



This page is intentionally blank.



# FOREST GROVE CITY COUNCIL

## Monday, May 11, 2015

### Meeting Agenda

5:30 PM – Executive Session (Labor Negotiations)  
6:30 PM – Work Session (L&P Non-Federal Load)  
7:00 PM – Urban Renewal Agency Meeting  
7:10 PM – Regular Meeting

Community Auditorium  
1915 Main Street  
Forest Grove, OR 97116

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

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President  
Richard G. Kidd III  
Victoria J. Lowe

Ronald C. Thompson  
Elena Uhing  
Malynda H. Wenzl

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.

Brenda Camilli, Human Resources Manager  
 Tom Gamble, City Manager Pro Tem

**5:30**

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

**In accordance with ORS 192.660(2)(d) to conduct deliberations with person designated by the governing body to carry on labor negotiations.**

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

George Cress, Light and Power Director  
 Paul Downey, Administrative Services Director  
 Tom Gamble, City Manager Pro Tem

**6:30**

**WORK SESSION: LIGHT AND POWER PURCHASE NON-FEDERAL LOAD**

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).

Paul Downey, Administrative Services Director  
 Tom Gamble, City Manager Pro Tem

**7:00**

**URBAN RENEWAL AGENCY MEETING:**

The Forest Grove Urban Renewal Agency Board will convene in the Community Auditorium to conduct an Urban Renewal Agency Meeting (*Refer to separate agenda*).

**7:10**

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

J. F. Schutz, Police Chief

1. A. **SWEARING-IN CEREMONY:**

- *Matthew Smith, Police Sergeant*
- *Scott King, Police Sergeant*

1. B. **PROCLAMATIONS:**

- *National EMS Week, May 17 – 23, 2015*
- *National Police Week, May 11 – 17, 2015*
- *National Public Works Week, May 17 – 23, 2015*
- *National Preservation Month, May 2015*

James Reitz, Senior Planner

1. C. **ERIC G. STEWART AWARD:**

- *Neil Poulsen*

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. Please sign-in before the meeting on the Citizen Communications form posted in the foyer. In the interest of time, please limit comments to two minutes. Thank you.
3. **CONSENT AGENDA:** See Page 4
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:** None.

James Reitz, Senior Planner 7:20  
 Jon Holan, Community Development Director  
 Tom Gamble, City Manager Pro Tem

6. **CONTINUE CITY OF FOREST GROVE FROM APRIL 27, 2015: SECOND READING OF ORDINANCE NO. 2015-04 ADOPTION OF AMENDMENTS TO DEVELOPMENT CODE, ARTICLES 2, 5, 8 AND 12, TO ADOPT HISTORIC DISTRICT AND HISTORIC LANDMARKS DESIGN GUIDELINES AND STANDARDS. APPLICANT: CITY OF FOREST GROVE GROVE. FILE NO. ZNC-15-00084**

Derek Robbins, Project Engineer 7:30  
 Rob Foster, Public Works Director  
 Paul Downey, Administrative Services Director  
 Tom Gamble, City Manager Pro Tem

7. **RESOLUTION NO. 2015-32 AUTHORIZING THE MAYOR AND CITY MANAGER PRO TEM TO ENDORSE THE LOCAL AGENCY AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND OREGON DEPARTMENT OF TRANSPORTATION FOR OR 8/OR 47 INTERSECTION IMPROVEMENTS; CONTRACT NO. 30523**

George Cress, Light and Power Director 7:40  
 Paul Downey, Administrative Services Director  
 Tom Gamble, City Manager Pro Tem

8. **RESOLUTION NO. 2015-33 AUTHORIZING CITY MANAGER PRO TEM TO ENDORSE THE RESOURCE AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND NORTHWEST INTERGOVERNMENTAL ENERGY SERVICES (NIES) FOR A MARKET PURCHASE FOR THE PERIOD 2018-2019**

Colleen Winters, Library Director 7:50  
 J. F. Schutz, Police Chief  
 Rob Foster, Public Works Director  
 Paul Downey, Administrative Services Director  
 Tom Gamble, City Manager Pro Tem

9. **DEPARTMENT WORK PLANS FOR FY 2015-16:**
  - *Library Department*
  - *Police Department*
  - *Engineering/Public Works*
  - *Administrative Services*
  - *Legislative and Executive*

---

Tom Gamble, City Manager  
Pro Tem

8:30 10. **CITY MANAGER'S REPORT:**

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

9:00 12. **ADJOURNMENT:**

---

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).

- A. Approve City Council Work Session (B&C Interviews) Meeting Minutes of April 27, 2015.
  - B. Approve City Council Work Session (Water Rates and Water System Development Charges) Meeting Minutes of April 27, 2015.
  - C. Approve City Council Executive Session (Real Property) Meeting Minutes of April 27, 2015.
  - D. Approve City Council Regular Meeting Minutes of April 27, 2015.
  - E. Accept Historic Landmarks Board Meeting Minutes of March 24, 2015.
  - F. Community Development Department Monthly Building Activity Informational Report for April 2015.
-

Date: May 11, 2015

**REPORT AND RESOLUTION AUTHORIZING THE CITY MANAGER PRO TEM  
TO EXECUTE A NEW NORTHWEST INTERGOVERNMENTAL ENERGY SUPPLY  
("NIES") RESOURCE AGREEMENT FOR A MARKET PURCHASE**

**PROJECT TEAM:** George Cress, Director Light & Power  
Paul Downey, Administrative Services Director  
Thomas E. Gamble, City Manager Pro-Tem

---

**ISSUE STATEMENT:** The City of Forest Grove has a need for 2 aMW of Tier Two power in both FY2018 and 2019 to fulfill its obligation under the BPA power purchase contract. Current electric power market prices are very low and actually below Tier 1 prices. The City has the opportunity to purchase non-federal power along with other NIES public utilities, at or below BPA FY 2018 projected Tier 1 rates.

