestive of residential structures.
- d. Residential structures such as assisted living apartment buildings and care centers may use sloped overhanging roofs.

In addition to the above, building design standards within the Master Plan zone shall be as required within the City of Forest Grove Development Code and Design Guideline Handbook. Where these requirements and the Design Guideline Handbook conflict, whichever rule is more stringent shall apply.

Infrastructure and Public Services

Utility infrastructure within the Master Plan zone has significant capacity (as of late 2012). This Master Plan does not address impacts of the potential building volumes on existing capacities due to the uncertain timeline of development within the Master Plan zone and the unknown potential impacts of other property development in the surrounding neighborhood and city on these same utilities. Impacts of Master Plan development on city utility infrastructure must be assessed at the time that any specific construction projects are proposed, in relation to existing surrounding development at the time of project proposal.

Adequacy of services to be considered includes:

- Water supply
- Sanitary waste disposal
- Storm water disposal
- Fire protection water supply
- Police protection
- Fire protection

MASTER PLAN DEVELOPMENT AND PHASING

This Master Plan is meant to be a framework for that development when it occurs. While an attempt has been made to anticipate the order of phasing, the plan is intended to be flexible to allow different sequences of development to meet community needs and facility growth.

This Master Plan Zone area involves many property owners. Because it is not reasonably feasible to solicit and coordinate possible development plans with each of them, the development shown in this section of this Master Plan submittal concentrates on property currently owned by Tuality Healthcare. The hospital is most suited to the long-term thinking and planning needed for a Master Plan, due to its longevity as an institution and the need to plan and build major infrastructure changes years in advance. Other property owners are comparatively more transient and also tend to plan in much shorter time frames. Showing no change on non-hospital-owned property in this Master Plan is not meant to imply that future development will not occur on those properties - it merely means that development on those properties is less predictable at this time.

The governing aspect of this Master Plan document for non-Tuality properties is the *Concepts and Policies* section, which delimits development but would allow somewhat more density than currently exists. The substantive review criteria will be those of the underlying zone as modified by the Concepts and Policies section of this Master Plan. Review procedures for development on non-Tuality properties will be the same as for the underlying zone.

For Tuality-owned property, the following *Building Volumes & Phasing Concept* section establishes development maximums, and together with the Concepts and Policies section, establishes the substantive review criteria for development on current Tuality-owned property only. Because this property is master-planned in much greater detail, the review procedures for Tuality-owned property are those set forth in 10.4.120, which generally allow Type I review for development that is consistent with the Master Plan and Type II or III review for development that is not envisioned by the Master Plan, that substantially increases size or impacts, or that has the potential for neighborhood or community concern.

Building Volumes & Phasing Concept

For the two hospital properties, the physical separation of the parcels within the Master Plan zone means that each will serve a separate but closely-related function. The hospital site is planned to evolve into a 100-bed community hospital with associated parking garage and attached medical office/outpatient services building. The parcel at 19th and Maple is planned to develop into a medical office building. See *Figure J* for a three-dimensional illustration of maximum build-out allowed on current hospital-owned property.

However, rather than building a new hospital as shown all at once, development is expected to be incremental in large phases, built as the population increases and hospital services needed in the community grow and change. The hospital will continue to operate and inpatient license will be maintained through all development phases. See *Figures K-O through K-4* for phasing plans.

It cannot be predicted with absolute certainty in this Master Plan what factors may trigger development of certain phases. However, factors conducive to initial phase hospital development may include:

- City population reaching 30,000 residents or greater
- Increased number of general practice or specialty medical clinics in Forest Grove, with physicians referring patients for outpatient medical services such as laboratory testing or imaging
- Decision by Tuality Healthcare to develop Tuality-owned medical clinics in Forest Grove as part of its service or business strategy
- 100% increase in volumes of emergency treatment visits in Forest Grove
- Volume of Tuality Hospital patient visits in Hillsboro outgrowing capacity of the main hospital, causing the need for expansion in either Hillsboro or Forest Grove.
- In addition to these factors, Tuality Healthcare may decide to replace components of the aging facility independent of any other triggers.

Please note that these conditions are predicted to encourage development but should not be considered thresholds requiring development.

The early phases are expected to focus on adding facilities for outpatient care and medical offices, with the later phases expanding inpatient facilities and providing for additional community hospital services.

The construction of **Phases 1 and 2** will alternate with the demolition of existing wings of the hospital to maximize ground area for buildings and parking. Old and new wings will tie to each other and continue to work together as a comprehensive healthcare facility during these early phases. This phasing approach also enables the new wings to be located near the street, giving them prominence and ease of access by the public. It also minimizes the impact on residential neighbors to the east and south.

The new wings are planned as three-story additions due to the limited property available and to accommodate surface parking. Multiple-story wings also give the building more stature, and provide better views for staff and patients, while still being compatible in scale with other neighborhood buildings.

Functionally, at the end of Phase 2, the existing hospital will be completely replaced with a modern, outpatient-centered facility closely tied to physician offices but also continuing to offer inpatient care. The existing geriatric psychiatry unit will also move to the new building, with the option of use as general inpatient beds. Tuality envisions continuing to offer Emergency, outpatient imaging, laboratory, dialysis, and other outpatient services in the replacement facility. Additional services such as routine surgeries and endoscopies could also be included in the building program if economically feasible at the time of development.

Phase 3 is planned to connect directly to the wings constructed in Phases 1 and 2. The construction is expected to occur behind the earlier wings so that the public face and entry sequence of the hospital is not affected, and neighborhood impacts will be minimal. Larger floor plates will be more efficient and will help accommodate expanded outpatient and inpatient services, as well as an additional 25 inpatient beds.

It is at this point that a parking structure will be needed for staff parking on the east end of the property. A three-story structure (with a possible additional underground level) should be adequate for the projected building size. The parking structure can be designed to be low-scale, and buffered from neighboring homes with landscaping and other mitigating features.

Phase 4 is shown as an additional floor for up to 50 more inpatient beds, bringing the building to four stories in height. This expansion will also trigger the need for more parking, so a concurrent one-story addition to the parking garage would be needed at the same time.

The new **Medical Office Building** at 19th Avenue and Maple Streets is not planned at any specific stage of the phasing sequence. It will be developed when Tuality Healthcare determines that there is sufficient demand for additional quality physician office space in Forest Grove. This building is expected to be up to two stories over one story of parking to maximize the site. It will be sited to address the corner of the site to contribute to the street character and relate to pedestrians, as well as to give the building prominence.

When fully developed, the completed hospital itself is estimated to have 400 employees. Events would primarily consist of classes for patient education and staff education, support groups for patients and families, and healthcare screening fairs. Visitors to the hospital come and go intermittently during the day and would total approximately 175 per day.

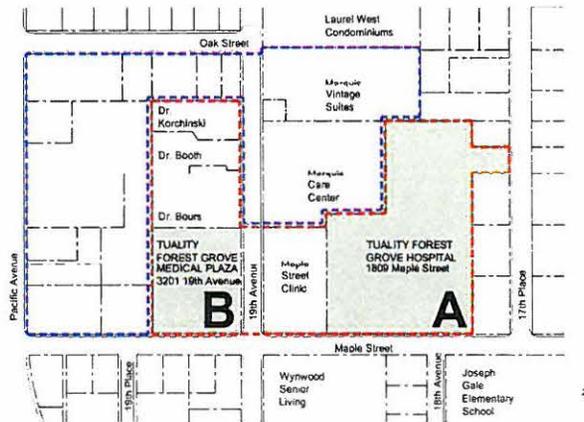


Figure L: Tuality-owned property as of September, 2012 (shaded green)

Related outpatient facilities on current Tuality-owned sites would employ an additional 75-100 people, with approximately 400 visitors per day.

Below is a detailed description of allowable uses, including an estimate of general maximum amount and type of each use on Tuality-owned property. With the exception of the overall totals per parcel, the square footage maximums per use below should be recognized as estimates, with at least a 10% administrative allowance for unpredictable future needs.

Parcel "A" (1809 Maple Street)

USE	APPROXIMATE AREA (SQUARE FEET)
Outpatient medical offices, including dialysis, physical and occupational therapy, lab services, sleep lab, and support functions	30,000
Inpatient hospital services (including outpatient services) – radiology, surgery, emergency, respiratory therapy, inpatient rooms	107,600
Administrative offices	10,000
Gift shop/health retail	2,000
Cafeteria and dietary department kitchen	10,000
Loading/supply storage	20,000
TOTAL	179,600

Parcel "B" (3201 19th Avenue)

USE	APPROXIMATE AREA (SQUARE FEET)
Outpatient medical offices	21,600

CHANGES TO THIS MASTER PLAN

After adoption, property owners inside the Master Plan boundary may request changes to it. Recognizing that the Master Plan will evolve and change over time, the review process for various change types has been outlined below. The goal is to recognize the appropriate level of review for each type of change for a streamlined process.

As defined in the Forest Grove Zoning Code at the time that this Master Plan was written, the City of Forest Grove has four different levels of review, which are summarized here for convenience. Actual requirements of each review process shall be as defined in the Forest Grove Zoning Code at the time the process is implemented.

Type I Process: Administrative Decisions

This type of review applies to Zoning Standard adjustments, certain projects within a Master Plan, lot line adjustments, landscape review not subject to Site Development or Design Review, and Parking Plan reviews not subject to Site Development or Design Review. The Planning Director or his designee makes Type I decisions.

Type II Process: Limited Land Use Decisions

This type of review concerns certain Zoning Standard adjustments, minor modifications to Conditional Use Permits, certain types of Design Review, Site Development Review, and certain projects within an approved Master Plan. Notice of Application and invitation to comment are mailed to the applicant, owner(s) of the subject property, property owners within 300 feet of the perimeter of the subject property, and any recognized interested party. The Planning Director or his designee shall make Type II decisions after considering submitted comments.

Type III Process: Quasi-Judicial Land Use Decisions

This type of review applies to certain Zoning Map Amendments, New Conditional Use Permits or Major modifications of Use Permits, certain types of design review, and elevation of a Type II permit at the Director's discretion. Prior to a hearing, notice of the application includes publishing in a newspaper, posting in three conspicuous public places in the City and on the subject property, and notice by mail as noted for Type II decisions. The Planning Commission or other appropriate commission shall make Type III decisions after considering submitted comments and testimony at a hearing.

Type IV Process: Legislative Land Use Decision

This type of review applies to legislative Zoning Map amendments, and amendments to the text of the Zoning Code. Notice is given as described for Type III processes, aside from the mailings to property owners, which may not be applicable for some types of review.

Review of development projects for Tuality-owned property under this approved Master Plan will be subject to the provisions of 10.4.125, which contemplates approval of some development that is not

specifically provided for by the Master Plan through Type II or Type III review without amending the Master Plan itself.

For the following types of changes to the Forest Grove Healthcare District Master Plan, the following types of reviews shall be performed, except when decided by the Community Development Director that the proposed change is significant and requires a higher level of review.

- A. Property owner request to amend Master Plan boundary to withdraw from Master Plan designation: Type II Review. Does not require consent of other property owners within Master Plan; upon approval the zoning map would be amended to remove Master Plan Overlay from the property.
- B. Adjacent property owner within designated "opt-in area" request to amend Master Plan boundary to be included in Master Plan: Type II Review. Property owner requesting inclusion must either:
 - a. Provide documentation showing that it is an entity primarily dedicated to healthcare delivery, or
 - b. Propose redevelopment of property to be included to healthcare-related use as a condition of inclusion.Inclusion approval does not require consent of other property owners within Master Plan. Upon approval, the Zoning Map would be amended to apply Master Plan Overlay to the property.
- C. Property owner request to change specific development provisions or limitations established by the adopted Master Plan: Requires written consent of owner(s) of greater than 50% of the property within master plan boundary as defined at time of request, based on area measurement, and Type II or Type III Review.
- D. Amendment to the Master Plan to change major Master Plan elements for a particular area of the Master Plan zone: Processed as an Amendment to approved Master Plan pursuant to Section 10.4.130, by a Type IV legislative process.

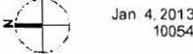
The Community Development Director shall make the determination whether a proposed change should be processed as a Type II or Type III change to development provisions or as a Type IV Amendment.

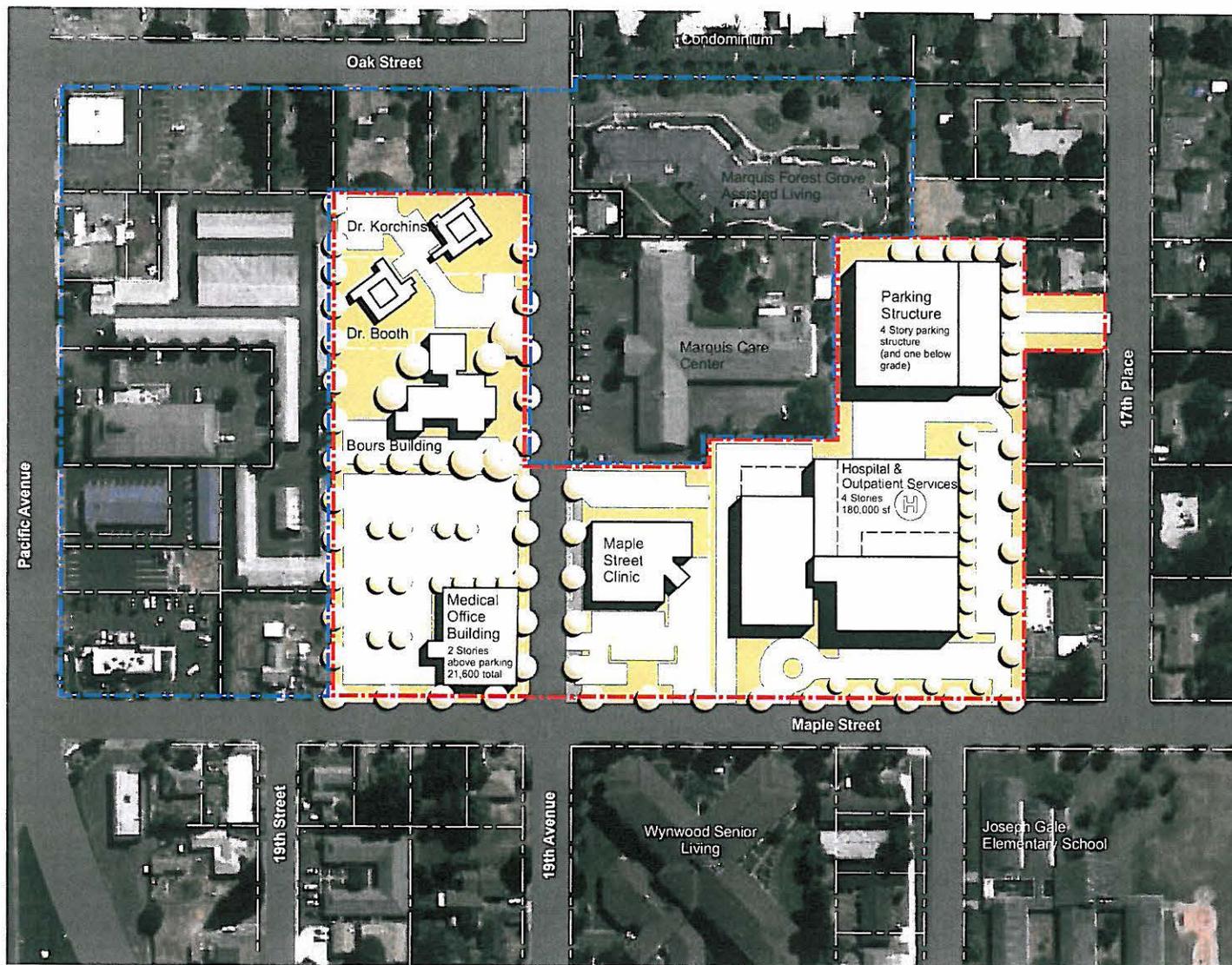


FOREST GROVE HEALTHCARE DISTRICT MASTER PLAN
 TUALITY HEALTHCARE
 CLARK KJOS ARCHITECTS



FIGURE J: MASSING DIAGRAM





MASTER PLAN

- - - - MASTER PLAN BOUNDARY
- - - - OPT-IN BOUNDARY

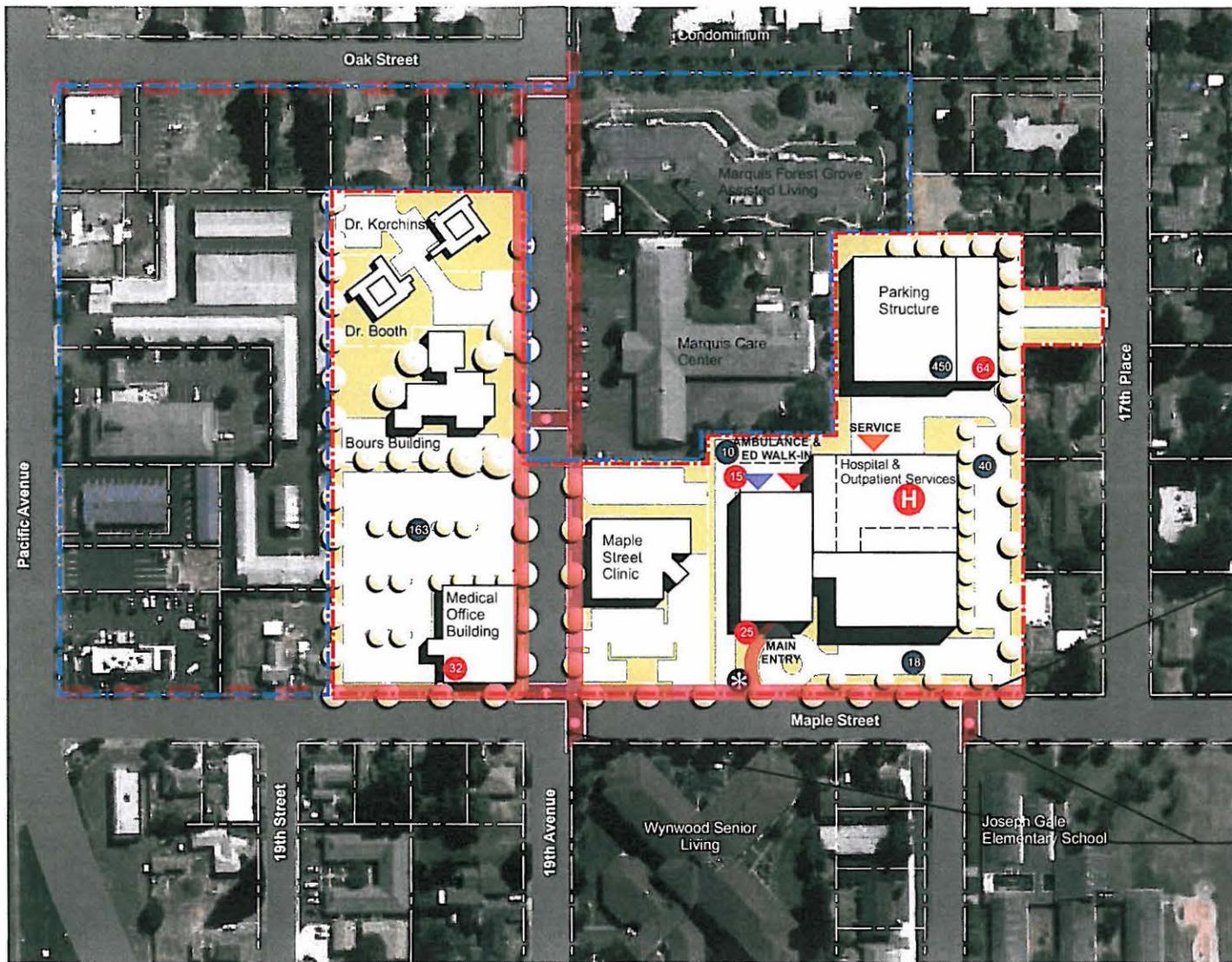


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FIGURE H: MASTER PLAN



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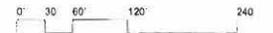


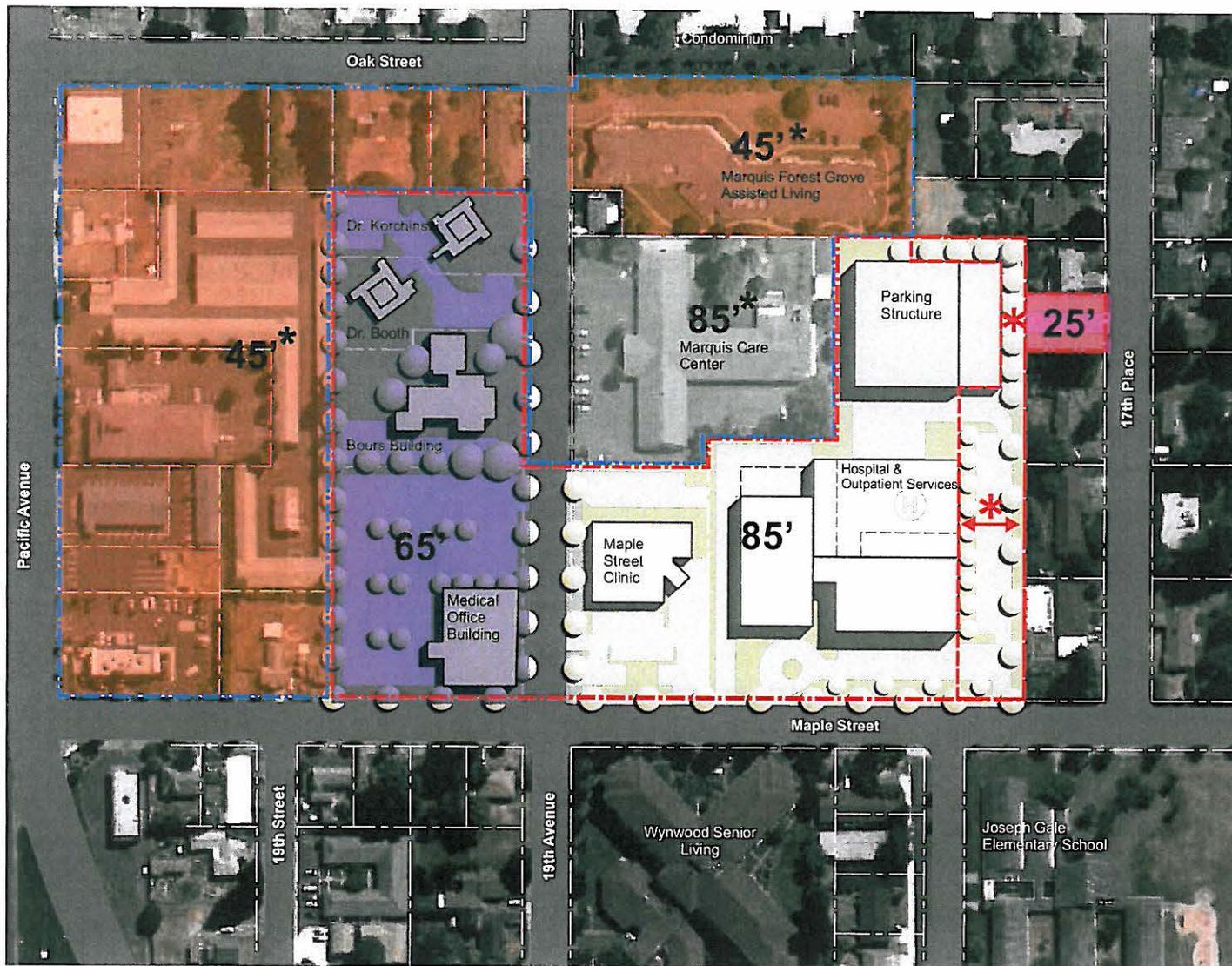
SITE CIRCULATION

- - - MASTER PLAN BOUNDARY
- - - OPT-IN BOUNDARY
- # BICYCLE PARKING
- # PARKING SPACES
- * FUTURE TRANSIT STOP
- ENHANCED CROSSWALKS
- H HELIPORT
- ▲ AMBULANCE ENTRY
- ▲ ED WALK-IN
- ▲ MAIN ENTRANCE
- ▲ SERVICE ENTRANCE

WIDE / GENEROUS SIDEWALK OR PATH

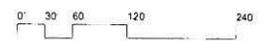
ENHANCED CROSSWALKS





HEIGHTS

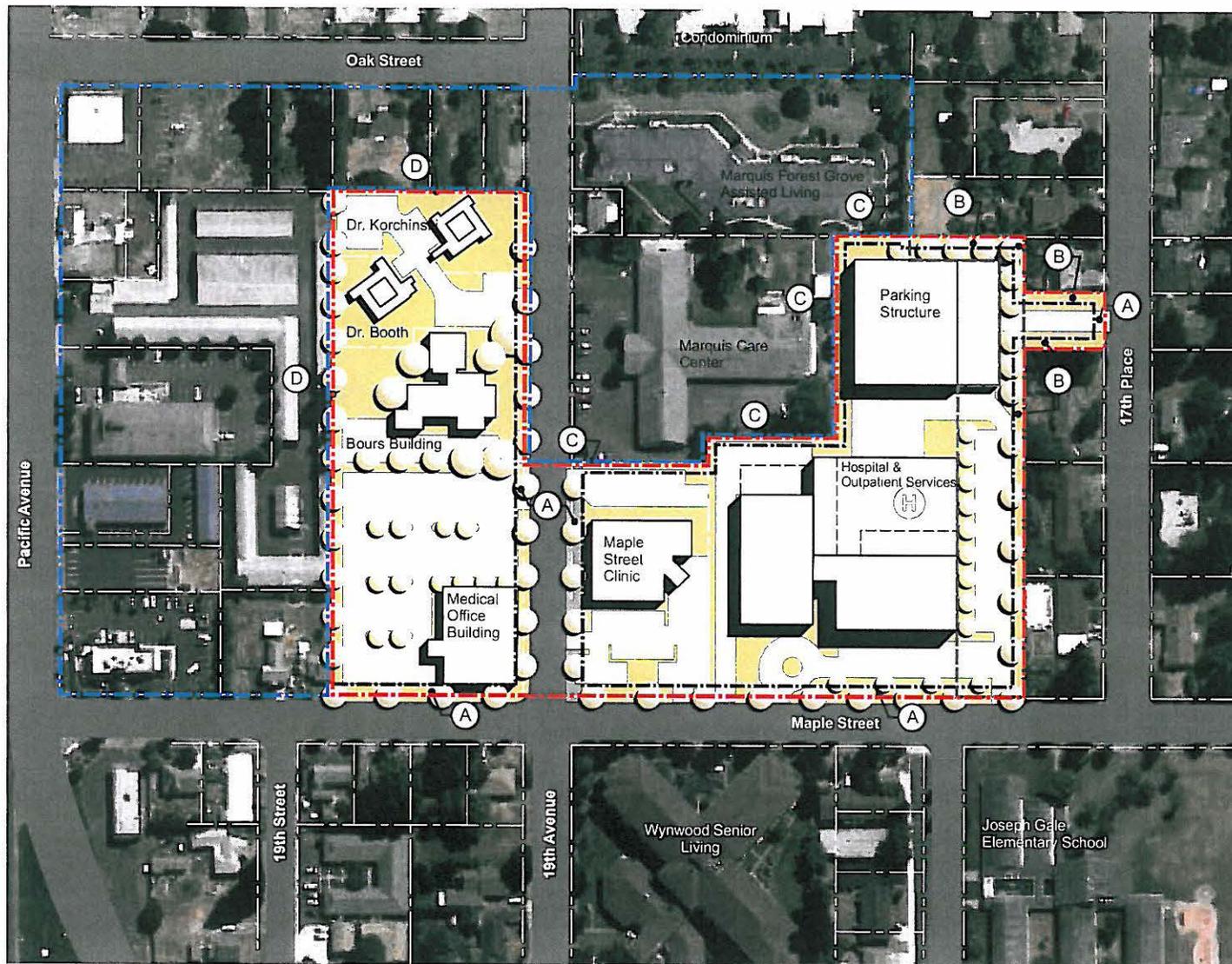
- - - MASTER PLAN BOUNDARY
- - - OPT-IN BOUNDARY
- 85' HEIGHT ALLOWED
- 65' HEIGHT ALLOWED
- 25' HEIGHT ALLOWED
- * HEIGHT LIMITED TO 1' VERTICAL FOR EVERY 1' FROM PROPERTY LINE
- * ALLOWABLE HEIGHT IF OPT-IN IS EXERCISED



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FIGURE F: ALLOWABLE HEIGHT

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SETBACKS

--- MASTER PLAN BOUNDARY

--- OPT-IN BOUNDARY

FRONT SETBACK:

(A) 10' TYPICAL

SIDE & REAR BUILDING SETBACKS:

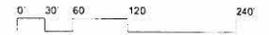
(B) **ADJACENT TO R-7 ZONE:**

- 80' TO HOSPITAL OR MEDICAL OFFICE BUILDING
- 25' TO PARKING STRUCTURE
- 15' TO ANY OTHER SINGLE-STORY ACCESSORY STRUCTURES LESS THAN 15' IN HEIGHT

(C) **ADJACENT TO RML ZONE**
 1' HORIZONTAL FOR EVERY 3' OF BUILDING HEIGHT, PER STRUCTURE

(D) 0' TO COMMUNITY COMMERCIAL

|| REQUIRED SETBACK - BASED ON MAXIMUM PROPOSED BUILD-OUT

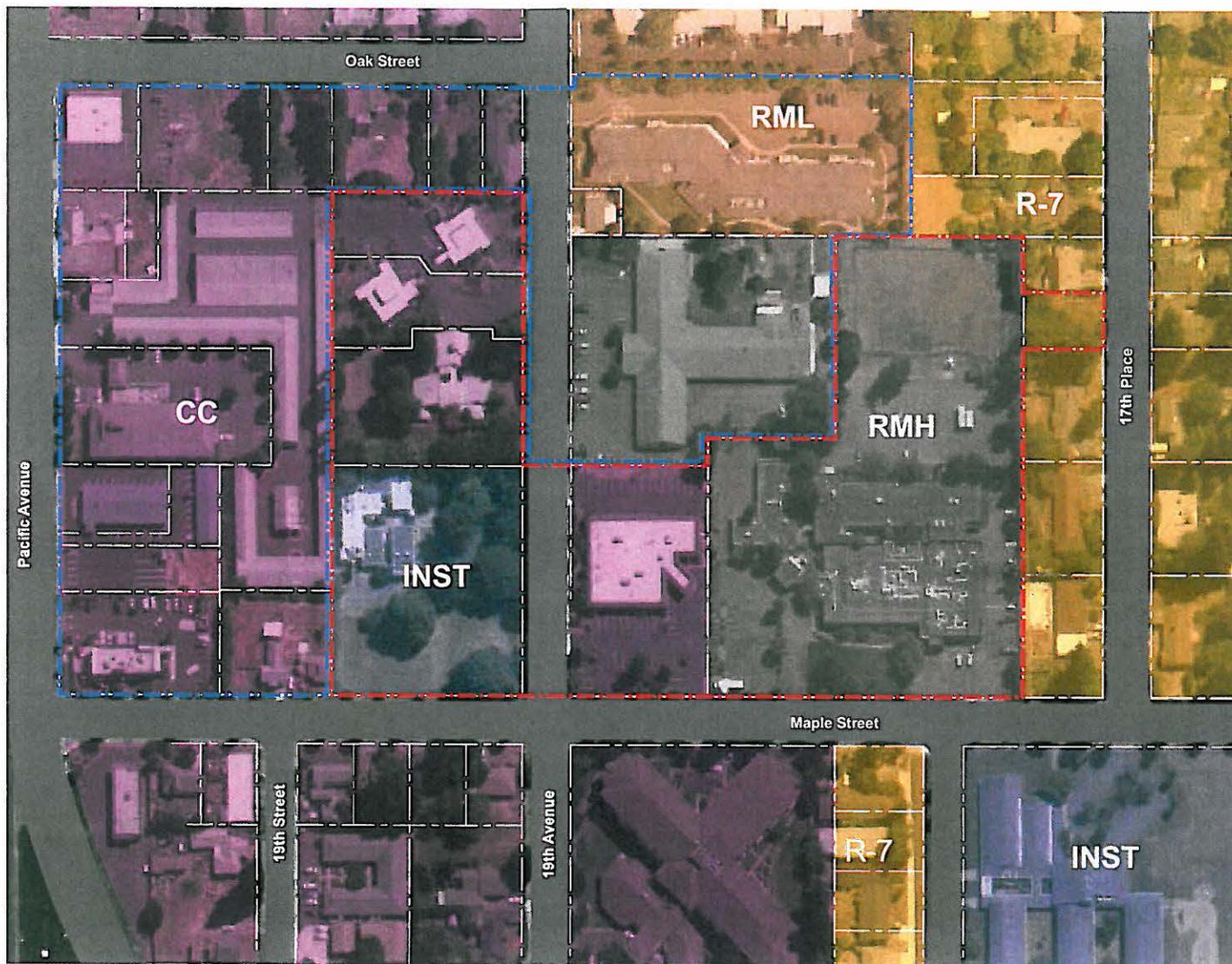


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FIGURE D: SETBACKS



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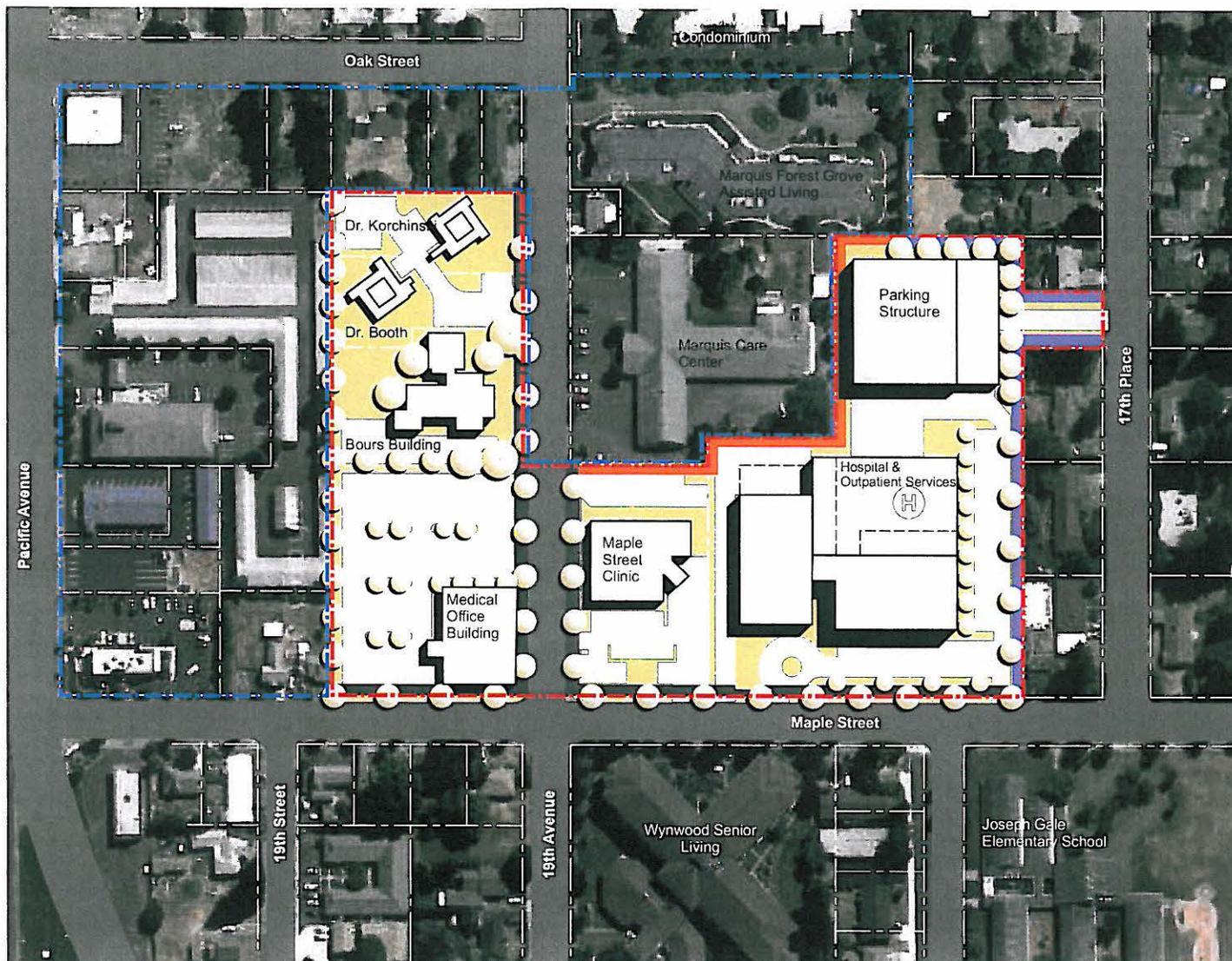
PREVIOUS ZONING

- MASTER PLAN BOUNDARY
- OPT-IN BOUNDARY
- R-7 (Single Family Residential)
- RML (Multi-Family Residential Low Density)
- RMH (Multi-Family Residential High Density)
- CC (Community Commercial)
- INST (Institutional)

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FIGURE B: PREVIOUS ZONING

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BUFFERS

- - - MASTER PLAN BOUNDARY
- - - OPT-IN BOUNDARY

BUFFERS:

BOUNDARY TO R-7 RESIDENTIAL ZONE

- 15' LANDSCAPE BUFFER
- 6' FENCE AT PROPERTY LINE
- TREES AT 20' MAX. SPACING
- SHRUBS
- NO PARKING, ABOVE GROUND UTILITIES, OR ACCESSORY STRUCTURES

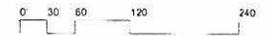
BOUNDARY RML + RMH - RESIDENTIAL ZONES

- 10' LANDSCAPE BUFFER
- 6' FENCE AT PROPERTY LINE
- TREES AT 20' MAX. SPACING
- SHRUBS
- NO PARKING, ABOVE GROUND UTILITIES, OR ACCESSORY STRUCTURES

ENHANCED STREETScape

- ENHANCED LANDSCAPING
- ENHANCED PEDESTRIAN ENVIRONMENT
- TYPICAL ALONG MAPLE ST. & 19TH AVE.
- TYPICAL AT MAIN ENTRANCE

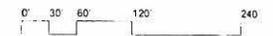
NO BUFFER REQUIRED BETWEEN PROPERTIES WITHIN THE MASTER PLAN ZONE.