**BACKGROUND:** The City is entitled to purchase wholesale power from BPA on a preferential basis pursuant to the Pacific Northwest Power Planning and Conservation Act. In addition, the City has a signed Contract High Water Mark Contract Load (CHWML) with BPA for the period commencing October 1, 2011 and ending September 30, 2028. This contract load amount is currently 26.279 average mW for FY 2016-FY2018. This power is referred to as Tier 1 under the contract with BPA. Contract BPA Tier 1 load amounts for 2013-2015 was 27.275 aMW.

The City may need to acquire wholesale power to serve its end-use customers in addition to the power purchased from BPA. With load growth from new housing and Chaucer Foods, the current BPA load forecasts show Forest Grove with 2.820 and 2.965 aMW of forecasted above Rate Period High Water Mark (RHWML) or above Tier 1.

During the 2015 through 2019 period, Forest Grove has committed to provide 1 aMW of non-Federal power (if needed) for purchases above the City's CHWML. On September 12, 2011 the City joined with other public power providers in the Northwest to secure long-term power resources for its members. This group is called Northwest Energy Management Services (NEMS). NEMS provides administrative and support services to NIES. In addition, NEMS negotiates and manages non-federal power supply. The City has committed to purchase 1 aMW from NEMS for the period of FY2015-FY2019.

Indicative pricing for the 2018-2019 rate period are priced at \$32.92 and \$34.73/MWh, respectively. This is near BPA's proposed BP-16 Tier One Rate of \$33.50/MWh, and if you assume a 5% rate increase from one rate period to the next, then that means the current indicative pricing will be below the BP-18 Tier One Rate at \$35.18/MWh. Given this situation there are several members of both NIES and Northwest Energy Supply Cooperative ("NESC") who are considering or have made a market purchase for the 2018-2019 timeframe.

Assuming the load forecast holds up, the first whole MW will be served by non-federal resources (current NIES contract for 1 MW). So this gives the City a 1 MW non-federal obligation in both 2018-2019.

**Issues to Consider:** There are potential benefits and risks of purchasing now or waiting until A-RHWMLs are fixed.

- When making a purchase before need is certain, there is a possibility the A-RHWML may not materialize. In this scenario, the City will have to remarket the purchase, which may result in additional costs if market prices have decreased after the purchase was made. If the City remarkets its purchase and market prices have increased after the purchase was made, then the City would realize net revenue from the remarketing.

**FISCAL IMPACT:** The Light and Power FY2016 Proposed Budget contains membership fees for NIES of \$10,878. An additional not-to-exceed administrative fee of \$500 from NIES would apply to this purchase. The fiscal impact of the power purchase will not be fully known until the power purchase transaction is completed as discussed in the Issues to Consider paragraph above.

**STAFF RECOMMENDATION:** Staff recommends the City Council authorize the City Manager Pro Tem to execute on behalf of the City a new NIES resource agreement for a market purchase.

## NORTHWEST INTERGOVERNMENTAL ENERGY SUPPLY

**To: NIES Board of Directors**

**From: Blake Weathers**

**Re: Proposed NIES-Owned Resource Agreements**

**Date: March 27, 2015**

---

On April 1<sup>st</sup>, NEMS staff will present three Resource Agreements to the NIES Board of Directors to consider and potentially take action. The proposed Resource Agreements are with City of Cheney (Cheney), City of Forest Grove (Forest Grove), and Northern Wasco PUD (NWCPUD), who are all NIES members. Cheney has already received approval from its City Council to move forward with a purchase, and NWCPUD and Forest Grove have notified NEMS of their desire to enter into a market purchase during BPA FY2018-2019. The proposed purchase amounts are as follows:

NESC Member	BPA FY2018	BPA FY2019
Cheney	1 MW	1 MW
Forest Grove	1 MW	1 MW
NWCPUD	2 MW	2 MW

NEMS is proposing three separate Resource Agreements for these members (i.e., Resource Agreement #2015-01, #2015-02, and #2015-03). The reason for this is Cheney has already received approval to proceed with a market purchase while NWCPUD and Forest Grove have yet to gain approval from their respective Board and City Council. By using separate agreements, NIES will have the flexibility to enter into market purchase transactions for an individual member while the other participating members move towards gaining the necessary approvals. Furthermore, it is also worth noting that the Resource Agreements are identical to the NESC Resource Agreements that were approved by the NESC Board of Directors in December 2014 except for the participating utilities, MW amounts, and Percentage Cost Responsibilities.

If the Resource Agreements are approved and executed, here are some practical considerations for the NIES Board to consider:

- Per section 2.1 and 3 of the Agreement, a Resource Committee is established and is the decision making body to either approve or reject NIES' resource acquisition.
- The Voting Rights in the Resource Committee will be established based on the each participating member's Percentage Cost Responsibility (PCR) as stated in these agreements. Since each Resource Agreement will have only one Participating Member, then they will represent 100% of the PCR and Voting Rights on each respective Resource Committee.
- NEMS staff will work directly with Shell and the Resource Committee to determine when to purchase and at what price. The Resource Committee has a fairly short turnaround time of two days to approve a confirmation agreement from Shell.

- Each Resource Agreement contains provisions in section 2.3 to recover Specific Resource Investigation Costs. This means that the NEMS staff time spent acquiring a market purchase from Shell would be paid directly by Cheney, Forest Grove and NWCPUD and would be used as revenue to offset NEMS' A&G costs in 2016. All that said, the amount of staff time needed to acquire market purchases is small, and NEMS staff does not expect the investigation costs to exceed \$500 per agreement.

We look forward to discussing the Resource Agreements with the NIES Board of Directors. If approved, then NEMS staff will work directly with Cheney, NWCPUD, Forest Grove, and the President of the NIES Board to execute the agreement.

8

RESOLUTION NO. 2015-33

**RESOLUTION AUTHORIZING THE CITY MANAGER PRO TEM  
TO ENDORSE THE RESOURCE AGREEMENT BETWEEN THE CITY OF FOREST  
GROVE AND NORTHWEST INTERGOVERNMENTAL ENERGY SERVICES (NIES)  
FOR A MARKET PURCHASE FOR THE PERIOD 2018-2019**

**WHEREAS**, the City of Forest Grove (City) owns and operates an electric utility which must purchase wholesale power in order to provide service to customers within the City and some surrounding area; and

**WHEREAS**, the City of Forest Grove is a member of the Northwest Intergovernmental Energy Supply ("NIES"), an inter-governmental entity formed and existing pursuant to Oregon Revised Statutes, Chapter 190; and

**WHEREAS**, Northwest Energy Management Services ("NEMS"), is a Cooperative under Oregon Revised Statutes, Chapter 62; and

**WHEREAS**, the City and NIES are currently parties to a Joint Resources Planning and Acquisition Agreement ("JRPAA"), which provides the basis by which NIES and NEMS would help the City meet its wholesale power needs that are not being served by the Bonneville Power Administration ("BPA"); and

**WHEREAS**, the City has a projected need for 1 aMW of Tier Two power in both 2018 and 2019 to fulfill its obligation under the BPA contract; and

**WHEREAS**, current market prices are very low and actually below Tier One prices; and

**WHEREAS**, the City of Forest Grove City Council wishes to authorize its City Manager Pro Tem to complete and to execute a Resources Agreement for a market purchase for 2018 and 2019 near or below forecast Tier One prices.

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

**Section 1.** The City Council of the City of Forest Grove hereby approves the Resource Agreement between the City of Forest Grove and NIES for the purpose of purchasing Tier Two Power in 2018 and 2019 (attached as Exhibit A).

**Section 2.** The City Manager Pro Tem is hereby authorized to endorse the Resource Agreement (attached as Exhibit A) on behalf of the City of Forest Grove.

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

**PRESENTED AND PASSED** this 11<sup>th</sup> day of May, 2015.

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

**APPROVED** by the Council President this 11<sup>th</sup> day of May, 2015.

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

This page is intentionally blank.

**RESOURCE AGREEMENT**  
**FOR**  
**NORTHWEST INTERGOVERNMENTAL ENERGY SUPPLY**  
**RESOURCE #2015-02**

THIS RESOURCE AGREEMENT (“Agreement”), dated as of \_\_\_\_\_ is entered into by and between Northwest Intergovernmental Energy Supply (“NIES”), an Oregon intergovernmental entity and City of Forest Grove, an Oregon municipality (hereafter “Member”).

**RECITALS**

**WHEREAS:**

- A. NIES and Member are Parties to a Joint Resource Planning and Acquisition Agreement (“JRPAA”) dated \_\_\_\_\_, pursuant to which a Member may agree to participate in a NIES-Owned Resource pursuant to the terms and conditions of a Resource Agreement; and
- B. Member wishes to participate in a NIES-Owned Resource for BPA Fiscal Year 2018 and 2019 (October 1, 2017-September 30, 2019) in the amount of 1 MW per year (“Resource”); and
- C. NIES will exercise its best efforts to acquire a Resource meeting Member’s criteria; and
- D. If NIES can acquire a Resource that is acceptable to Member, then the Parties desire to establish a Fixed Purchase Amount and a Percentage Cost Responsibility for NIES-Owned Resource #2015-02 for purposes of the JRPAA.

NOW THEREFORE, NIES and Member agree as follows:

## AGREEMENT

1. **Definitions.** All capitalized terms used herein shall have the respective meanings set forth in the JRPAA, as applicable, unless the context in which such term is used clearly requires otherwise.

2. **Member Rights.**

2.1. Member's Purchase Obligation Contingent Upon Resource Price. NIES shall use its best efforts to locate and acquire a Resource to serve the Member's Fixed Purchase Amount in section 2.2 on terms and conditions that are acceptable to Member, in its sole discretion. If NIES cannot acquire a Resource that is acceptable to Member, then Member shall have no Fixed Purchase Amount obligation under this Agreement. If NIES locates a Resource that is acceptable to Member, then NIES shall provide written or electronic notice to Member's Representative and the Resource Committee established pursuant to Section 3 below. The Resource Committee shall vote to either approve or reject NIES' acquisition of the Resource no more than two (2) business days following written or electronic notice of Resource availability. Upon approval of the Resource Committee, NIES shall prepare a written confirmation memorializing the price, quantity, duration, point of delivery and other applicable terms and conditions of the Resource. NIES shall acquire the Resource and Member's Fixed Purchase Amount with respect to such Resource shall be as set forth below in Section 2.2.