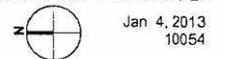
ZONING

-  MASTER PLAN BOUNDARY
-  OPT-IN BOUNDARY
-  RML (Multi-Family Residential Low Density)
-  RMH (Multi-Family Residential High Density)
-  CC (Community Commercial)
-  INST (Institutional)
-  Zone Change with this Master Plan



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 TUALITY HEALTHCARE
 CLARK K JOS ARCHITECTS

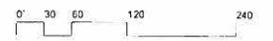
FIGURE C: ZONING





MASTER PLAN AREA BOUNDARY

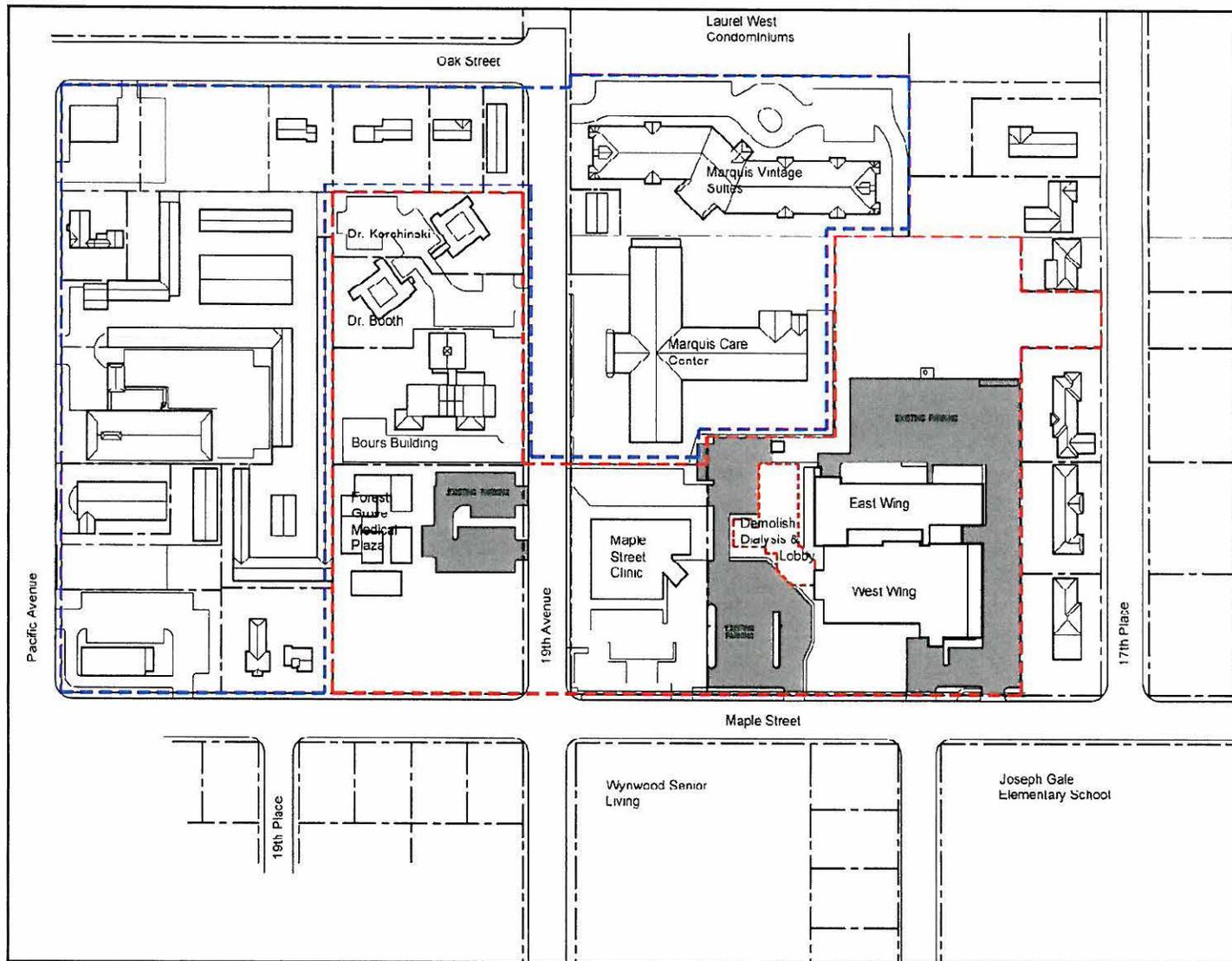
- - - MASTER PLAN BOUNDARY
- - - OPT-IN BOUNDARY



Jan 4, 2013
10054

FOREST GROVE HEALTHCARE DISTRICT MASTER PLAN
TUALITY HEALTHCARE
CLARK K JOS ARCHITECTS

FIGURE A: MASTER PLAN AREA



PHASE 1A

- - - - - Master Plan Area Boundary
- - - - - Opt-in Area Boundary

Work this phase:

- Move dialysis to temporary location on site.
- Move Admitting, Medical Records and Pharmacy into temporary space.
- Demolish 1963 Wing and entry

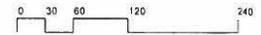
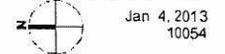
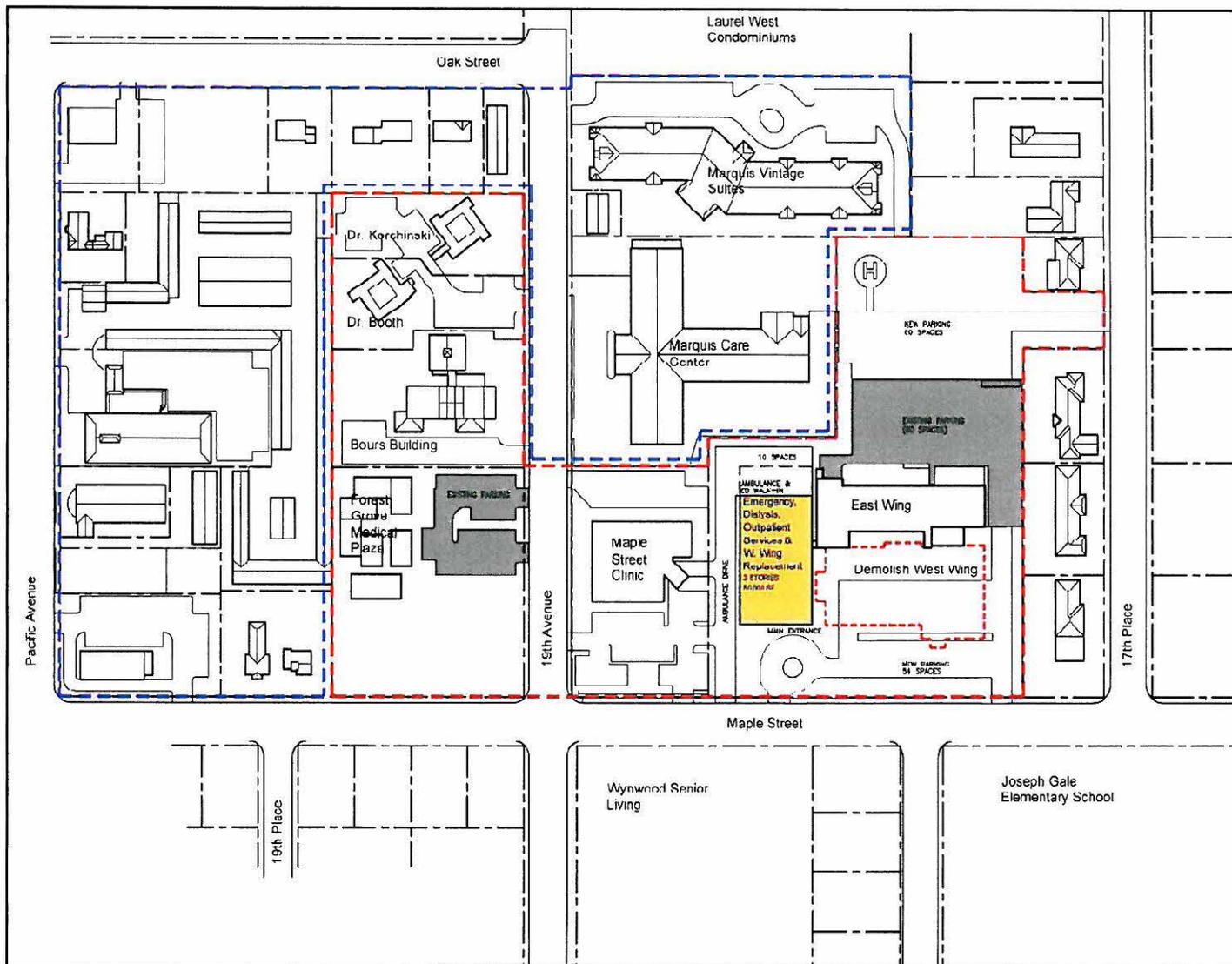


FIGURE K-1A: PHASE 1A





PHASE 1B

- - - Master Plan Area Boundary
- - - Opt-in Area Boundary

Work this phase:

- Build new Outpatient Services wing (replacing functions in West Wing including Emergency, also including medical offices and Dialysis).
- Demolish West Wing.
- New parking areas, ambulance drive, and patient drop-off.
- Build new parking areas on site of former West Wing.

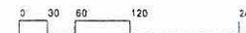
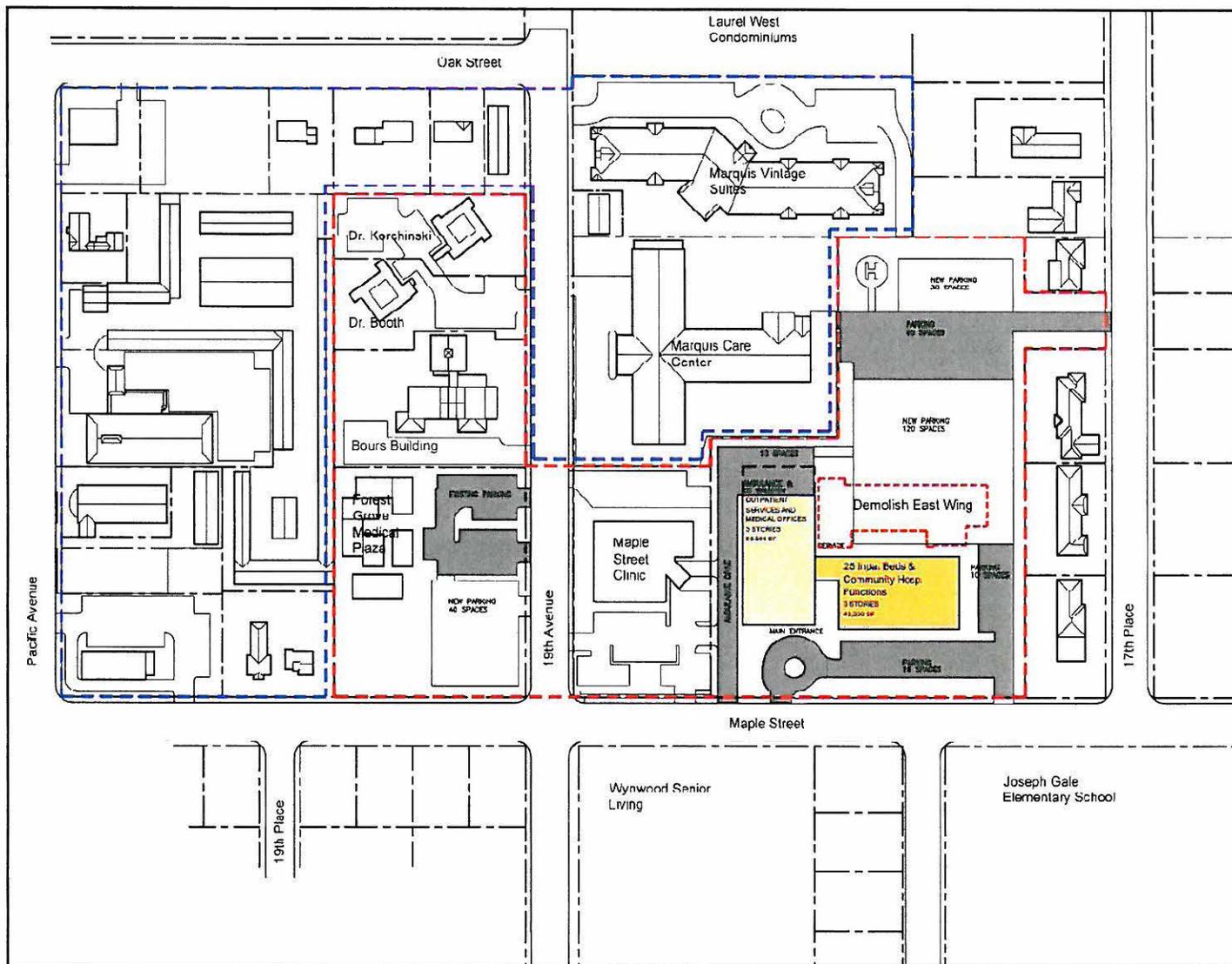


FIGURE K-1B: PHASE 1B



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PHASE 2

--- Master Plan Area Boundary

--- Opt-in Area Boundary

Work this phase:

- Build community hospital functions and 25-bed inpatient wing on site of former West Wing
- Move Geropsych inpatient functions and Dietary into new wing
- Demolish former East Wing and replace with expanded parking

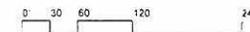
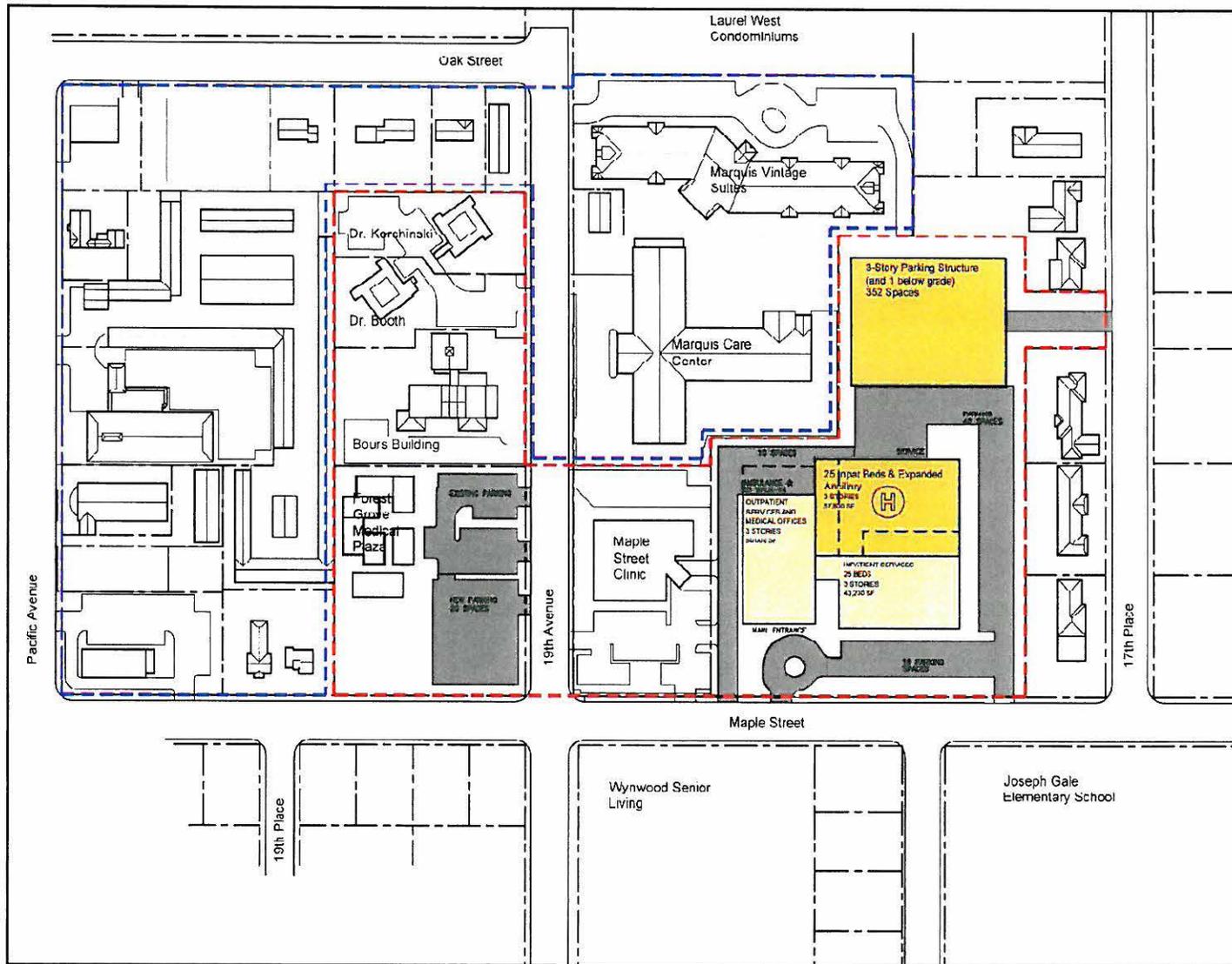


FIGURE K-2: PHASE 2



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PHASE 3A

- Master Plan Area Boundary
- Opt-in Area Boundary

Work this phase:

- Build 3-story (4 levels with one below grade) employee parking structure at the east end of the hospital lot.
- Expand hospital by additional 25 beds and enlarged ancillary in 3-story wing, with helistop on roof

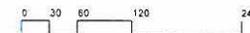
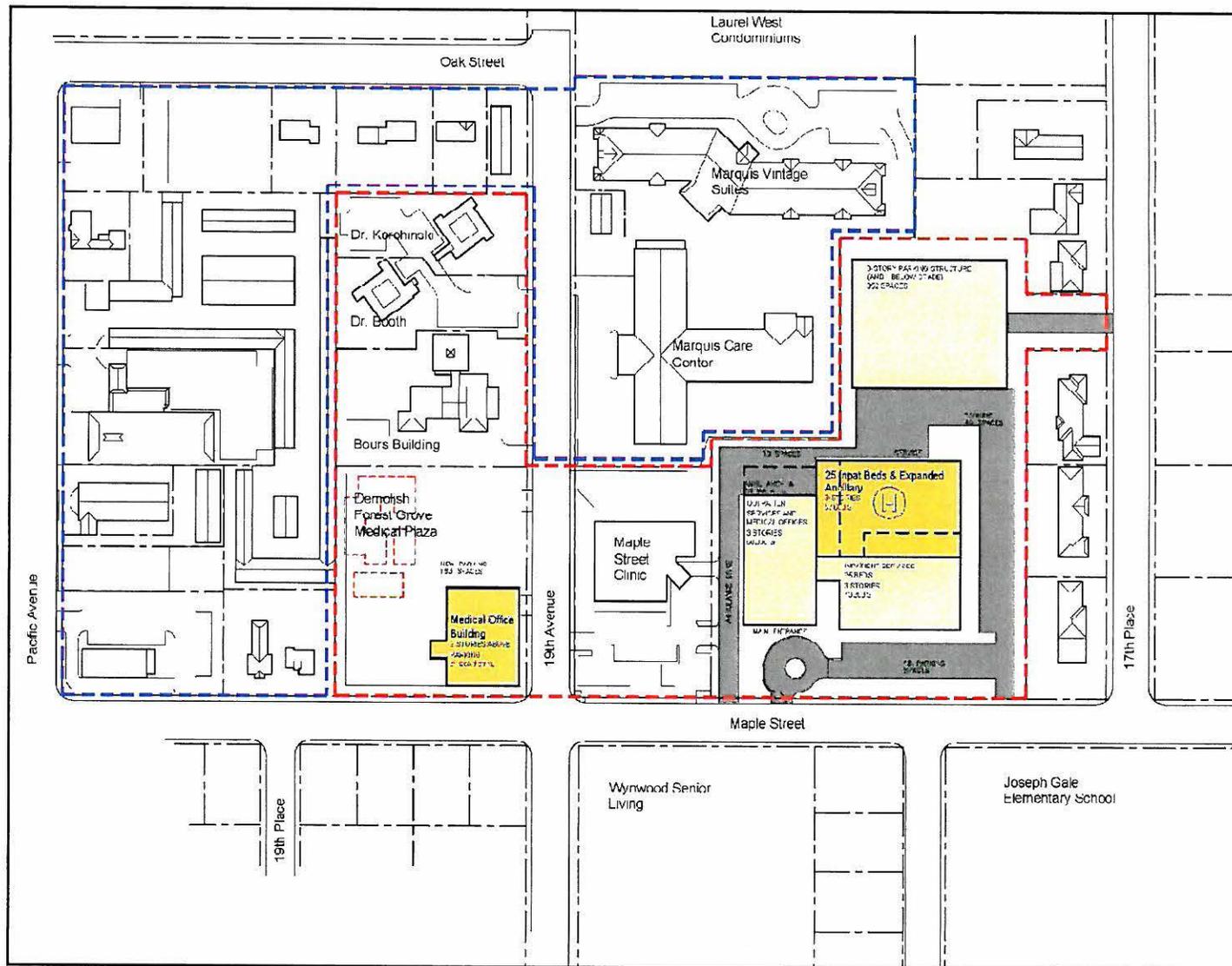


FIGURE K-3A: PHASE 3A



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PHASE 3B

- Master Plan Area Boundary
- Opt-in Area Boundary

Work this phase:

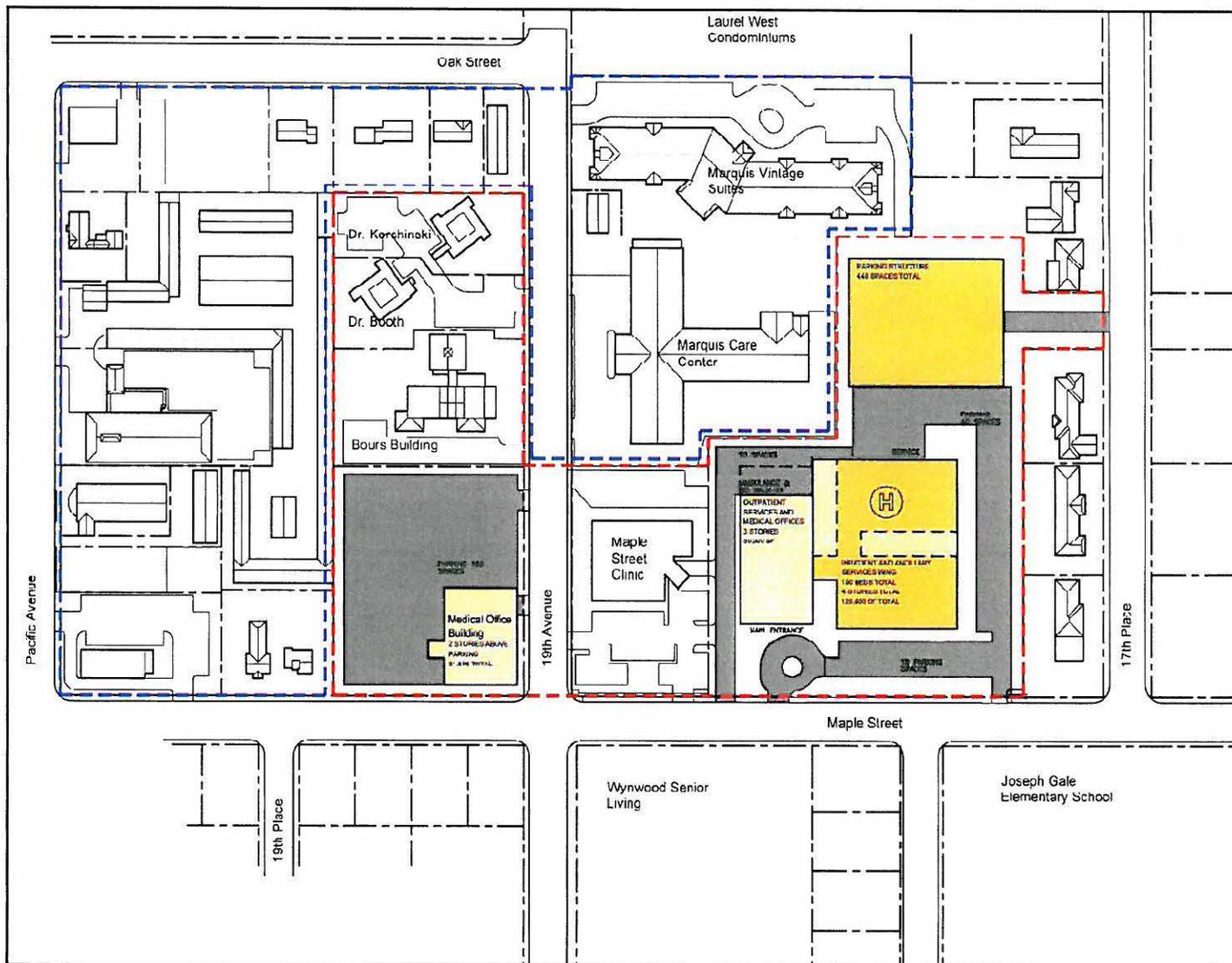
- Build new Medical Office Building for 15 physicians on Forest Grove Medical Plaza site
- Demolish Forest Grove Medical Plaza building and replace with parking



FIGURE K-3B: PHASE 3B



Jan. 4, 2013
10054



PHASE 4

--- Master Plan Area Boundary

--- Opt-in Area Boundary

Work this phase:

- Add fourth floor for inpatient units to hospital, increasing Inpatient beds from 50 to 100, with helistop on roof
- Build fourth floor on parking structure

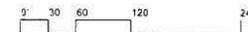


FIGURE K-4: PHASE 4



Jan 4, 2013
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ORDINANCE NO. 2013-09

EXHIBIT 2

**Recommended Changes to the
Forest Grove Healthcare District Master Plan**

1. The landscape buffer area adjacent to any residential zone shall comply with Category D of Development Code Section 10.8.425 Table 8-3 *Buffering Combinations for Landscaping and Screening*.
2. Setbacks adjacent to any residential zone shall be at least one foot of building setback per three feet of building height. Building height shall be measured at the highest point closest to the property line.
3. Outdoor lighting shall comply with DC Section 10.8.755 (A-D) *Lighting Standards for Multi-Unit Development*.
4. If 17th Place has not already been fully improved to City standards prior to the construction of any parking area or structure taking access from 17th Place, the applicant shall improve that segment from Maple Street to the east property line of 3309 17th Place with curbs and gutters on both sides, and a sidewalk and street trees on the north side of the street.
5. A traffic impact study shall be performed at any time traffic would potentially increase by at least 50 peak hour trips, in compliance with Development Code Section 10.1.225(D)).



ORDINANCE NO. 2013-10

ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF FOREST GROVE TO REZONE CERTAIN TRACTS OF LAND FROM RMH (MULTIPLE-FAMILY (HIGH) RESIDENTIAL) TO INST (INSTITUTIONAL) FOR 1809 MAPLE STREET, WASHINGTON COUNTY TAX LOT NOS. 1S3-5BB-3800 and 3801; FILE NO. ZNC-13-00808

WHEREAS, the City received a request from the property owner to change the zoning of the Tuality Hospital site at 1809 Maple Street from RMH (Multifamily (High) Residential) to INST (Institutional); and

WHEREAS, the proposed zone district of INST is consistent with and implements the Semi-Public Comprehensive Plan designation applicable to the subject property; and

WHEREAS, notice of the proposed zone change was mailed to the Department of Land Conservation and Development on April 12, 2013, pursuant to ORS 197.610; and

WHEREAS, notice of the Planning Commission hearing was mailed to property owners and residents within 300 feet of the site on June 24, 2013, and published in the *Forest Grove News-Times* on July 10, 2013; and

WHEREAS, the Planning Commission held a public hearing on this order on July 15, 2013, and recommended approval of the zone change from RMH to INST; and

WHEREAS, notice of the City Council hearing was mailed to affected parties on August 1, 2013, and published in the *Forest Grove News-Times* on August 7, 2013; and

WHEREAS, the proposed amendment to the Official Zoning Map complies with the review criteria contained in Forest Grove Development Code Section 10.2.770.

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

SECTION 1. The City of Forest Grove City Council hereby approves amending the Official Zoning Map for tracts of land described in Attachment A and depicted on the attached map (Attachment B), designating 1809 Maple Street, known as Washington County Tax Lots 1S3-5BB-3800 and 3801, as INST (Institutional).

SECTION 2. The Findings and Conclusions attached as Exhibit A are hereby adopted.

SECTION 3. This Order effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED the first reading the 12th day of August, 2013.

PRESENTED AND PASSED the second reading the 9th day of September, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of September, 2013.

Peter B. Truax, Mayor

ORDINANCE NO. 2013-10

EXHIBIT A

City Council Findings

Development Code Section 10.2.770 Zone Change Review Criteria

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

Finding: The recommended zoning designation for the Tuality Hospital site is consistent with the Comprehensive Plan map. The Comprehensive Plan designation is Semi-Public. The Semi-Public plan designation allows churches, cemeteries, colleges, nursing homes, and hospitals. The proposed zone is Institutional (INST). The Institutional zone allows for medical centers, defined by Development Code Section 10.12.130(E) as "facilities providing inpatient, outpatient and emergency and related ancillary services to the sick and infirm."

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

Based on the nature of the application the Director finds that the relevant goals and policies of the Comprehensive Plan including: Citizen Participation; Land Use; Housing, and Public Facilities and Services - Health Care Services.

Citizen Participation

1. Encourage and facilitate citizen involvement and inter-agency coordination in the development, implementation and updating of the comprehensive plan.

Finding: Opportunities for public involvement are provided through the public hearing process. Public hearings on zone changes are held with the planning commission and City Council. The Planning Commission considers and recommends assignment of a City zoning designation to the subject property. The City Council considers the Planning Commission's zoning assignment recommendation. The City Council adopts an ordinance adopting zoning designations.

Finding: Notice of the Planning Commission public hearing was provided to property owners and residents within 300 feet of the subject property on June 24, 2013. Notice was also posted at City Hall, the Forest Grove Community Auditorium and Forest Grove Library, and was published in the Forest Grove News Times on July 10, 2013. Notice of the City Council hearing was mailed to affected parties on August 1, 2013, posted at City Hall, the Forest Grove Community Auditorium and Forest Grove Library, and published in the Forest Grove News-Times on August 7, 2013.

Land Use

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.

Finding: The Forest Grove Development Code implements this provision of the Comprehensive Plan. Article 3 of the Development Code establishes permitted uses for land use designations.

Finding: The proposed zone designation for the Tuality Hospital site is INST. The INST zone is an institutional zone whose purpose is to implement the Public and Semi-Public designations of the Comprehensive Plan. The Institutional Zone is intended to serve larger institutional facilities such as hospitals.

Housing

1. Provide for an adequate supply of new housing thus avoiding shortages and adverse impacts on price, rents and choice of housing.

Finding: The existing Tuality Hospital site is zoned RMH, which does not permit medical center uses. The site has been developed with the hospital since the early 1960s. The purpose of the zone change to INST is to facilitate the further development of medical center uses. Thus, rezoning of the site to INST would have no practical effect on the supply of land for new housing.

Public Facilities and Services – Health Care Services

1. Provide sufficient and suitable land for public and private institutional uses including hospitals, clinics, and nursing homes.

Finding: The Tuality Hospital site has been developed with the hospital since the early 1960s. The purpose of the zone change to INST is to facilitate the further development of medical center uses.

2. Provide sufficient and suitable land for professional offices including physicians, dentists, optometrists, etc.

Finding: The zone change of the Tuality Hospital site to INST would facilitate the ability to develop it with medical professional offices, as those are not permitted uses under the current RMH zoning designation.

3. Commercial and multi-family buffer zones shall permit hospitals and nursing homes with standards for screening, landscaping, parking and access through conditional use procedures to reduce conflict with other uses.

Finding: Since the adoption of this policy in 1980, the City has adopted buffering requirements between zones. New and expanding uses located in the INST zone district would be required to provide buffering where adjacent to single- and multi-family residential zones, the Town Center, or industrial zones.

Finding: New and expanding uses located in the INST zone district would be required to provide a high level of buffering when located adjacent to single- and multi-family residential zones, pursuant to DC Section 10.8.425 Table 8-2 Buffer Matrix. The Tuality Hospital site abuts an R-7 zone to the south and the RML zone to the east. Uses erected adjacent to those zone boundaries would be required to install buffering and screening in compliance with Buffer Matrix category "D", which includes a variety of setback, landscaping, and wall, hedge and fence options.

- C. The site is suitable for the proposed zone and there is a lack of appropriately designated alternative sites within the vicinity. The size of the vicinity will be determined on a case-by-case basis since the impacts of a proposed zone and its potential uses vary. The factors to be considered in determining suitability are parcel size and location.

Finding: The site is suitable, as evidenced by the fact that it has been developed with Tuality Hospital since the early 1960s. The purpose of the zone change to INST is to facilitate the further development of medical center uses.

- D. The zone change is consistent with the adopted Transportation System Plan. Development allowed by the zone change will not substantially impact the functional classification or operation of transportation facilities, or reduce the level of service of transportation facilities below the minimum acceptable level identified in the Transportation System Plan. To ensure proper review and mitigation, a traffic impact study may be required for the proposed zone change if it may impact transportation facilities.

Finding: The applicant submitted a traffic study prepared by Lancaster Engineering. The study area included the eight parcels within the proposed master plan boundary, not just the parcels subject to this zone change request. The study concluded that re-zoning of the two parcels would have no significant effect on traffic generation in the area because 1) the sites are already developed with Tuality Hospital; and 2) most study area intersections would continue to operate acceptably under all development scenarios proposed; and 3) the two intersections that would be most impacted by adoption of the Tuality Hospital Master Plan (Highway 47 at Quince Street and Highway 47 at Maple Street) would require mitigation whether the zone change is adopted or not.

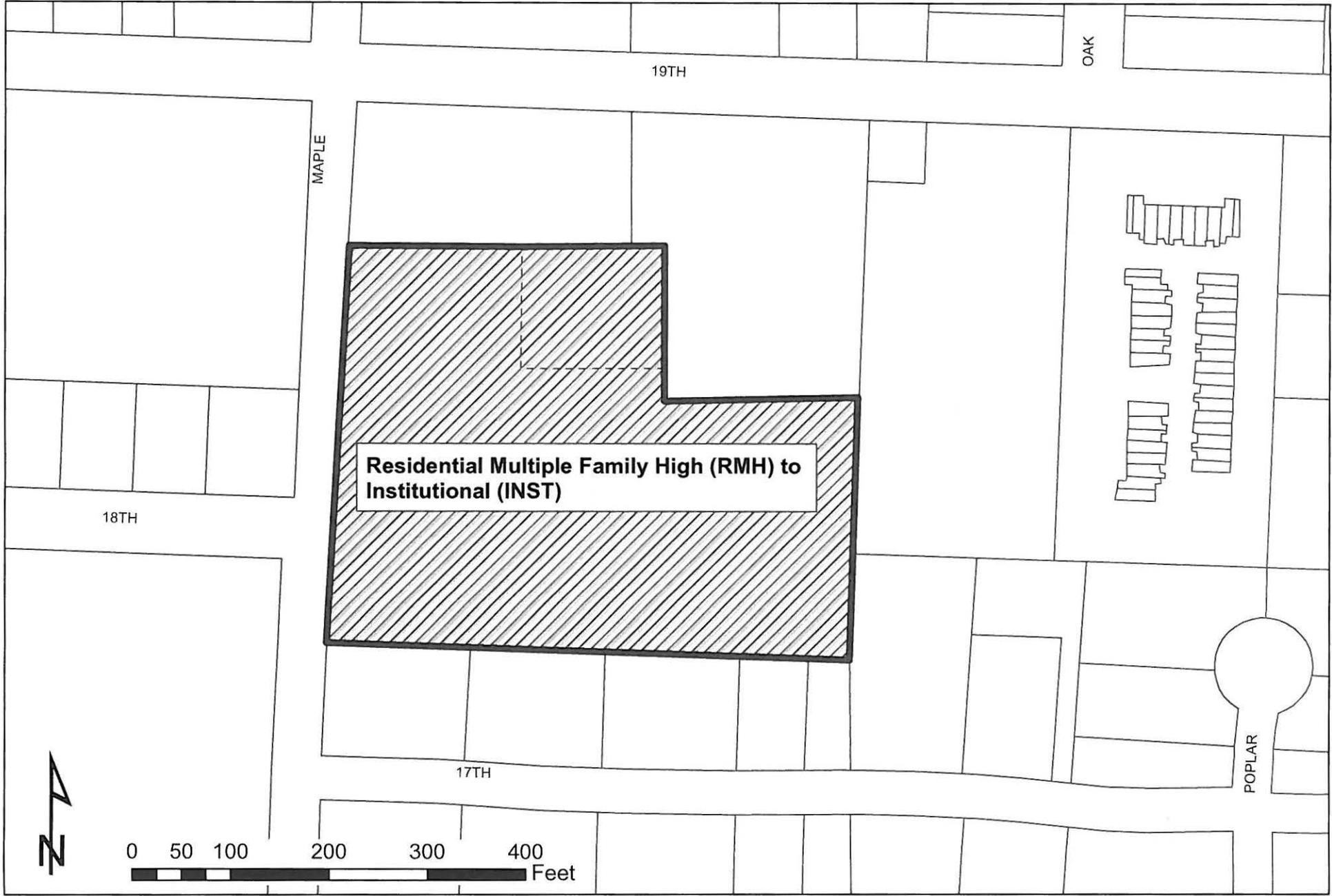
- E. Public facilities and services for water supply, sanitary waste disposal, storm water disposal, and police and fire protection are capable of supporting the uses allowed by the zone. Adequacy of services is based on the projected service demands of the site and the ability of the public services to accommodate those demands.

Finding: The site is within an established, developed portion of the community and as a result, all City services are currently available. As the site is already developed with Tuality Hospital, rezoning of the site from RMH to INST is not expected to have any material effect on the emergency responses of either the Police or Fire departments.

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

Finding: No conditions are proposed.

MAP EXHIBIT B



August 12, 2013

**REPORT ON AN ORDINANCE OF THE CITY OF FOREST GROVE,
WASHINGTON COUNTY, OREGON, AUTHORIZING THE ISSUANCE OF
EDUCATION FACILITY REVENUE BONDS TO FINANCE AND
REFINANCE PROJECTS FOR PACIFIC UNIVERSITY**

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

ISSUE STATEMENT: The City enacted Ordinance No. 2013-06, which authorized issuance of educational facility revenue bonds to finance and refinance projects for Pacific University. The University is now looking at using commercial banks or other investors to finance the educational facility revenue bonds authorized by that ordinance. The original ordinance does not allow for that option, so Pacific University is requesting an amendment to that ordinance that would allow the City to sell the education facility revenue bonds to a commercial bank or other investor on the University's behalf. Bond Counsel has prepared the attached ordinance amending Ordinance No. 2013-06 for Council consideration. Due to the proposed timing of the bond issuance, this ordinance needs to have the first and second reading at tonight's meeting. Staff has advertised the ordinance as required to meet the Council rules to pass an ordinance in one meeting. Five councilors are required to pass this ordinance at this meeting for it to be approved. The ordinance will be effective immediately if it is passed.

DISCUSSION: The original financing scenario envisioned by the University has been modified due to changes in the bond market since the original ordinance was passed. The University is now looking at using private placement financing for the new projects and still issuing revenue bonds to refinance the prior debt issues that are being considered for refinancing. The private placement lending through a commercial bank or other private lender was not included in the original ordinance so that ordinance needs to be amended so that form of financing can be used. The City used private placement financing recently when it refinanced its 2003 Full Faith and Credit Obligations with a commercial bank.

FISCAL IMPACT: As stated in the staff report for the original ordinance, no city funds are being used to pay the costs of issuing the financing for Pacific. All costs, including the bond counsel for the City, are the responsibility of Pacific University. There is some City staff time involved in the process.

The City will still charge a fee of twenty basis points for the new capital projects portion of the bonds but will not charge for the portion of the bonds to be used to refinance the prior bonds. This has been the City's practice for the last four conduit bond issues.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached Ordinance amending Ordinance 2013-06 to authorize the City to sell the education facility revenue bonds to a commercial bank or other investor.

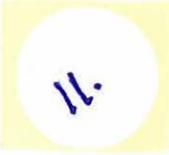
NOTICE OF PUBLIC HEARING

PROPOSED ORDINANCE OF THE CITY OF FOREST GROVE, WASHINGTON COUNTY, OREGON, AMENDING ORDINANCE NO. 2013-06 WHICH AUTHORIZED ISSUANCE OF EDUCATION FACILITY REVENUE BONDS TO FINANCE AND REFINANCE PROJECTS FOR PACIFIC UNIVERSITY; AND ESTABLISHING AN EMERGENCY

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a Public Hearing Monday, August 12, 2013, at 7:00 p.m., or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting an Ordinance Amending Ordinance No. 2013-06 which authorized issuance of education facility revenue bonds to finance and refinance projects for Pacific University; and establishing an emergency. The amendment would allow the City to sell the education facility revenue bonds authorized by Ordinance No. 2013-06 to commercial banks and other investors. The proposed ordinance, if enacted by the City Council, would take effect upon passage.

A copy of the report and proposed ordinance is also available for inspection prior to the hearing at the City Recorder's Office or by visiting the City's website at www.forestgrove-or.gov. Questions concerning this notice and its contents should be directed to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, 503.992.3235, or e-mail aruggles@forestgrove-or.gov. Anna D. Ruggles, CMC, City Recorder, City of Forest Grove.