2.2. Member's Fixed Purchase Amount. In the event that NIES acquires a qualifying Resource pursuant to Section 2.1 above, Member hereby agrees that its Fixed Purchase Amount shall be the amount stated in the table below.

BPA FY	2018	2019
aMW	1.0	1.0

2.3. Member's Share of Specific Resource Investigation Costs. NIES and Member agree that Member shall be responsible for all Specific Resource Investigation Costs incurred by NIES in investigation and acquiring the Resource. Member shall be responsible for such costs even if Member does not agree to purchase the Resource pursuant to this Agreement. Such Specific Resource Investigation Costs shall be payable upon invoice by NIES. Notwithstanding the forgoing, Member and NIES agree that Member's Specific Resource Investigation Costs under this Agreement shall not exceed \$500.00 unless Member agrees in writing to incur any additional Specific Resource Investigation Costs.

2.4. Member's PCR. Member's PCR shall be its proportionate share of the total Fixed Purchase Amount in NIES-Owned Resource #2015-02. Member hereby agrees to the following Percentage Cost Responsibility in the amounts stated in the table below:

BPA FY	2018-2019
PCR	100%

2.5. Member's Voting Rights. Member's Voting Rights for NIES-Owned Resource #2015-02 shall be equal to its PCR in section 2.4.

### 3. Resource Committee.

3.1. Establishment of Resource Committee. NIES and Member agree that, upon execution of this Agreement, a Resource Committee shall be established for this NIES-Owned Resource #2015-02 in accordance with the provisions of the JRPAA.

3.2. Appointment of Representative on Resource Committee. Member will appoint a Participating Member Representative to participate on the Resource Committee for NIES-Owned Resource #2015-02 in accordance with the provisions of the JRPAA.

3.3. Notice of Resource Committee Vote. NIES shall provide Member written or electronic notice at least two (2) business days before any Resource Committee vote to acquire a Resource for NIES-Owned Resource #2015-02.

### 4. Representations.

4.1. Member Representations. Member represents and warrants as follows:

- (i) Member has the corporate power and authority to execute and deliver this Agreement.
- (ii) The execution and delivery by Member of this Agreement and the performance by Member of the actions contemplated on its part hereby have been duly authorized by the City Council of the Member.
- (iii) This Agreement has been duly executed and delivered by the Member and is a valid and binding agreement of the Member, enforceable against the Member in accordance with its terms, subject only to limitations on enforceability imposed by (i) applicable bankruptcy, insolvency, reorganization, moratorium, or similar laws affecting creditors' rights generally, and (ii) general equitable principles.

4.2. NIES Representations. NIES represents and warrants as follows:

- (i) NIES has the corporate power and authority to execute and deliver this Agreement.
- (ii) The execution and delivery of this Agreement by NIES and the performance by NIES of the actions contemplated on its part hereby have been duly authorized by the Board of Directors of NIES.
- (iii) This Agreement has been duly executed and delivered by NIES and is a valid and binding agreement of NIES, enforceable against NIES in accordance with its terms, subject only to limitations on enforceability imposed by (i) applicable bankruptcy,

insolvency, reorganization, moratorium, or similar laws affecting creditors' rights generally, and (ii) general equitable principles.

**5. Miscellaneous.**

- 5.1. Effective Date. The effective date of this Agreement shall be \_\_\_\_\_.
- 5.2. Termination Date. This Agreement shall terminate on September 30, 2019.
- 5.3. Binding Effect; Assignment. This Agreement shall be binding upon and inure to the benefit of NIES and Member and their respective successors and permitted assigns. Member may not make any transfer or assignment of this Agreement, other than an assignment for security, without NIES' prior written consent. Any assignment made without a consent required hereunder shall be void and of no force or effect.
- 5.4. Amendments. This Agreement may be amended by agreement between NIES and Member, but no such amendment to this Agreement shall be effective unless it is in writing, executed by both Parties.
- 5.5. Entire Agreement; Waiver. This Agreement, together with the JRPAA, constitutes the entire agreement between the Parties hereto relating to the subject matter contemplated by this Agreement and supersedes all prior agreements, whether oral or written.
- 5.6. Conflicts. In the event of any conflict between the provisions of this Agreement and the JRPAA, the provisions of the JRPAA shall govern.
- 5.7. Counterparts. This Agreement may be executed in multiple counterparts to be construed as one.
- 5.8. Severability. If any part, term, or provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be unenforceable.
- 5.9. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oregon.
- 5.10. JRPAA Effective. NIES and Member agree that this Agreement does not amend or revise the JRPAA and the terms and conditions of the JRPAA shall remain in full force and effect during the term of this Agreement.

IN WITNESS WHEREOF, the NIES and the Member have caused this Agreement to be executed, attested, sealed and delivered by their respective duly authorized officers as of the day and year first written above.