Published in *The Oregonian*, Monday, August 5, 2013



ORDINANCE NO. 2013-11

**ORDINANCE OF THE CITY OF FOREST GROVE, WASHINGTON COUNTY,
OREGON, AMENDING ORDINANCE NO. 2013-06 WHICH AUTHORIZED ISSUANCE
OF EDUCATION FACILITY REVENUE BONDS TO FINANCE AND REFINANCE
PROJECTS FOR PACIFIC UNIVERSITY; AND DECLARING AN EMERGENCY**

WHEREAS, on the 28th day of May, 2013, the City of Forest Grove, Oregon (the "City") enacted Ordinance No. 2013-06 (the "Bond Ordinance") to authorize new money and refunding education facility revenue bonds (collectively, the "Bonds") for Pacific University (the "University") and to delegate authority to certain City officials to take actions to sell and deliver the Bonds; and,

WHEREAS, the Bond Ordinance contemplated the Bonds would be sold as publicly offered bonds or private placements and did not authorize the Bonds to be sold directly to commercial banks; and,

WHEREAS, the University and the City now find it advantageous to sell all or a portion of the Bonds directly to a commercial bank; and,

WHEREAS, the City seeks to amend the Bond Ordinance to allow the Bonds to be sold directly to commercial banks;

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

Section 1. Bond Ordinance Amended. The City hereby amends the Bond Ordinance to authorize the Bonds to be sold to underwriters, commercial banks or other investors. Section 5(B) of the Bond Ordinance is hereby amended to read as follows:

- (B) Publish a notice of sale, receive bids and award the sale of each series of Bonds to the bidder complying with the notice and offering the most favorable terms, or select one or more underwriters, commercial banks or other investors and negotiate the sale of any series of the Bonds with those underwriters, commercial banks or investors.

Section 2. Emergency Ordinance. The Council declares that an emergency exists in order that the Bonds may be issued as soon as possible; therefore, this Ordinance shall be in full force and effect from and after its passage by the Council.

PRESENTED AND PASSED the first reading the 12th day of August, 2013.

PASSED the second reading the 12th day of August, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of August, 2013.

Peter B. Truax, Mayor

Date: August 12, 2013

STAFF REPORT AND RESOLUTION ADOPTING THE CITY OF FOREST GROVE LIGHT AND POWER ELECTRIC SYSTEM MASTER PLAN

PROJECT TEAM: George Cress, Director of Light & Power
Gary Wright, Substation System Engineer
Keith Hormann, Operations Superintendent
Michael Stoltz, Electrical Engineer
Michael Beanland, TriAxis Engineering
Michael J. Sykes, City Manager
Paul Downey, Director of Administrative Services

ISSUE STATEMENT: Conduct a comprehensive study to develop a long-range master plan for replacing and upgrading the City's substation facilities in order to extend the life of the system and provide additional capacity for future growth.

BACKGROUND: On September 28, 2012, the City of Forest Grove requested proposals (RFP) for engineering services for conducting an electric system master plan. In response to the RFP and after an extensive selection process, TriAxis Engineering, Inc, from Vancouver, Washington was awarded a contract on November 20, 2012. Michael Beanland of TriAxis Engineering, Inc. and George Cress, Director of Light & Power, gave a presentation to City Council on May 28, 2013, for the purpose of providing an update on TriAxis's comprehensive study of the City's electric system.

TriAxis Engineering has reviewed a City's developed multi-year plan substation improvement plan and recommended a comprehensive substation plan. TriAxis reviewed historical data provided by the Light and Power Department. Data regarding the existing electric facilities included:

- Equipment inventories for Filbert, Thatcher Junction and Forest Grove Substations.
- Detailed distribution system maps.
- Substation simplified one-line diagrams.
- Mapping system databases including primary and secondary conductors, distribution transformers, shunt capacitors, and electric meters.

TriAxis review included load data for the City over the past 12 years.

TriAxis provided estimates of the remaining life of the City's electric system using 40 years for transformers, 30 years for circuit breakers, and 20 years for voltage regulators.

See Pages 5 & 6, Substation Equipment Vintages, Electric System Master Plan July 2013, for equipment remaining life spans.

The 2011-2012 draft plan developed by the City included the purchase of substation transformers and replacement of aging equipment associated in their operation. TriAxis has reviewed this plan and has provided their recommendations for a six-year replacement plan based on equipment need and cost. See Page 25, Schedule & Costs, Electric System Master Plan July 2013.

FISCAL IMPACT: The City of Forest Grove Light and Power Electric System Master Plan (attached as Exhibit A) is intended to be used in the development of a long-range financing plan for the Light and Power Department that will include financing options and multi-year cash flow projections. Commencing FY2013-2014, Capital outlays over a six-year period for substation upgrades are estimated to be in the range of \$4 to \$5 million. The proposed investment for replacing aging equipment will extend the life of the substations and provide added capacity for growth for the next 40 years.

STAFF RECOMMENDATION: Staff recommends the City Council approve the attached resolution adopting the City of Forest Grove Light and Power Electric System Master Plan, dated July 2013, prepared by TriAxis Engineering, attached as Exhibit A.



July 31, 2013

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, August 7, 2013

NOTICE OF PUBLIC HEARING
PROPOSED RESOLUTION ADOPTING
FOR THE CITY OF FOREST GROVE
LIGHT AND POWER ELECTRIC SYSTEM MASTER PLAN

NOTICE IS HEREBY GIVEN that the Forest Grove City Council hold a Public Hearing **Monday, August 12, 2013, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider approving a resolution adopting the Light and Power Electric System Master Plan for the City of Forest Grove. If enacted by City Council, the proposed resolution would take effect immediately.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and proposed master plan are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at www.forest-grove-or.gov. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For information about the proposal, please contact Anna Ruggles, City Recorder, 503.992.3235, or via e-mail aruggles@forestgrove-or.gov.

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

To be published Wednesday, August 7, 2013

RESOLUTION NO. 2013-57



**RESOLUTION ADOPTING CITY OF FOREST GROVE
LIGHT AND POWER ELECTRIC SYSTEM MASTER PLAN**

WHEREAS, the City of Forest Grove Light and Power Department hired TriAxis Engineering, consultants, to develop a long-range master plan for replacing and upgrading the City's substation facilities in order to extend the life of the system and provide additional capacity for future growth (Forest Grove Electric System Master Plan); and

WHEREAS, the Forest Grove Electric System Master Plan has been completed; and

WHEREAS, the City Council finds the final Master Plan acceptable; and

WHEREAS, the City Council held a duly-noticed Public Hearing on August 12, 2013; and

WHEREAS, recommendations for implementation of the Forest Grove Electric System Master Plan will serve as guidance documents in the development of a long-range financing plan, along with future cost-of-service study, that will be used by the Light and Power Department in evaluating financing options and multi-year cash flow projections commencing Fiscal Year 2013-14.

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

Section 1. The City Council hereby adopts the City of Forest Grove Light and Power Electric System Master Plan, prepared by Tri-Axis Engineering, dated July 2013, attached as Exhibit A.

Section 2. That the City Manager or designee is hereby authorized to make technical changes to the Electric System Master Plan as deemed necessary after adoption of this resolution.

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

PRESENTED AND PASSED this 12th day of August, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of August, 2013.

Peter B. Truax, Mayor



A place where businesses and families thrive.

City of Forest Grove
Light & Power
Electric System Master Plan
July 2013

Prepared for:
George Cress
Light & Power Director



TriAxis Engineering, Inc.
301 NE 117th Avenue
Vancouver, WA 98684
Michael Beanland, P.E.

Background

The City of Forest Grove retained TriAxis Engineering to review a City-developed multi-year substation improvement plan and recommend a comprehensive electric system upgrade plan.

Executive Summary

This Plan recommends the staged replacement of aged major power equipment at Forest Grove substations. This includes three power transformers and several circuit breakers. The proposed Plan will provide improved equipment reliability, provide adequate capacity for reasonable load growth, and lay out a path to accommodate future city service expansion.

Year	Actions	Budget
2013-14	Engineer for the replacement of transformers at Forest Grove and Thatcher; purchase the transformer, circuit switcher, and associated equipment for Thatcher; purchase and install feeder relays at Filbert	\$1,050k
2014-15	Install the transformer, circuit switcher and associated equipment at Thatcher, purchase the transformers, circuit switchers, and associated equipment for Forest Grove #1 & #2, install 115kV protection upgrades with BPA	\$2,530k
2015-16	Install the transformer, circuit switcher and associated equipment for Forest Grove #2	\$230k
2016-17	Install the transformer, circuit switcher and associated equipment for Forest Grove #1	\$215k
2017-18	Purchase and install circuit switcher and associated equipment for Filbert Substation	\$270k
	Five Year Total	\$4,295k

Data Resources

The City provided TriAxis with data regarding the existing electrical facilities including:

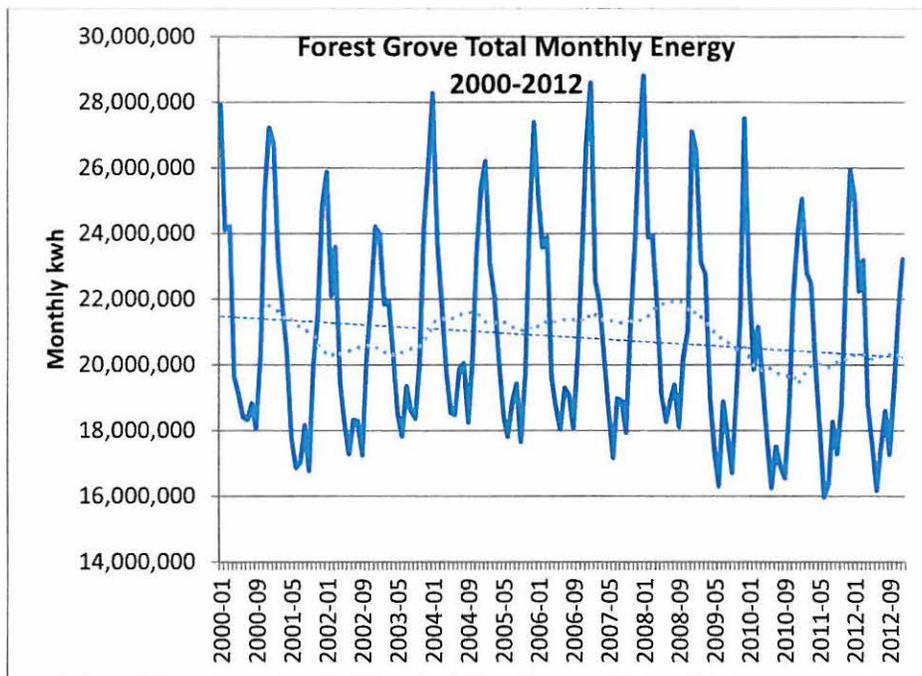
- Equipment inventories for the Filbert, Thatcher Junction and Forest Grove Substations
- Detailed distribution system maps.
- Substation simplified one-line diagrams.

- System overview one-line diagram.
- Mapping system databases including primary and secondary conductors, distribution transformers, shunt capacitors, and electric meters.

TriAxis was provided access to historic power use data for the four BPA points of delivery. TriAxis accessed aggregate hourly load data from 1/1/2000 through 12/31/2012; monthly energy data for each POD for the same period; and hourly load data for each POD for calendar 2012.

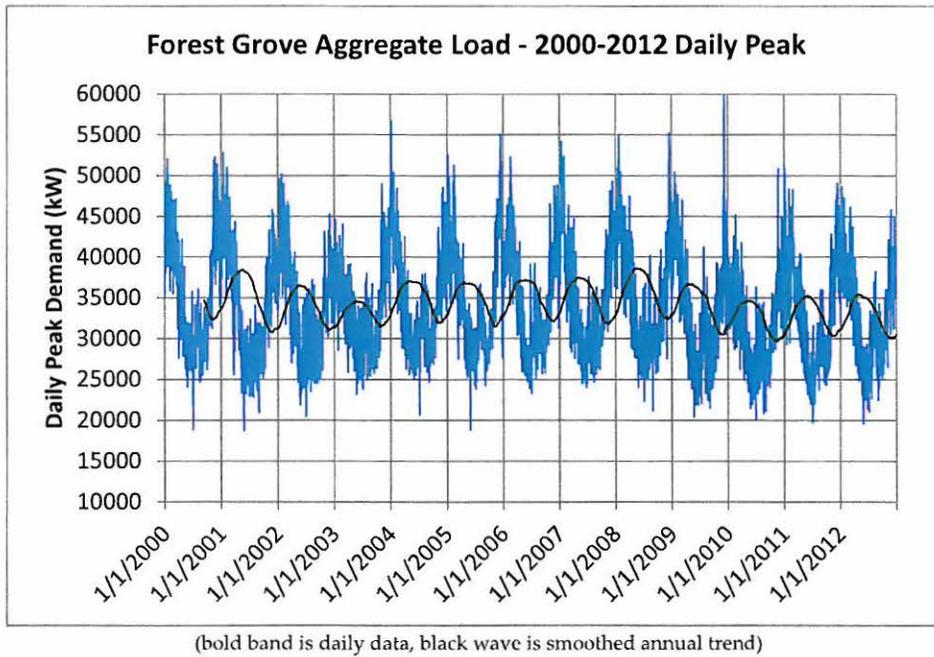
Review of Data

Aggregate load data indicates that there has been a slight decline in average load for the City over the past 12 years.

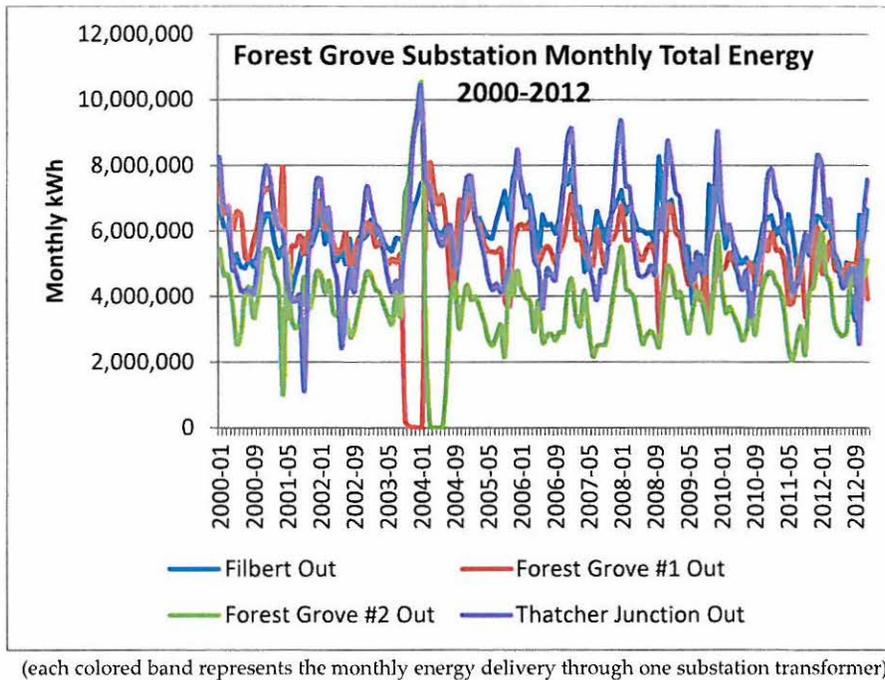


(bold line is monthly data, dashed wavy line is smoothed annual data, straight line is linear trend)

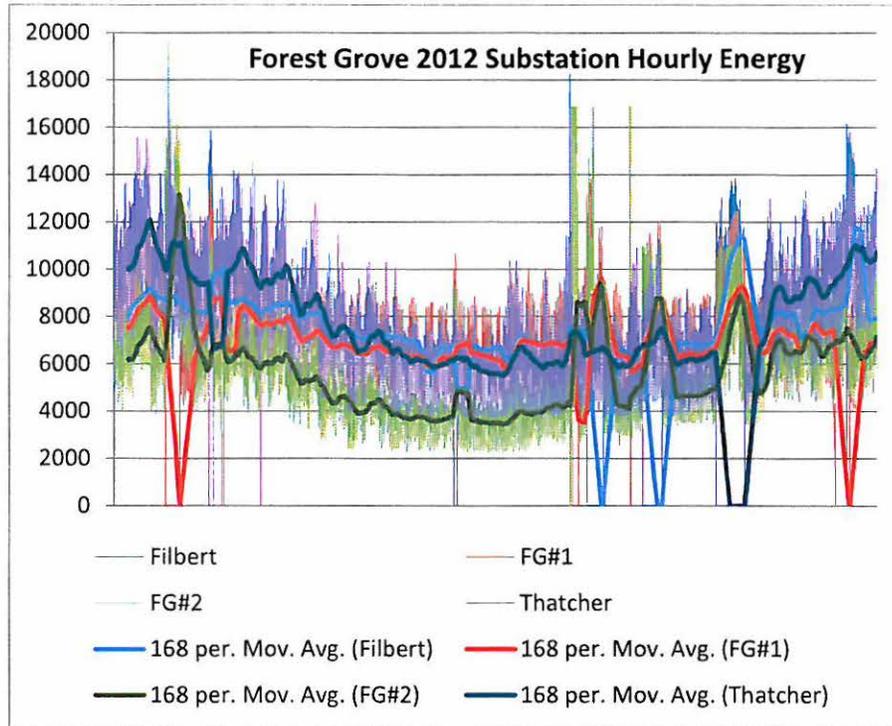
Similarly, daily peak loads have been on a decline during the same interval.



During this same period, the loading of the four points of delivery have remained relatively equal.



The hourly data for 2012 also indicates a relatively equal sharing of load with Forest Grove bank #2 carrying a smaller typical load than the other transformers.



(broad jagged bands are hourly data for each substation, bold lines are weekly smoothed average)

Substation Equipment Vintages

Data provided by the City was assembled in the following tables. Estimates of remaining life were developed using common utility industry equipment life estimates: 40 years for transformers, 30 years for circuit breakers, and 20 years for voltage regulators. Actual equipment life is very complex to determine and depends on many factors including historic maintenance, local environment, loading history, typical operating temperatures, available fault current, and the number of operations or through faults; as a result, typical values are used for comparison only.

Forest Grove					
Equipment	Mfg. Model	Mfg. SS #	Mfg. Year	Age	Remaining Life
Power Transformer Bank 1	Industrie Elettiche Di Legnano S.p.A. 12/16/20/22.4 MVA	31715	1975	37 Yrs	3
Power Transformer Bank 2	Industrie Elettiche Di Legnano S.p.A. 12/16/20/22.4 MVA	31208	1968	44 Yrs	(4)
Bank 1 Main Breaker	ABB RMAG	1VAL05L117RMAG	11/05	7 Yrs	23

Forest Grove Electric System Master Plan

Bank 2 Main Breaker	ABB RMAG	VAL05L118RMAG	11/05	7 Yrs	23
FG1 Voltage Regulators	McGraw-Edison VR-32 Series AX	A Phase 0337017756 B Phase 0337017755 C Phase 0337017670	11/03	9 Yrs	11
FG2 Voltage Regulators	McGraw-Edison VR-32 Series AX	A Phase 0437009089 B Phase 0437008773 C Phase 0437008855	5/04	8 Yrs	12
FG1 Feeder Breaker	ABB, Vacuum, Type R2	93K115VB	10/93	19 Yrs	11
FG2 Feeder Breaker	Westinghouse, Vacuum, Type R1	88D119VB	4/88	24 Yrs	6
FG3 Feeder Breaker	GE Vacuum, Type VIB-15.5-12000-4	0442A8170-101	9/81	31 Yrs	(1)
FG4 Feeder Breaker	Westinghouse, Vacuum, Type R1	88D117VB	4/88	24 Yrs	6
FG5 Feeder Breaker	Westinghouse, Vacuum, Type R1	8D122VB	4/88	24 Yrs	6
FG6 Feeder Breaker	GE Vacuum, Type VIB-15.5-12000-3	Not available	1975	37 Yrs	(7)
FG7 Feeder Breaker	GE Vacuum, Type VIB-15.5-12000-3	Not available	11/76	36 Yrs	(6)
FG8 Feeder Breaker	GE Vacuum, Type VIB-15.5-12000-3	Not available	1975	37 Yrs	(7)

Thatcher					
Equipment	Mfg. Model	Mfg. SS #	Mfg. Year	Age	Remaining Life
Power Transformer	Moloney 12/16/20/22.4 MVA	929842	1959	53 Yrs	(13)
Main Breaker	ABB RMAG	1YAL05K150RMAG	10/06	6 Yrs	24
Three-phase Voltage Regulator	General Electric MLT 32	D569383	No Data		
Feeder Breaker	ABB Type R1	Feeder A 99F149VBTT, Feeder B 99F164VBTT, Feeder C 99F156VBTT, Feeder D 99F153VBTT	9/99	13 Yrs	7

Filbert					
Equipment	Mfg. Model	Mfg. SS #	Mfg. Year	Age	Remaining Life
Power Transformer Bank	Hevi-Duty Electric 15/20/25 MVA	GM 353876	11/83	29 Yrs	11
Single Phase Voltage Regulators	Siemens Type JFR	A Phase 6587-6, B Phase 6520-9, C Phase 6422-7	No Data		

Feeder Breakers	Westinghouse Vacuum	BFS6 84C153VB, BFS8 84C154VB, BFS9 84C151VB, BFS10 84C155VB, BFSM 84D101VB	3/84	~29 Yrs	1
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The data indicates that three of the power transformers have reached the end of their usable lives and that several feeder breakers are due for replacement.

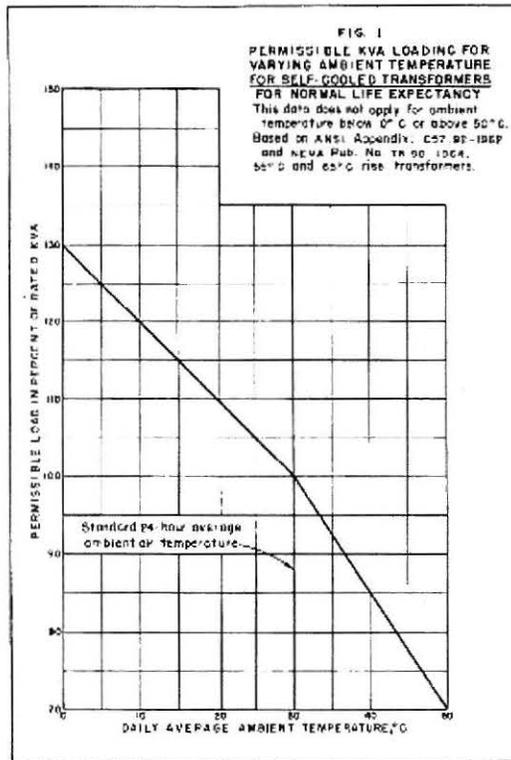
Optimal Transformer Rating

The draft plan developed by the City included the purchase of substation transformers rated 24/32/40/45 MVA. Transformer rating numbers indicate the following:

- Operation with 55C temperature rise and no fan cooling
- Operation with 55C temperature rise and one stage of fan cooling
- Operation with 55C temperature rise and two stages of fan cooling
- Operation with 65C temperature rise and two stages of fan cooling

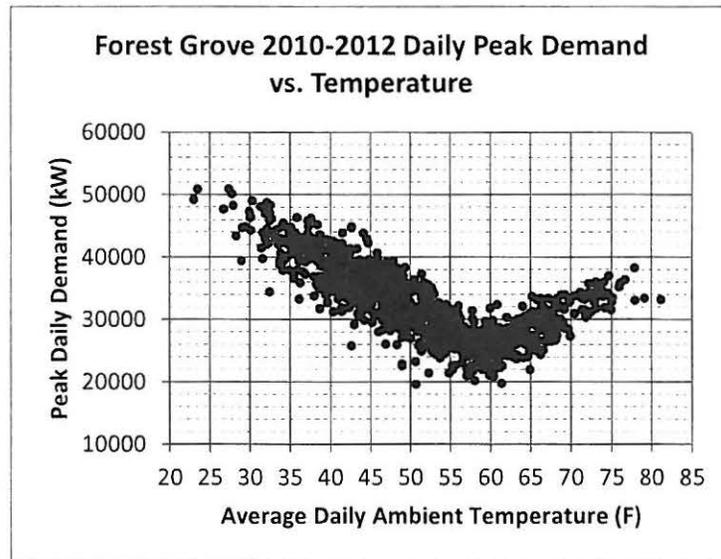
Three of the existing substation transformers are 12/16/20/22.4 MVA and one (Filbert) is 15/20/25/28 MVA rated. Because City-wide peak load has never exceeded 60 MW and there is minimal/no load growth, TriAxis recommends the City purchase transformers rated 15/20/25/28 MVA 55/65C. Four such transformers provide 60 MVA (4 x 15 MVA) of base rating and a single-contingency rating of 84 MVA (loss of one transformer) which would appear more than sufficient.

Further, the City load is winter peaking and the thermal rating of substation transformers increases about 1% for each 1C that the average ambient temperature is below 30C. The graphic below was extracted from a U S Bureau of Reclamation publication based on industry standards.



USBR Transformer Loading Guide

The following chart shows Forest Grove daily peak electricity demand versus daily average temperature for three years. The strong weather sensitivity of the peak demand is apparent.



Forest Grove Peak Load and Ambient Temperature

Transformers are rated for operation at 30C (86F) ambient yet Forest Grove peak loads occur when ambient is below 0C (32F). Thus, during peak loads, when ambient temperature is 0C (32F), total transformer base rating is ~78 MVA (1.3 x 60 MVA) and single-contingency rating is ~109 MVA (1.3 x 84 MVA). This is significantly more than the 60 MW of actual historic peak load.

The following table existing and proposed transformer capacity at the substations under different approaches to substation capacity. The options considered were to purchase three new large transformers, purchase three smaller transformers, and to purchase three smaller transformers now and add a 2nd transformer at Filbert to Thatcher in the future as load requires. All of the plans provide capacity for significant future load growth.

Description	Existing Substation Equipment	Purchase Three 24 MVA	Purchase Three 15 MVA	Add future 15 MVA
Forest Grove #1	12/16/20/22.4 Circa 1975	24/32/40/45	15/20/25/28	15/20/25/28
Forest Grove #2	12/16/20/22.4 Circa 1968	24/32/40/45	15/20/25/28	15/20/25/28
Filbert #1	15/20/25/28 Circa 1983	Same	Same	Same
Thatcher #1	12/16/20/22.4 Circa 1959	24/32/40/45	15/20/25/28	15/20/25/28
Filbert/Thatcher #2	----	----	----	15/20/25/28
Base Capacity (MVA)	51	87	60	75
Summer SC Peak Rating (MVA)	67	118	84	112
Winter SC Peak Rating (MVA)	87	153	109	146
Winter Capacity Increase	----	76%	25%	67%
Winter Peak Margin (MVA)	27	93	49	86
Winter Peak Growth	146%	256%	182%	243%
Installed Cost	----	\$3,500k	\$2,300k	Add \$1,700k

(SC is single contingency, one transformer out of service)

During lengthy discussions with City staff, it was generally agreed that the preferred approach is to purchase smaller transformers for the upgrades with the understanding that should future load develop, added capacity can be installed at Filbert Substation, Thatcher Substation, and/or a new substation.

Voltage Regulation

The existing substations include transformers without tap changers and separate voltage regulators. When the substations were built, the transformers were owned by BPA and the City was responsible for any voltage regulation. As a result, the substations have separate transformers and voltage regulators. Further, 30+ years ago, transformer internal load tap changers were of a design where maintenance was frequent and significant.

The largest standard single-phase voltage regulator made is rated 833kVA, providing regulation for up to 25MVA of load. When transformer capacity or load exceeds this level, transformer load tap changers or feeder-level voltage regulation is required. Load tap changers are part of the transformer and new designs are extremely reliable, but do require the transformer be taken out of service for maintenance. Voltage regulators can be bypassed while the transformer continues to serve load, though without voltage regulation. Where peak loads are not expected to exceed 25MVA, voltage regulators are often preferred by many utilities.

Where loads exceed 25MVA on a single transformer, feeder voltage regulation is used by many utilities. In this situation, rather than a transformer load tap changer or single central voltage regulator, each feeder uses a set of regulators, typically between the feeder breaker and getaway cables, to provide voltage control. The advantage is that each regulator is generally smaller (less costly) and any regulator can be removed from service conveniently. The disadvantage is that there are more pieces of equipment to maintain, three regulators per feeder.

Voltage regulators are mechanical devices with load-carrying switches in oil. These devices require periodic maintenance and special care when switching into and out of service. Though Forest Grove substations are designed and equipped for voltage regulators, with the opportunity to replace the existing transformers, a switch to the reduced maintenance requirements of modern load tap changers is recommended.

Equipment Replacement Plan

Based solely on the vintage data provided above, TriAxis suggests the following approximate replacement schedule:

Equipment	2013	2014	2015	2016	2017	2018	2019
<u>Transformer</u>							
Thatcher Transformer	EP	I					
Forest Grove Bank 2	E	P	I				
Forest Grove Bank 1	E	P		I			
<u>Feeder Breakers</u>							
Forest Grove GE Breakers	E	P	PI	I			
Ongoing Breaker Replacement					EPI		EPI

E= Engineer, P = Procure, I = Install

When transformers are replaced, the recommended work includes installation of a circuit switcher and transformer protective relaying. When feeder breakers are replaced, the recommended work includes replacement of the associated protective relaying.

Circuit Switchers

A circuit switcher is a simplified circuit breaker (no current transformers) that can interrupt faults and provide for remote switching. Circuit switchers replace fuses used for fault interruption. Because the circuit switcher is controlled by microprocessor-based protective relays, the relay/switcher combination provides much greater flexibility and control than the simple fuses.

A typical 115kV circuit switcher costs about \$50,000. Installation of a circuit switcher to replace transformer fuses also requires a controls enclosure, station battery, battery charger, protective relay(s), and the presence of current transformers on the transformer. Preferred protective relaying includes “current differential” which compares the current coming into the transformer from the current leaving the transformer; such relaying is very sensitive to transformer faults. Because Forest Grove substations also have “main breakers,” the differential zone can be expanded to encompass some of the substation bus, providing improved protection from substation faults.

A circuit switcher not only provides better fault detection and protection but provides safety improvements. Protective relays can be used in an arc flash hazard reduction program in conjunction with hot line tagging. The remotely-controlled circuit switcher also makes energizing and de-energizing the transformer safer by allowing the operator to be farther from the device. The addition of microprocessor-based protective relays can provide a wealth of fault event, troubleshooting data, and remote access.

When a new transformer is purchased the cost of a circuit switcher and associated equipment is recommended; such costs are included with the transformer replacement.

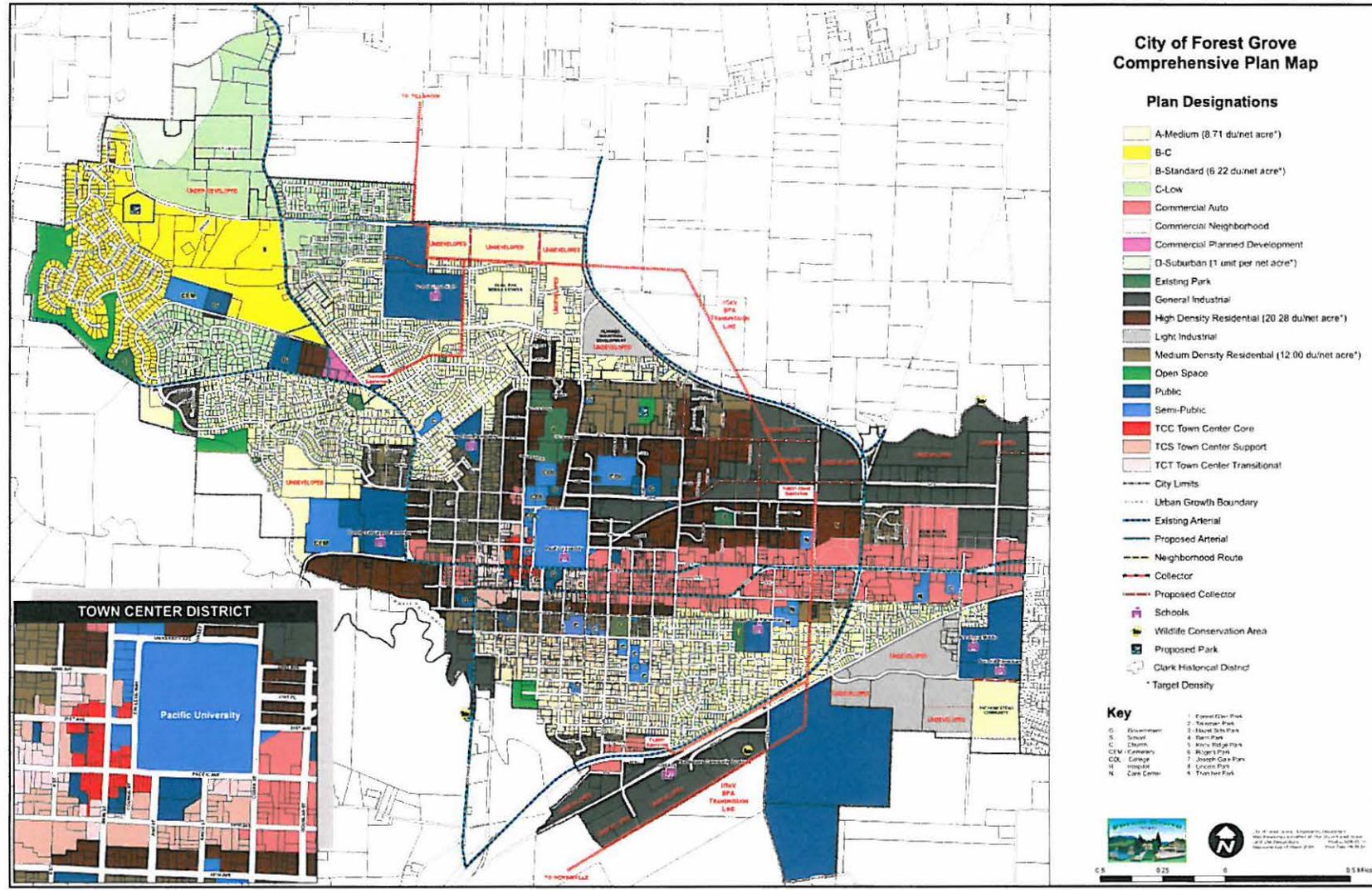
Warning: The Western Electricity Coordinating Council (WECC) rules require that transformer protective systems that may impact the bulk electric system must be maintained and tested on a regular basis with full documentation. The impact on utility operations of relay and circuit switcher testing is not significant, however, batteries and battery chargers require frequent (3-month interval) testing which needs to be planned and budgeted.

Future City Expansion

One concern raised by utility staff was that the utility district is larger than the city boundary and that there are un-developed and under-developed portions of the city. The possible impact of unexpected load growth is mitigated by both the Thatcher Junction and Filbert Substations having adequate land and being arranged so that a second transformer and additional feeder capacity can be readily added. This allows capacity to be expanded as load requires.

During discussions with staff, it was the general consensus that should additional capacity be required, adding transformers at Filbert and Thatcher is preferred over installing additional capacity at this time. In this fashion, capacity can be added when, and if, needed.

In addition, should the service area of the utility expand with significant new high-density load (industrial), it is appropriate to build a fourth substation to serve the expanded service area. It is reasonable that growth north of the city could be fed by a new substation and served by a new tap to the BPA Forest Grove – Tillamook 115kV line. Should there be significant load growth and development in this area, the City would need to work with developers to procure an appropriate substation parcel. (See annotated Comprehensive Plan Map)



115kV Transmission System

City staff has expressed concern about interruptions to the BPA 115kV transmission system affecting City substations. The Filbert Substation is located on the 24-mile 115kV line between BPA Forest Grove and BPA McMinnville. The Thatcher Junction Substation is located on the 47 mile 115kV line from Forest Grove to Tillamook Substation.

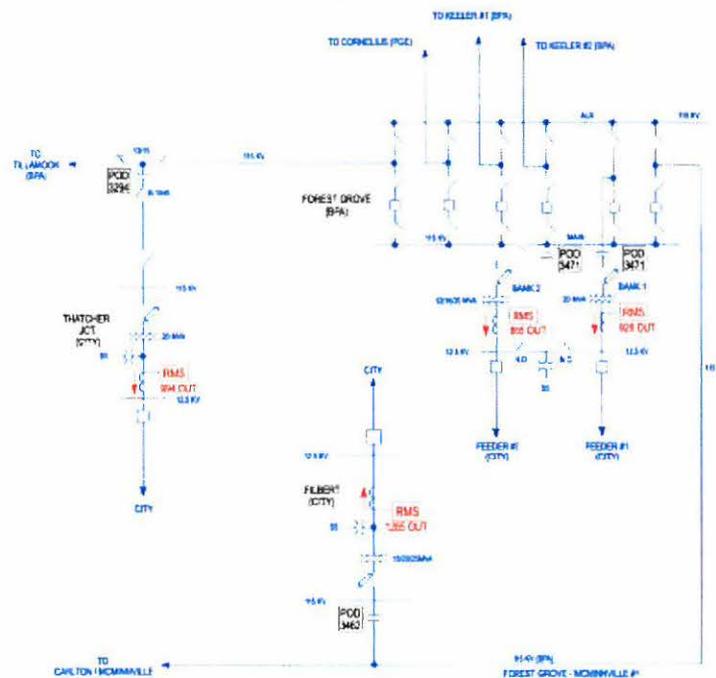
Staff reports that it is not uncommon to have repeated winter-time storm-related outages to the Thatcher Junction Substation as BPA tests and restores the 115kV line from Forest Grove to Tillamook. Staff reports that outages to the Filbert Substation are rare.

Outage Data

A review of line outage data is recommended to quantify the number of outages and their duration. This data from BPA was not available for this study.

Existing 115kV BPA Lines

The following diagram shows the BPA/City 115kV lines.

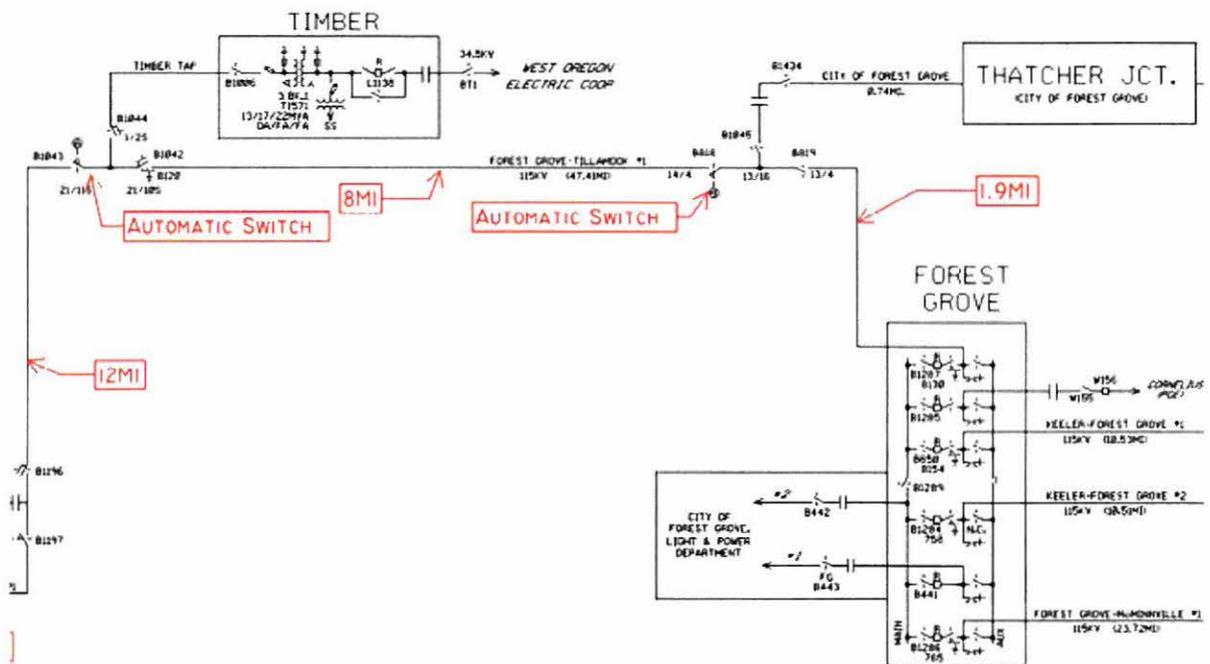


BPA Forest Grove Power Delivery System

Line to Tillamook

For the Forest Grove – Tillamook line, the following line segments exist.