City of Forest Grove	Northwest Intergovernmental Energy Cooperative
Date: May 11, 2015	Date:
By: Thomas E. Gamble	By: Dwight Langer
Its: City Manager	Its: President

This page is intentionally blank.

# PROCLAMATION

## **Metro West Ambulance Emergency Medical Services Week May 17 – 23, 2015**

**WHEREAS**, Emergency Medical Services is a vital public service to the community; and

**WHEREAS**, the members of emergency medical service teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, the emergency medical services systems consist of emergency physicians, emergency room nurses, emergency medical technicians, paramedics, firefighters educators, administrators, and others; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 17 – 23, 2015, as**

### ***Emergency Medical Services Week***

With the theme, "**EMS Strong**", we encourage the community to observe this week with appropriate programs, ceremonies and activities.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 11<sup>th</sup> day of May, 2015.



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



# PROCLAMATION

## **National Police Week** **May 10 – 16, 2015**

**WHEREAS**, the dedicated personnel of the Forest Grove Police Department provide a vital public service to the citizens and visitors of the City of Forest Grove; and

**WHEREAS**, our Nation owes a lasting debt of gratitude to the men and women of our law enforcement community who, each and every day, put their lives at risk to protect us and to ensure the safety of our families and homes; and

**WHEREAS**, there are approximately 900,000 law enforcement officers serving in communities across the United States, including 27 dedicated officers and two reserves of the Forest Grove Police Department; and

**WHEREAS**, since the first recorded death in 1792, nearly 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

**WHEREAS**, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers' Memorial in Washington, D.C.; and

**WHEREAS**, 273 names of fallen heroes are being added to the National Law Enforcement Officers' Memorial in 2015; and

**WHEREAS**, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial 27<sup>th</sup> Annual Candlelight Vigil in Washington, D. C., on the evening of May 13, 2015;

**WHEREAS**, May 15, 2015, is designated as *Peace Officers Memorial Day*, in honor of all fallen officers and their families and U. S. flags should be flown at half-staff.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 10 – 16, 2015, as**

### **National Police Week**

In Forest Grove, Oregon, and calls upon the people to publicly salute the service of the law enforcement officers in our community and communities across the nation in honor of National Police Week 2015.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 11<sup>th</sup> day of May, 2015.



*Peter B. Truax, Mayor of Forest Grove*



# PROCLAMATION

## **National Public Works Week May 17 – 23, 2015**

**WHEREAS**, the Forest Grove Public Works Department provides a vital public service to the citizens and visitors of the City of Forest Grove; and

**WHEREAS**, our dedicated public works personnel protect the environment, improve public health and safety, contribute to economic vitality, and enhance the quality of life of our community; and

**WHEREAS**, our public works personnel design, build, operate, and maintain the transportation system, water infrastructure, sewage system, public buildings, and other structures and facilities that are vital to Forest Grove; and

**WHEREAS**, these facilities and services could not be provided without the exceptional and dedicated efforts of our public works personnel; and

**WHEREAS**, it is appropriate to recognize the value and dedication of the Public Works Department by designating May 17 – 23, 2015, as Public Works Week in the City of Forest Grove.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 17 – MAY 23, 2015, AS**

## **National Public Works Week**

With the theme, "**Community Begins Here**", and we encourage the community to acquaint themselves with the issues involved in providing our public works and to recognize the important contributions that our Public Works Department makes each day to improve our health, safety, comfort, and quality of life.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 11<sup>th</sup> day of May, 2015.



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

*Peter B. Truax, Mayor of Forest Grove*

# PROCLAMATION

## *National Historic Preservation Month*

*May 2015*

**WHEREAS**, the City of Forest Grove Historic Landmarks Board was established September 8, 1980, to provide leadership and expertise on maintaining and retaining the integrity of Forest Grove's distinctive historic neighborhoods and architectural and cultural resources; and

**WHEREAS**, historic preservation is an effective tool for encouraging economic development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

**WHEREAS**, historic preservation is inherently economically, environmentally, and socially sustainable, fostering a culture of reuse and maximizing the life cycle of resources through conservation; and

**WHEREAS**, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped the City of Forest Grove and us as a people.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF MAY 2015, as:**

## *National Historic Preservation Month*

In Forest Grove, Oregon, and calls upon the people to join their fellow citizens across the United States in recognizing and participating in this special observance.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 11<sup>th</sup> day of May, 2015.



A handwritten signature in blue ink, reading "Peter B. Truax".

*Peter B. Truax, Mayor of Forest Grove*

# ERIC G. STEWART AWARD

*Is Hereby Awarded to*

## **NEIL POULSEN**

*In recognition of*

### **Outstanding Commitment**

*To the Preservation of the City of Forest Grove's History*



---

*Holly Tsur, Chair  
Historic Landmarks Board  
May 11, 2015*

## Eric Stewart Award recipient recognition: Neil Poulsen

In the five years he served on the Historic Landmarks Board, Neil Poulsen researched and shared the stories of historic homes in Forest Grove, educated residents about the importance of these structures and promoted resources to preserve them. He recognized these structures' importance in making our city strong and vibrant, and he committed himself to protecting and promoting them.

From the first article he wrote for the HLB newsletter in 2007 about renovation techniques, to the historic property photo archive he shot showing before and after projects, Neil has dedicated himself to preserving Forest Grove's history. He has been a community fixture at Farmer's Market educational booths, a proud representative building relationships and sharing best practices with other historic organizations, and a driver for securing community grants.