Line Segment	Distance (miles)
Forest Grove - Thatcher Tap	1.9
Thatcher Tap – Timber tap	8
Timber Tap – South Fork	12
South Fork - Tillamook	25



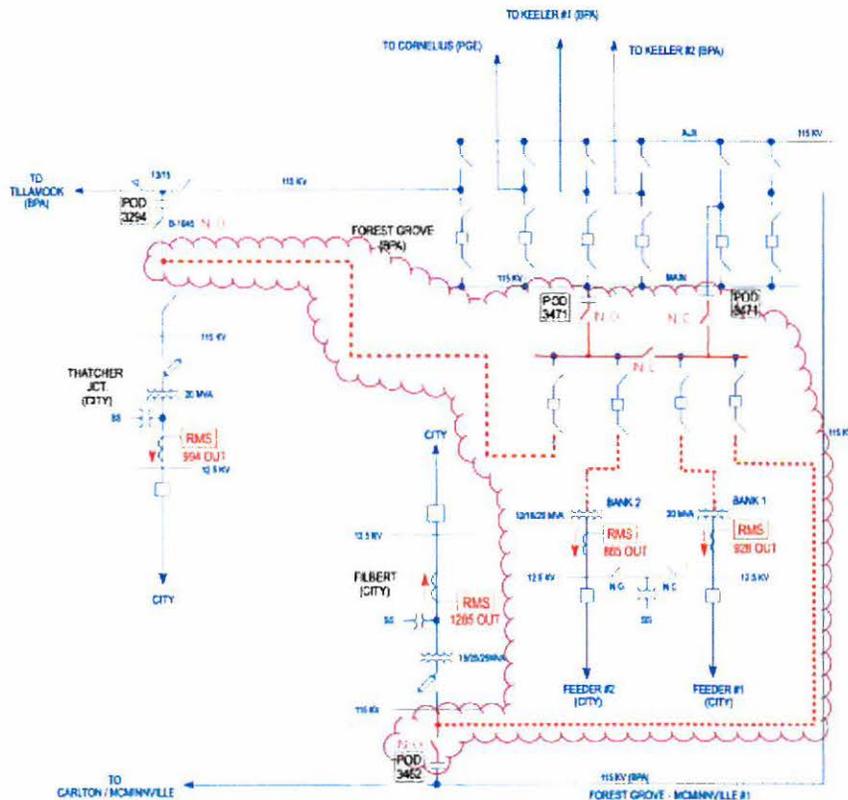
BPA 115kV Transmission North & West

The line segments from the Timber tap to Tillamook Substation are much more exposed to winter-time storm-related faults than the lines from Forest Grove to the Timber tap. BPA switch B818 is located just beyond the Thatcher Tap, providing a location to sectionalize the line when an outage occurs. This is a motor-operated switch with automatic operation when the line is de-energized after a fault. A similar switch exists just beyond the Timber tap. During a fault, the 115kV circuit breakers at Forest Grove and Tillamook open, the two automatic switches open when the line is de-energized, the two breakers close, Thatcher and South Fork are restored, Timber remains de-energized.

Outages along this line cause the automatic switch near Carlton to open so that Forest Grove can re-energize the line. There is risk that the 18.5 mile segment has a fault and Filbert will remain out of service.

Options for Improved Reliability

The initial plan developed by City staff including studying the installation of 115kV lines from the Forest Grove Substation to both Thatcher Substation and Filbert Substation and thus no longer being susceptible to outages on the BPA lines. The City could build a line parallel to the BPA-Tillamook line for a distance of 1.9 miles to refeed the Thatcher tap. Similarly, the City could build a 0.8 mile line from Forest Grove to the existing Filbert tap parallel to the BPA Forest Grove – Carlton line. However, in addition to 115kV line construction through the city, the City portion of the Forest Grove Substation would require major remodeling and rearrangement.



At Forest Grove Substation, the City would need to build a 6-position 115kV switching station. Two incoming positions would replace the existing BPA 115kV feeds to the

Forest Grove transformers. Two new circuit breakers would feed the Forest Grove transformers and two new circuit breakers would feed the Filbert and Thatcher substations. The Forest Grove Substation transformers and main breakers would be relocated.



Forest Grove Substation - Existing

The above aerial photograph shows the existing BPA and City portions of the Forest Grove Substation. The BPA 115kV facility is on the right. The City-owned transformers are in the center. The City's voltage regulators and feeder breakers are on the left.

A revised and expanded City 115kV facility at Forest Grove Substation may look similar to the following.



Forest Grove Substation - Expanded

Preliminary cost estimates for the 115kV switching station alone (not including replacement and relocation of transformers) was in excess of \$2,000,000. The 115kV transmission line is estimated to cost about \$700,000 per mile; the line to the Thatcher Junction tap would cost about \$1,300,000, the line to the Filbert Substation tap would cost about \$600,000.

Other Outage Reduction Options

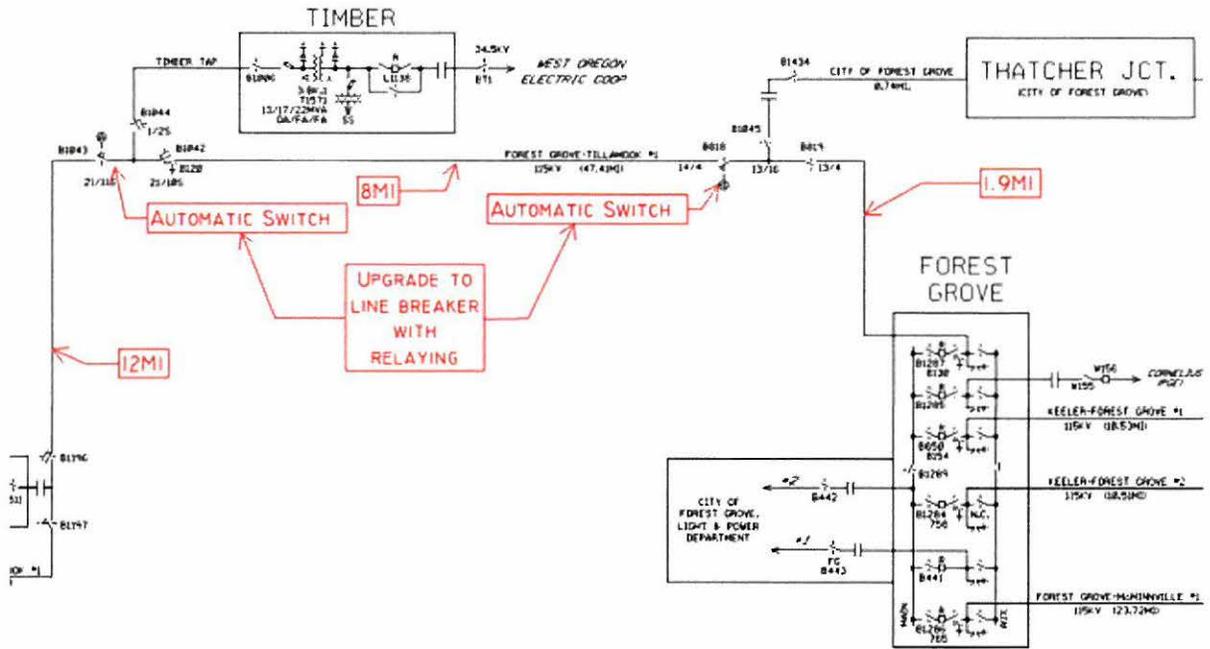
During review of the BPA 115kV system it was recognized that other options may exist that can reduce the exposure to outages at the Filbert and Thatcher Junction Substations without requiring the construction of 115kV lines and the 115kV switchyard.

BPA 115kV Line Breaker/Switcher on Tillamook Line

Where the existing BPA 115kV B818 automatic switch is located on the Forest Grove – Tillamook line, upgrading this to a circuit breaker with associated protective relaying would allow this device to clear faults toward Tillamook without interrupting service to Thatcher Junction Substation. This would require development of a fenced substation at the site.

Alternately, either of the automatic switches, B818 (Thatcher tap) or B1043 (Timber tap), could be upgraded to a remotely-controlled circuit switcher with the protective relaying

located at the existing BPA Forest Grove Substation with control of the circuit switcher provided by fiber optic communication line. The circuit switcher could be located at the Thatcher Junction tap or at the Timber Substation tap. Either would isolate Thatcher Junction Substation from the majority (~80%) of the line exposure.



Option to Reduce Outages to Thatcher Substation

Conceptually, protective relaying at Forest Grove Substation would monitor the line for faults; if a remote fault is detected, the line switch would be used to interrupt the fault; if the fault is closer to Forest Grove Substation, the circuit breaker at Forest Grove would operate. However, given the significantly lower exposure to faults between the Thatcher tap and Forest Grove Substation, the number of interruptions to the Thatcher Substation could be greatly reduced.

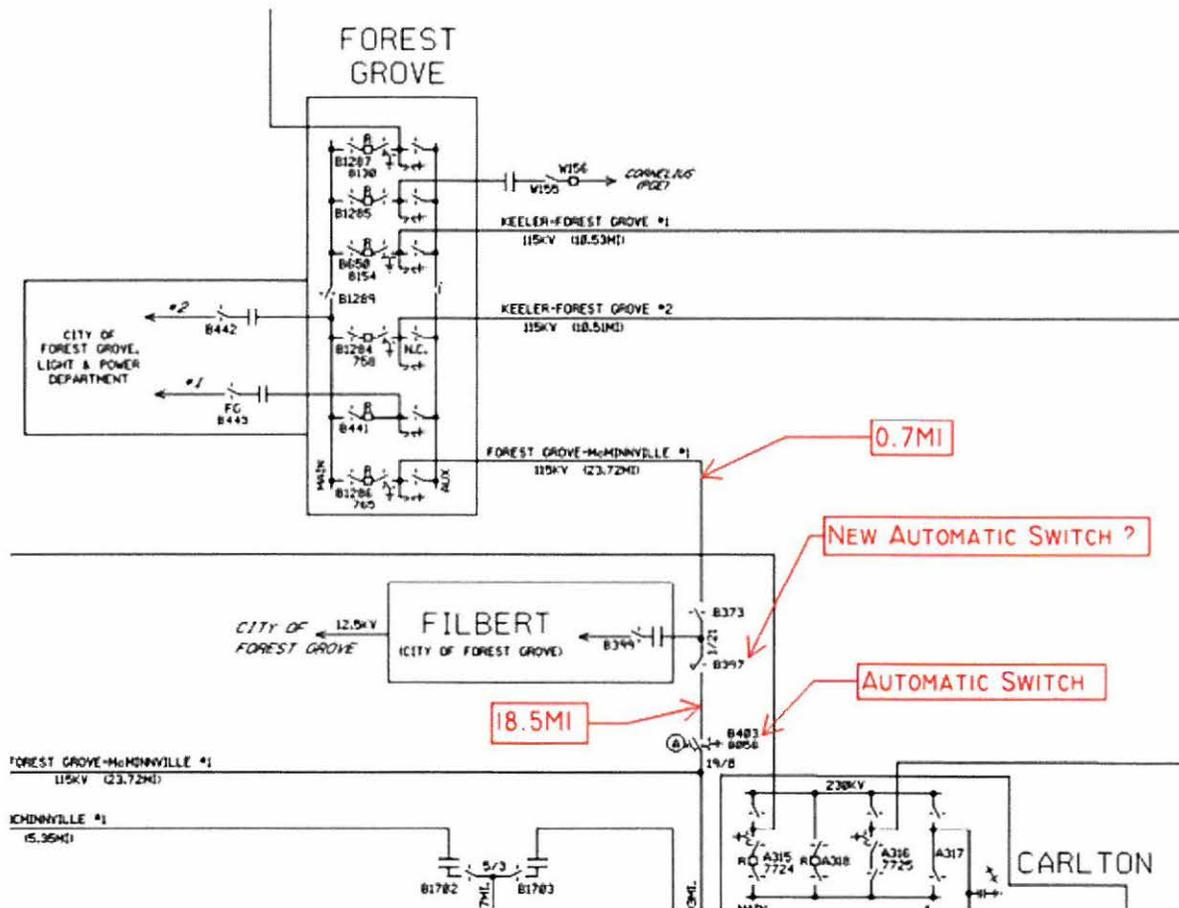
It is recommended that BPA be approached toward upgrading the protection on the Forest Grove – Tillamook line. Based on typical equipment costs and BPA engineering, it is recommended that \$500,000 be allocated for upgrading the protection on this line. This is significantly less than the costs for Forest Grove to build its own 115kV system.

Add Automatic Switch at Filbert Tap

Because the Filbert Substation is located on a ~19 mile section of line, even though it is less than 1 mile from Forest Grove Substation, it is affected by outages along the entire line. The addition of a new BPA automatic switch at B397 would improve restoration of

Filbert Substation for BPA 115kV line faults between Forest Grove and Carlton Substations. Anecdotal evidence indicates that outages along this line are infrequent.

Similar to the recommendation for the line toward Tillamook, the installation of a circuit switcher in the line, controlled by relaying located at BPA Forest Grove Substation, is recommended. A similar allocation of funds is recommended.



Option to Reduce Outages to Thatcher Substation

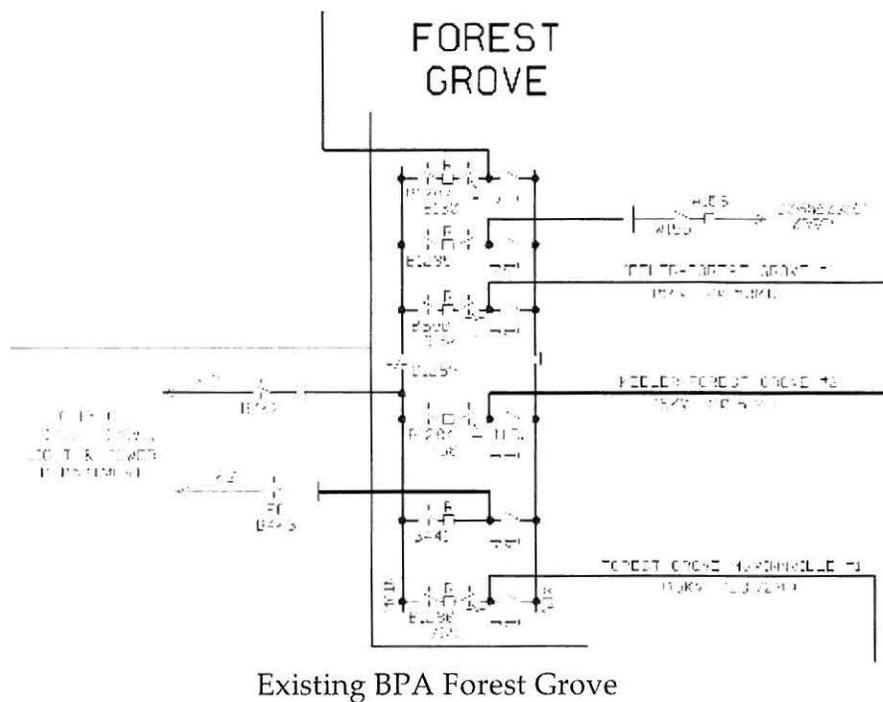
Rebuilding 12.5kV Breaker Bays

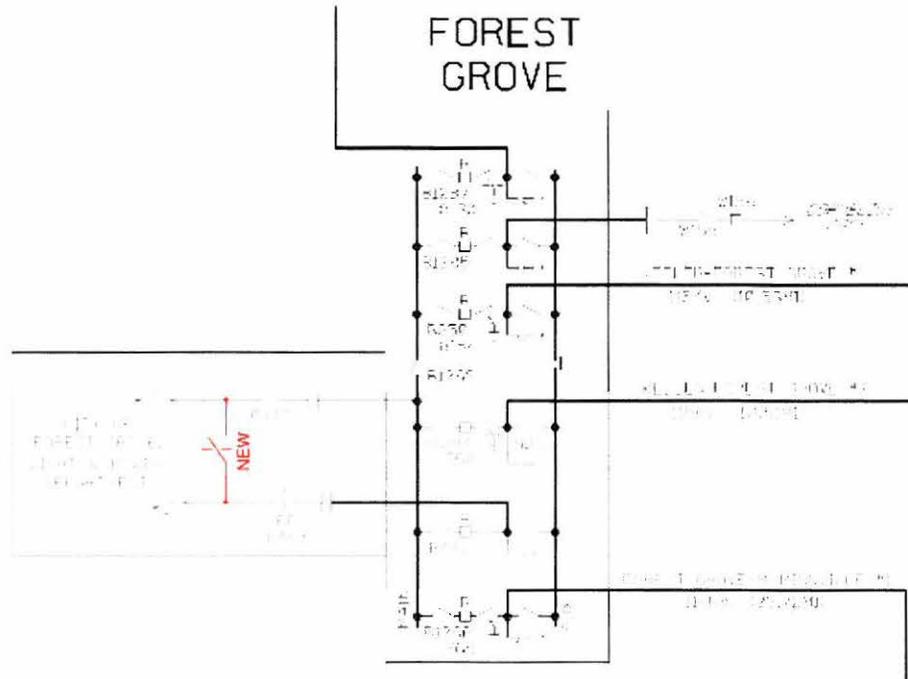
It is reasonable to assume that the 12.5kV bus, switches, and related equipment are of similar vintage as the feeder breakers. In general, bus and manual switches have a long life and do not require replacement as frequently as transformers, voltage regulators and breakers. However, if the existing facilities were poorly conceived, poorly built, or poorly maintained, it may be appropriate to rebuild the 12.5kV facilities. Staff has not indicated that there are any significant issues with the existing facilities. Insufficient

data is available at this time to evaluate the condition of the 12.5kV facilities and their replacement is not recommended.

Forest Grove 115kV Switch

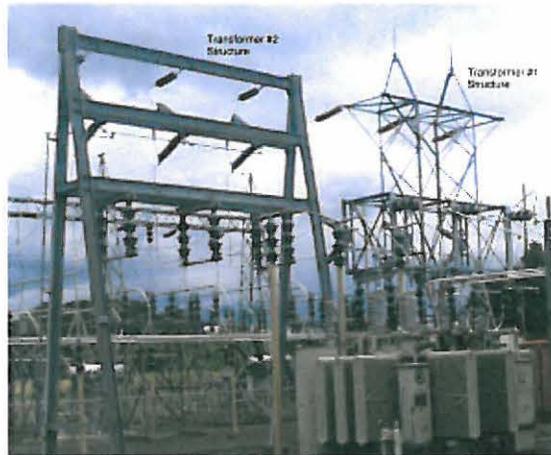
As part of the overall transmission system review, the Forest Grove Substation work considered replacement of structures and the addition of bus and switches to facilitate alternate feeds to transformers. As currently connected to the BPA system, one of the Forest Grove transformers must be taken out of service whenever BPA needs to perform maintenance on some of their facility.





Added Switch at Forest Grove

This new switch would allow the City to maintain service to both Forest Grove transformers when BPA needs to perform maintenance on their facilities. However, both of the existing steel switch/fuse structures will need to be replaced to accommodate this change. This addition will be further considered as part of a broader 115kV transmission loop study.



Forest Grove Substation Transformer Switch/Fuse Structures

Cost Estimate

Cost estimates for the options considered and recommended were developed following typical utility cost estimating practices. The cost estimate for each item includes purchase of that item, installation, foundations (where needed), testing and commissioning.

Feeder breaker replacement includes replacement of protective relays with new microprocessor-based relays with enhanced communication to facilitate future remote monitoring.

The scheduling of the projects is based on a detailed review by Utility staff; their proposed schedule was incorporated into the plan.

The following page is a tabulated summary of the proposed master plan schedule and costs.

Project	Tasks	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Total
Thatcher Junction Substation power transformer (1959)	Engineering/design	50k	30k				1,020k
	Purchase and install transformer	600k	50k				
	Purchase and install control house	30k	20k				
	Purchase and install circuit switcher	100k	20k				
	Purchase and install transformer relays	20k	20k				
	Purchase and install feeder protective relays	40k	40k				
Forest Grove Substation transformer #2 (1968)	Engineering/design	20k	50k	30k			1,175k
	Purchase and install transformer		600k	50k			
	Purchase and install control house		30k	20k			
	Purchase and install circuit switcher		100k	20k			
	Purchase and install transformer relays		20k	20k			
	Purchase and install feeder bypass breaker		25k	10k			
	Purchase and install replacement breakers (3)		60k	20k			
	Purchase and install feeder protective relays		50k	50k			
Forest Grove Substation transformer #1 (1975)	Engineering/design	30k	50k	10k	30k		1,090k
	Purchase and install transformer		600k		50k		
	Purchase and install circuit switcher		100k		20k		
	Purchase and install transformer relays		20k		20k		
	Purchase and install feeder bypass breaker		25k		10k		
	Purchase and install replacement breakers (1)		20k		5k		
	Purchase and install feeder protective relays		50k		50k		
Filbert Substation	Engineering/Design				30k	20k	380k
	Purchase and install circuit switcher					120k	
	Purchase and install transformer relays					40k	
	Purchase and install feeder bypass breaker	35k					
	Install voltage regulators					30k	
	Purchase and install feeder protective relays	75k				30k	
Replace aged main and feeder breakers	Program to replace one breaker each 2 years					30k	30k
Upgrade 115kV line switching with circuit breakers to reduce impact of line outages, concept design for 115kV loop	Engineering/design	50k	50k				600k
	Allocation for construction by BPA*		500k*				
Annual Cost Summary		1,050k	2,530k	230k	215k	270k	4,295k

*BPA construction and engineering costs do not consider the possibility of cost sharing.
All costs estimated and in current dollars.