His largest, and perhaps most impassioned project, has been the Historic Design Guidelines and Standards. These important documents have been 10 years in the making and Neil has been instrumental in their evolution from the first draft to their recent approval by the Planning Commission. Because of his foresight, the City of Forest Grove will have the necessary tools to protect and preserve our historic neighborhoods.

Neil's commitment, passion, presence and collaboration make him an easy choice for this year's Eric Stewart Award. Congratulations, Neil, and thank you for your years of service on the Historic Landmarks Board. After everything you've accomplished, we hope you'll get to enjoy some well-deserved time off!

**FOREST GROVE CITY COUNCIL WORK SESSION  
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS)  
APRIL 27, 2015 – 5:30 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 5:31 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd, excused. **STAFF PRESENT:** Tom Gamble, City Manager Pro Tem, and Anna Ruggles, City Recorder.

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

The following applicants were interviewed for the following positions:

- Aldie Howard – Committee for Citizen Involvement; Economic Development Commission; Parks and Recreation Commission; and Planning Commission
- Betsy Brower – Committee for Citizen Involvement

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the above-noted B&C applicant interviews. Due to timing, Council was unable to conduct its deliberations. Council will consider making recommendations at the next regular Council meeting of May 11, 2015.

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 6:00 p.m.

Respectfully submitted,

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

This page is intentionally blank.



**FOREST GROVE CITY COUNCIL WORK SESSION  
(WATER RATES AND WATER SYSTEM DEVELOPMENT CHARGES)  
APRIL 27, 2015 – 6:00 PM  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 6:00 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas Johnston, Council President; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax.  
**COUNCIL ABSENT:** Richard Kidd, excused. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Elsner, City Attorney; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; George Cress, Light and Power Director (in the audience); Matthew Brown (in the audience); and Anna Ruggles, City Recorder.

**2. WORK SESSION: WATER RATES AND WATER SYSTEM DEVELOPMENT CHARGES**

Downey, Foster and Gamble facilitated the work session, noting the purpose of the work session was to discuss the update to the City's water rates and water system development charges (SDC). Downey reported the City has been increasing water rates annually at 8 percent for the past several years, noting staff worked with a consultant to review projected operating costs, revise future capital project list, and determine an appropriate amount of fund balance for the Water Fund to maintain current operations and fund future capital projects and infrastructure. Downey introduced FCS Group consultants who were present to assist staff and who presented a PowerPoint presentation outlining the draft findings, noting future water rate increases were reviewed with and without the City issuing debt to pay for future capital projects and infrastructure. The consultants advised if no debt is used, the water rate increase is forecasted to be about 3.5 percent, starting in Fiscal Year 2015-16 and ending in Fiscal Year 2029-30, instead of 8 percent that was previously projected. The consultants referenced various slides showing the existing water rate structure; baseline scenario using an annual 3.5 percent water rate increase; other rate scenarios using timber revenue; debt versus no debt; generating sufficient revenues to sustain the utility system; charging for services provided; recovering costs equitably; achieving objectives; key assumptions; annual cost escalation; maintaining minimum fund balances; and Water SDC background. In addition, Downey and consultants referenced a chart showing the calculation for Water SDC, using a uniform reimbursement fee cost basis and area-specific overlay, noting the SDC is currently \$4,707 and total SDC uniform charge needed is \$5,478 and total charge in an overlay area is \$7,775. In conclusion of the above-noted staff presentation, Downey advised staff is requesting Council guidance on

**FOREST GROVE CITY COUNCIL WORK SESSION  
(WATER RATES AND WATER SYSTEM DEVELOPMENT CHARGES)  
APRIL 27, 2015 – 6:00 PM  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 2**

what level of water rate increase, if any, to proceed with as of July 1, 2015, and what amount of water SDC to establish, noting the water SDC will need to undergo formal notification process pursuant to ORS, if the SDC fee is changed.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the proposed water rate increase and the appropriateness of increasing the water SDC rate. Due to limited time, Council collectively concurred establishing a 3.5 percent water rate increase, starting in Fiscal Year 2015-16 and to proceed with providing formal notice pursuant to ORS of the City's intent to change the Water SDC. In conclusion of the above-noted Council discussion, Gamble and Downey advised the proposed 3.5 percent water rate increase would go into effect July 1, 2015, noting the average household water bill would increase by about \$1.11 per month.

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

**3. ADJOURNMENT**

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

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

30

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION  
ORS 192.660(2)(E) REAL PROPERTY TRANSACTION  
APRIL 27, 2015 – 9:25 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

1. **ROLL CALL:**  
Mayor Peter Truax called the Executive Session to order at 9:25 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd, excused. **STAFF PRESENT:** Tom Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director, Jeff King, Economic Development Manager; and Anna Ruggles, City Recorder.

2. **EXECUTIVE SESSION:**  
The City Council met in Executive Session in accordance with:  
  
**ORS 192.660(2)(E)** to deliberate with persons designated by the governing body to negotiate in real property transactions.

3. **ADJOURNMENT**  
Mayor Truax adjourned the Executive Session at 9:55 p.m.

Respectfully submitted,

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

This page is intentionally blank.



**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the regular City Council meeting to order at 7:00 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL**

**PRESENT:** Thomas Johnston, Council President; Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax.

**COUNCIL ABSENT:** Richard Kidd, excused. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Elsner, City Attorney; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; J. F. Schutz, Police Chief; Mike Hall, Police Sergeant; Colleen Winters, Library Director; Jeff King, Economic Development Manager; James Reitz, Senior Planner; George Cress, Light and Power Director (in the audience); and Anna Ruggles, City Recorder.

**1. A. IF I WERE MAYOR AWARD PRESENTATIONS:**

Mayor Truax announced the 2015 "If I Were Mayor Contest" winners: Poster (grades 4-6): 1<sup>st</sup> Place, Hanna Hepburn; 2<sup>nd</sup> Place, Noelle Robison; and 3<sup>rd</sup> Place, Anna Hansen. Essay (middle school): 1<sup>st</sup> Place, Tara Kroft; 2<sup>nd</sup> Place, Aubryanna Corona; and 3<sup>rd</sup> Place, Morgan VanFleet. Mayor Truax presented 1<sup>st</sup> Place winners with a \$50 cash prize on behalf of the City, noting 1<sup>st</sup> Place entries will be submitted to the state level competition for a chance to win an iPad and winners will be announced at the Oregon Mayors Association Conference in August, 2015.

**1. B. EMPLOYEE RECOGNITION:**

Mayor Truax presented a Certificate of Appreciation honoring Ann Dondero, Youth Services Librarian, for 35 years of dedicated service to the City, noting Dondero volunteered at the library for 10 years prior to a becoming a City employee in 1980.

**2. CITIZEN COMMUNICATIONS:**

Forest Grove Community School students addressed Council asking for support of their school project "Take a Bite – Out of Hunger", stating City Code prohibits putting raised garden boxes in the public right-of-way (planter strip), because only plants and trees can be in the public right-of-way and raised beds are an obstruction, so they came up with six alternatives to use instead of putting in raised garden boxes and are now

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

seeking Council support of their alternative policies, i.e., planting fruit trees in the public right-of-way; allowing garden boxes in side strips or in front lawns on private property; raise money to donate to people who want a food box; make food boxes portable; and put bricks under the soil to prevent people from stealing or wheeling the food boxes away. In response to the above-noted testimony, Mayor Truax pointed out the City's Community Garden, noting he would provide a written response to testimony heard. Lowe voiced her support of the school project, noting a presentation was made to the Sustainability Commission.

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 (Medical Marijuana Dispensaries) Meeting Minutes of April 13, 2015.
  - B. Approve City Council Work Session (GIS Needs Assessment) Meeting Minutes of April 13, 2015.
  - C. Approve City Council Regular Meeting Minutes of April 13, 2015.
  - D. Accept Community Forestry Commission Meeting Minutes of February 18, 2015.
  - E. Accept Library Commission Meeting Minutes of March 18, 2015.
  - F. Accept Public Arts Commission Meeting Minutes of February 12 and March 12, 2015.
  - G. Accept Planning Commission Meeting Minutes of March 23, 2015.
  - H. Accept Resignation on Parks and Recreation Commission (Mike Olson, At-Large, Term Expiring December 31, 2017).
  - I. Endorse Liquor License Renewal Applications for Year 2015:
    - 1. Stecchino Bistro (Full On-Premises Sales)

Council President Johnston referenced Item 3. H. and acknowledged the admirable service that Mike Olson provided to the Parks and Recreation Commission.

**MOTION:** Councilor Lowe moved, seconded by Councilor Wenzl, to

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 3**

approve the Consent Agenda as presented. **ABSENT:** Councilor Kidd. **MOTION CARRIED 6-0 by voice vote.**

**4. ADDITIONS/DELETIONS:**

Agenda Item 10. A., Resolution No. 2015-31, was added to the agenda after the Executive Session (refer below).

**5. PRESENTATIONS:**

2014 Watershed Timber Harvest Update & 2015 Watershed Timber Harvest Plan

Foster introduced Scott Ferguson, watershed consultant, who presented a PowerPoint presentation highlighting the 2014 Watershed Timber Harvest-related activities, noting the 2014 timber harvest resulted in 1424 MBF and total net revenue of \$627,715. Ferguson reported no Spotted Owl was found and one Barred Owl was identified and no rare plants were found, noting more surveys will be conducted this year. Ferguson highlighted the 2015 timber harvest plan, noting 2015 timber harvest consists of thinning 70 acres, patch cutting 16 acres, 54 of 86 total acres will require cable logging, and planting 500 Alder trees on Clear Creek, and other projects include weed control, wildlife surveys, rare plant surveys and improving 3,700' and decommissioning 2,800' of Deep Creek Road, noting the area is high risk and not necessary for road management. In conclusion of the above-noted presentation, Foster and Ferguson addressed various Council inquiries pertaining to weed control, fire protection, road systems, culvert replacement costs and setting monies aside for purchasing adjacent land, i.e., 160 acres near Roaring Creek, noting they will consider contacting SOLV for weed project and follow-up on how many roads have been decommissioned.

**6. CONTINUE PUBLIC HEARING FROM APRIL 13, 2015: SECOND READING OF ORDINANCE NO. 2015-02 THE CITY OF FOREST GROVE ADOPTION OF AMENDMENTS TO DEVELOPMENT CODE, ARTICLES 3, 8 AND 12, TO ESTABLISH PLACEMENT AND REQUIREMENTS FOR MEDICAL MARIJUANA DISPENSARIES. APPLICANT: CITY OF FOREST GROVE. FILE NO. ZA-15-00267**

The first reading of Ordinance No. 2015-02 by title occurred at the Council meeting of April 13, 2015.