August 12, 2013

**REPORT ON RESOLUTION AUTHORIZING THE CITY MANAGER
TO EXECUTE ON BEHALF OF THE CITY AN AGREEMENT WITH
ISOSCELES, LTD. RELATIVE TO COSTS ASSOCIATED WITH POTENTIAL
ENVIRONMENTAL REMEDIATION ACTIVITIES IN 19TH STREET**

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

ISSUE STATEMENT: The owners of the property at the southwest corner of Birch and 19th Streets (where the former “Flying A” Service Station was located) are trying to obtain a conditional site closure from the Oregon Department of Environmental Quality (DEQ) for that site. In order to get closure from DEQ, the owners need an agreement with the City where the City acknowledges the possibility that there is fuel contamination in the ground under the adjacent City right of way, which the owners agree to pay for City remedial activities to address that potential contamination should the City undertake subsurface utility work in front of the site. Staff and the City Attorney’s Office have negotiated an agreement which they believe protect the City’s interest based on the available information generated by environmental reports to DEQ over the course of the last 17 years which have shown no discernible spread of contaminants off the site. Staff is recommending the Council approve the attached resolution authorizing the City Manager to sign the agreement.

BACKGROUND: The City is involved because 19th Street is a City-owned right of way due to a jurisdictional transfer of 19th Street from the Oregon Department of Transportation (ODOT) to the City. The owners had almost completed negotiations with ODOT when ODOT realized this road was no longer under their jurisdiction.

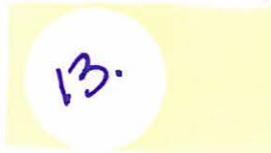
The owners of the site have worked with the DEQ and performed monitoring of the site since 1996 as documented by Exhibit A to the Agreement which lists all of the reports prepared for this site from 1996 to the last report in 2010. The City has a copy of the May 2010 Groundwater Sampling Report. The owners offered to make all of the reports available for City review.

The City has also been in contact with the independent geologist that the owners hired to do the monitoring work and report the results of the monitoring to the DEQ in order to get the site closure.

DISCUSSION: The owners are looking to get the conditional site closure for two reasons: 1) to complete the work on the site; and 2) to be able to sell the property to an interested purchaser. The City Attorney's Office took the lead on completing the negotiations for the City. Staff and the City Attorney had discussions with owners and the geologist. The final version of the agreement has the City assuming full and complete responsibility for all environmental liability and remediation activity beneath 19th Street if and when the City may do improvements along that section of street. The geologist calculated what the expected maximum costs could be to do monitoring and potential remediation along that section of street. The risk to the City is small based on the groundwater reports. However, staff and the City Attorney insisted the payment of those potential costs of \$9,125 be made before the agreement is finalized.

FISCAL IMPACT: There should be no fiscal impact to the City as the property owners are paying to the City in advance the projected costs of the City having to monitor and possibly do remediation along that section of street.

STAFF RECOMMENDATION: Staff recommends the City Council approve the resolution authorizing the City Manager to execute the proposed agreement.



RESOLUTION NO. 2013-58

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE ON BEHALF OF THE CITY OF FOREST GROVE AN AGREEMENT WITH ISOSCELES, LTD. RELATIVE TO COSTS ASSOCIATED WITH POTENTIAL ENVIRONMENTAL REMEDIATION ACTIVITIES IN 19TH STREET

WHEREAS, Isosceles, Ltd., the owner of property located at the intersection of Birch and 19th Streets, formerly used as a “Flying A” service station (Property), desires to enter into a conditional site closure agreement with the Oregon Department of Environmental Quality (DEQ); and

WHEREAS, in order to obtain that site closure agreement, Isosceles, Ltd. needs to enter into an agreement with the City which addresses remediation activities (and the costs related thereto) associated with the possible migration of environmental contaminants from the Property to the City’s adjacent 19th Street right of way;

WHEREAS, City staff along with the City Attorney’s office have negotiated the terms of an agreement with representatives from Isosceles, Ltd. whereby Isosceles, Ltd. prepays anticipated remediation costs that may occur should the City do work in that section of 19th Street that might be affected by contamination migration from the Property, and addresses City acknowledgement of related environmental issues associated with and arising from the Property in relation to 19th Street.

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

Section 1. That the City Council hereby authorizes the City Manager to sign an agreement with Isosceles, Ltd. relative to certain environmental remediation costs and related matters in a form substantially akin to that attached to this resolution as Exhibit A.

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

PRESENTED AND PASSED this 12th day of August, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of August, 2013.

Peter B. Truax, Mayor

**ENVIRONMENTAL AGREEMENT DATED August __, 2013
BY AND BETWEEN
ISOSCELES, LTD.
AND
FOREST GROVE, OREGON**

This ENVIRONMENTAL AGREEMENT ("Agreement") is effective as of the date noted above and is between Isosceles, Ltd., an Oregon Corporation ("Owner"), and the City of Forest Grove, an Oregon municipal corporation ("Forest Grove" or "City") (each a "Party" and together the "Parties").

RECITALS

The Parties represent that each independently owns and operates respective properties, those being:

- a. the former Flying A Service Station property at 19th Avenue and Birch Street, Forest Grove, Oregon, owned by Isosceles, Ltd. ("FFASS" or "FFASS Property") and
- b. 19th Avenue and related appurtenances operated and controlled by Forest Grove ("19th Avenue"),

and neither Party is laying claim of ownership or transfer of the other Party's property or to improvements and appurtenances beyond their own.

AGREEMENT

THEREFORE, in exchange for:

- payment by Owner of Nine Thousand One Hundred Twenty Five Dollars (\$9125.00) which sum represents anticipated costs associated with possible Remediation (defined below) of Hazardous Substances (defined below) in soils in 19th Avenue (should Remediation ever be deemed necessary by the City or another regulatory body); and
- Owner's Environmental Representations and Warranties contained in Section 1 below

City hereby accepts full and complete responsibility for all environmental liability and Remediation activity resulting from Hazardous Substances (defined below) coming from the FFASS Property into or beneath 19th Avenue. On behalf of itself, its agents, representatives, insurers, successors in interest, and assigns, the City fully and finally and forever releases, acquits and discharges Owner and its related entities, affiliates, predecessors, successors, assigns, officers, directors, stockholders, shareholders, heirs, attorneys, representatives, agents and employees, past, present and future, and all other persons and entities for whose acts or omissions Owner could be held legally responsible, from any and all claims, suits, damages and causes of action of whatever nature and kind, including without limitation all claims for personal injury, emotional distress, property damages, trespass, nuisance, negligence, response or investigation costs, and/or economic loss, including lost interest, lost opportunities, diminution in real property value, stigma damages, any claims for attorneys' or consultants' fees and any other claims, demands, damages, losses or causes of action of whatever kind or nature which City ever had, now has or may have arising out of or concerning any leak, spill, or other discharge or other release of a Hazardous Substance at or from the FFASS Property into or beneath 19th Avenue, whether at law or in equity, whether under state or federal law or regulation, whether known or unknown,

whether suspected or unsuspected without any limitation or restriction whatsoever, except actions or claims to enforce the terms of this Agreement.

1. Environmental Representations and Warranties. To the best of Owner's knowledge, after due inquiry, the following is true and factual:

(a) There are no additional Hazardous Substances (defined below) in soil or groundwater at the FFASS Property or underground storage tanks in, on, or under the Property beyond those (i) that were encountered and removed in or around 1997, (ii) that were fully disclosed to ODOT in writing pursuant to the written 2010 Groundwater Monitoring Report and 1997 Corrective Action Plan (collectively "Environmental Reports") resulting from annual groundwater monitoring assessment(s) of the Property, or (iii) that are otherwise known to the City.

(b) Owner has truthfully and fully provided City, or will make available to the City upon request, the reports listed on Exhibit A. Exhibit A lists all the final reports Owner possesses or has access to relating to Hazardous Substances in, on, under or from the Property.

2. Definitions. As used in this Agreement, the following terms mean:

The term "Hazardous Substances" includes but is not limited to any and all substances (whether solid, liquid or gas) defined, listed, or otherwise classified as pollutants, hazardous wastes, hazardous substances, hazardous materials, extremely hazardous wastes, or words of similar meaning or regulatory effect under any present or future Environmental Laws including, but not limited to, petroleum and petroleum products, asbestos and asbestos-containing materials, polychlorinated biphenyls, lead, radon, radioactive materials, flammables and explosives. The specific hazardous substances that are covered under this indemnity include petroleum-related products, wastes, or fractions thereof, including benzene, ethylbenzene, toluene, xylenes, and naphthalene.

The term "Environmental Law" means any present and future federal, state and local laws, statutes, ordinances, rules, regulations and the like, as well as common law, relating to protection of human health or the environment, relating to Hazardous Substances, relating to liability for or costs of Remediation or prevention of Releases of Hazardous Substances or relating to liability for or costs of other actual or threatened danger to human health or the environment. The term "Environmental Law" includes, but is not limited to, the following statutes, as amended, any successor thereto, and any regulations promulgated pursuant thereto, and any state or local statutes, ordinances, rules, regulations and the like addressing similar issues: the Comprehensive Environmental Response, Compensation and Liability Act; the Emergency Planning and Community Right-to-Know Act; the Hazardous Substances Transportation Act; the Resource Conservation and Recovery Act (including, but not limited to, Subtitle I relating to underground storage tanks); the Solid Waste Disposal Act; the Clean Water Act; the Clean Air Act; the Toxic Substances Control Act; the Safe Drinking Water Act; the Occupational Safety and Health Act; the Federal Water Pollution Control Act; the Federal Insecticide, Fungicide and Rodenticide Act; the Endangered Species Act; the National Environmental Policy Act; and the River and Harbors Appropriation Act. The term "Environmental Law" also includes, but is not limited to, any present and future federal, state and local laws, statutes, ordinances, rules, regulations and the like, as well as common law: conditioning transfer of property upon a negative declaration or other approval of a governmental authority of the environmental condition of the property; requiring notification or disclosure of Releases of Hazardous Substances or other environmental condition of the Property to any governmental authority or other person or entity, whether or not in connection with transfer of title to

or interest in property; imposing conditions or requirements in connection with permits or other authorization for lawful activity; relating to nuisance, trespass or other causes of action related to the Property; and relating to wrongful death, personal injury, or property or other damage in connection with any physical condition or use of the Property.

The term "Release" with respect to any Hazardous Substance means any release, deposit, discharge, emission, leaking, leaching, spilling, seeping, migrating, injecting, pumping, pouring, emptying, escaping, dumping, disposing or other movement of Hazardous Substances.

The term "Remediation" includes but is not limited to any response, remedial, removal, or corrective action; any activity to clean up, detoxify, decontaminate, contain or otherwise remediate any Hazardous Substance; any actions to prevent, cure or mitigate any Release of any Hazardous Substance; any action to comply with any Environmental Laws or with any permits issued pursuant thereto; any inspection, investigation, study, monitoring, assessment, audit, sampling and testing, laboratory or other analysis, or evaluation relating to any Hazardous Substances or to anything referred to herein.

3. Provisions Applicable to Others. All provisions of this Agreement shall apply to the Parties' officers, agents, employees, invitees, contractors, subcontractors, and assignees.

4. Entire Agreement. This Agreement contains the entire agreement between the Parties, and unless otherwise provided in this Agreement, no modification or waiver of any of the provisions, or any future representation, promise or addition shall be binding unless made in writing and signed by all Parties.

5. No Admissions. This Agreement represents a compromise settlement of a disputed claim and is not, and shall not be construed as, an admission of any issue of fact or law.

6. No Third Party Beneficiaries. This Agreement shall not create any right or interest in the public, or any member thereof, as a third party beneficiary hereof and shall not authorize any entity other than the Parties to maintain a suit at law or equity pursuant to this Agreement.

7.

8. Governing Law; Binding Effect; Amendment. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Oregon. This Agreement shall be binding upon Owner, the City, and their successors and assigns. No amendment, modification, termination or cancellation of this Agreement shall be effective unless done in writing signed by authorized representatives of the Parties or their successors and assigns.

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9. Counterparts. This Agreement may be executed by facsimile signatures and in counterparts, each of which shall be deemed to be an original, and all of which shall constitute one and the same instrument. It shall be necessary to account for only one fully executed counterpart in proving this Agreement.

IN WITNESS WHEREOF, Forest Grove and Owner have executed this Agreement as of the day and year first above written.

Isosceles, Ltd., an Oregon corporation 1 Macias Ct. Pleasanton, CA 94566	City of Forest Grove, an Oregon municipal corporation
By: _____	_____
Title: _____	Michael Sykes, City Manager

NOTARY CERTIFICATION

State of California
County of _____

This instrument was acknowledged before me on _____, 2013, by _____ as _____ of Isosceles, Ltd.

Notary Public – State of California

State of OREGON
County of _____

This instrument was acknowledged before me on _____, 2013, by Michael Sykes as City Manager of the City of Forest Grove, Oregon.

Notary Public – State of Oregon

EXHIBIT A

REPORT TITLE / DATE

Phase I Limited Subsurface Investigation, 19 Jan. 1996

UST Decommissioning Report, 8 May 1997

Monitoring Well Install Report, 4 Sept. 1997

Phase II GW Investigation, 6 Mar. 1998

Interior Ambient Air Quality Sampling Results, 2 Jul. 1998

Quarterly GW Report-1st quarter 1999, 23 Jun. 1999

Quarterly GW Report-2nd quarter 1999, 20 Sept. 1999

Quarterly GW Report-3rd quarter 1999, 16 Nov. 1999

1st Quarter 2000/Beneficial Use Survey

GW Monitoring Report-Feb. 2001 -Corrective Action Plan, 5 Jun. 2001

Response to DEQ October 26 2001 Letter, 21 Jan. 2002

Quarterly GW Report-Jan. 2002

Quarterly GW Report-May 2002, 16 Sept. 2002

Quarterly GW Report-Jan. 2003

Annual GW Report-Feb. 2004, 15 Mar. 2004

Annual GW Report-Feb. 2005, 15 Mar. 2005

Annual Groundwater Report-March 2006

Annual GW Report-Mar. 2007, 12 Apr. 2007

Annual GW Report-May 2008, 18 Jun. 2008

GW Sampling Report-Jan 2009, 10 Mar. 2009

GW Sampling Report-May 2010, 5 Aug. 2010

August 12, 2013

**STAFF REPORT AND RESOLUTION AUTHORIZING STIPENDS
FOR ELECTRONIC DEVICES FOR COUNCIL AND CERTAIN EMPLOYEES
IN ORDER TO PROCEED WITH COUNCIL AGENDA E-PACKETS CONVERSION**

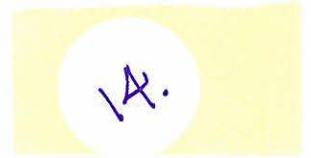
PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder
Paul Downey, Administrative Services Director
Michael Sykes, City Manager

BACKGROUND: Staff met with City Council in work session on July 8, 2013, for the purpose of gathering information to determine if the City should proceed with a conversion from printed Council Meeting Agenda Packets to Council E-Packets. At the work session, Fire Chief Kinkade gave a live tutorial presentation using the iPad technology. At the conclusion of the work session, Council directed staff to proceed with a resolution that would allow the City to proceed with the Council E-Packets conversion.

DISCUSSION: The use of a portable electronic device, preferably an iPad or comparable tablet, is necessary for Council and certain employees, i.e., City Manager, Department Directors and City Recorder, to proceed with the conversion from printed Council Meeting Agenda Packet to Council E-Packets. The attached resolution would authorize Council to receive a one-time stipend not to exceed \$850 (4-Year Term), plus \$20 per month Internet data service stipend, to purchase an iPad or tablet that meets the City's specifications (64GB with Wi-Fi, plus cellular data plan of at least 1GB) to compensate Council for purchasing their own iPad and maintaining Internet data service on the device to be used for City-related business. The attached resolution would allow the same stipend for certain employees, as approved by the City Manager. The second option would authorize the City to pay Council and certain employees, as approved by the City Manager, a \$35 per month stipend to compensate for personal use of their existing iPad or tablet. The stipend is intended to cover a portion of the Internet data service and hardware costs of maintaining an existing device. The above-noted stipends would be considered taxable compensation. The software programs necessary to access Council E-Packets and City e-mail would be installed by the City and hardware and software upgrades will be recommended by IT Department as needed. Providing a stipend for business use of a personal electronic device reduces tax liability risks to the City and eliminates the need to audit accounts for personal use and provides financial stewardship for the City.

FISCAL IMPACT: New advancements in technology, particularly tablet computing, allow Council packet materials previously produced in hard copy to be easily accessible via an electronic device. Although the conversion to Council E-Packets will not be a huge cost savings upfront, it will allow the City to save resources, labor, and energy and provide better efficiency for Council, staff, and the general public. As an example: If each Councilor elects to purchase an iPad or tablet at \$850 stipend, plus \$20 per month Internet stipend, total costs are \$12,670, four-year term (\$1,810 per Councilor, four-year term). If each Councilor elects to use an existing iPad or tablet at \$35 per month stipend, total costs are \$11,760, four-year term (\$1,680 per Councilor, four-year term). Certain employees, as approved by the City Manager, would be allowed the same stipend options in order to comply with the Council E-Packets conversion. Funds have been allocated in Fiscal Year 2013-14 budget to purchase the necessary equipment, programs and/or software required.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached resolution authorizing stipends for electronic devices as noted in the attached resolution.



RESOLUTION NO. 2013-59

RESOLUTION AUTHORIZING STIPENDS FOR ELECTRONIC
DEVICES FOR COUNCIL AND CERTAIN EMPLOYEES

WHEREAS, new advancements in technology, particularly tablet computing, allow Council packet materials previously produced in hard copy to be easily accessible via an electronic device; and

WHEREAS, management staff has analyzed the costs of paper materials and found that a conversion to Council E-Packets will allow the City to save resources, labor, and energy and provide better efficiency for Council, staff, and the general public; and

WHEREAS, the recordkeeping process to ensure the City complies with IRS regulations regarding the taxable nature of electronic device usage is burdensome and consumes considerable administrative time; and

WHEREAS, paying a stipend for business use of a personal electronic device will reduce the tax liability risk to the City and the Council and/or employee.

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

Section 1. The City will pay Council (4-Year Term) and certain employees, as approved by the City Manager, a one-time stipend not to exceed \$850, plus \$20 per month Internet data service stipend, to purchase an iPad or tablet that meets the City's specifications to compensate for purchasing own device and maintaining Internet data service on the device to be used for City-related business. The stipend shall be taxable compensation.

Section 2. The City will pay Council and certain employees, as approved by the City Manager, a \$35 per month stipend to compensate for personal use of an existing iPad or tablet meeting the City's specifications for City-related business. The stipend is intended to cover a portion of the Internet data service and hardware costs of maintaining an existing device. The stipend shall be taxable compensation.

Section 3. A request must be submitted using a form provided by the City to receive a stipend and must be used to purchase a new iPad or tablet or used to maintain an existing electronic device that meets the City's specifications.

Section 4. The City Manager shall approve all stipend requests for Council and certain employees based on documented purchase costs and City business-related need for the employee.

Section 5. The electronic device will belong to the Council and/or employee, and not the City. Council must comply with Council Rules of Procedures, Section 15 - Electronic Communications. City employees must comply with the Employee Handbook policies regarding electronic communications. Any stipend agreement will be immediately cancelled upon termination with the City. The City is not responsible for continued service upon termination.

Section 6. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 12th day of August, 2013.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 12th day of August, 2013.

Peter B. Truax, Mayor