**Staff Report:**

Police Chief Schutz and Police Sergeant Mike Hall presented the above-

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 4**

proposed ordinance for second reading, noting staff has submitted an updated staff report addressing inquiries from the Council meeting of April 13, 2015. Chief Schutz reported staff has confirmed the Forest Grove School District's Transition House, located on the corner of 22<sup>nd</sup> Avenue and Cedar Street, meets State qualifications as a school, noting staff has updated the 1000' school buffer map to reflect the facility as a qualified area. Chief Schutz reported Council President Johnston, Councilor Lowe, Holan and two Police Sergeants attended the tour and visited a medical marijuana dispensary in Portland. Chief Schutz and Sergeant Hall highlighted important aspects of the visit, noting the dispensary they visited was the first dispensary to open in the Portland, has operated for 4-1/2 years, and handles about 80 transactions per day on average. Chief Schutz advised staff also spent almost two hours with the officials from the Oregon Health Authority, pointing out the Oregon Health Authority regulates medical marijuana facilities, not the Oregon Liquor Control Commission (OLCC). In conclusion of the above-noted staff report, Chief Schutz referenced the attached ordinance, noting based on discussions with the State Health Authority, that marijuana can be rendered impotent after immersion in water or rubbing alcohol, staff is recommending amending Development Code Section 10.8.1100 to read: "A medical marijuana dispensary must provide secure disposal or render impotent for marijuana remnants or by-products, including any item with marijuana residue".

**Public Hearing Continued:**

Mayor Truax continued the Public Hearing from the meeting of April 13, 2015, and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the deadline of April 27, 2015, 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.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 5**

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing

**Council Discussion:**

Staff responded to various concerns, inquiries and scenarios Council presented pertaining to the tour, security and safety, design standards, school buffer areas, areas where facilities will be permitted, registration and compliance with Oregon Health Authority Rules, hours of operation, cash sales at facilities, law enforcement regulations, and differences between medical marijuana dispensaries versus non-medical marijuana businesses.

**MOTION TO AMEND:** Councilor Lowe moved, seconded by Councilor Wenzl, to amend Ordinance No. 2015-02, Development Code Section 10.8.1100 to read: “A medical marijuana dispensary must provide secure disposal or render impotent for marijuana remnants or by-products, including any item with marijuana residue.”

Mayor Truax asked for a roll call vote on the above-noted motion to amend.

**ROLL CALL VOTE MOTION TO AMEND:** AYES: Councilors Johnston, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Kidd. MOTION CARRIED 6-0.

City Attorney Elsner read Ordinance No. 2015-02 by title for second reading as amended.

Mayor Truax asked for a roll call vote on the motion made at the meeting of April 13, 2015, and as amended.

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

7. **CONTINUE PUBLIC HEARING FROM APRIL 13, 2015: SECOND READING OF ORDINANCE NO. 2015-03 AMENDING CITY CODE CHAPTER 7 BY ADDING NEW CODE SECTION 7.850 THROUGH 7.865 ESTABLISHING OPERATION OF MEDICAL MARIJUANA**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 6**

**DISPENSARIES**

The first reading of Ordinance No. 2015-03 by title occurred at the Council meeting of April 13, 2015.

**Staff Report:**

Police Chief Schutz and Police Sergeant Mike Hall presented the above-proposed ordinance for second reading, noting staff is also recommending amending City Code Section 7.860(E) to read: "A medical marijuana dispensary must provide secure disposal or render impotent for marijuana remnants or by-products, including any item with marijuana residue."

**Public Hearing Continued:**

Mayor Truax continued the Public Hearing from the meeting of April 13, 2015, and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the deadline of April 27, 2015, 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:**

Thompson called for a motion to amend as noted below, citing the results of the voters' approval on medical marijuana versus non-medical marijuana and establishing the same hours of operation as the Forest Grove Liquor Store, which is open Monday through Friday, 10:00 a.m. to 7:00 p.m., and closed Sunday, same as most pharmacies, and to ensure adequate law enforcement is in place to regulate the code, noting the additional four hours has an impact on law enforcement, i.e., medical marijuana dispensaries are cash only businesses.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 7**

**MOTION TO AMEND:** Councilor Thompson moved, seconded by Council President Johnston, to amend Ordinance No. 2015-03, City Code Section 7.860(C) to read: “A medical marijuana dispensary may not be open to the public between the hours of ~~10:00~~ 7:00 p.m. and ~~8:00~~ 10:00 a.m., closed Sunday.”

**ROLL CALL VOTE MOTION TO AMEND:** AYES: Councilor Thompson. NOES: Councilors Johnston, Lowe, Uhing, Wenzl, and Mayor Truax. ABSENT: Councilor Kidd. MOTION FAILED 1-5.

**MOTION TO AMEND:** Councilor Lowe moved, seconded by Councilor Wenzl, to amend Ordinance No. 2015-03, City Code Section 7.860(E) to read: “A medical marijuana dispensary must provide secure disposal or render impotent for marijuana remnants or by-products, including any item with marijuana residue.”

**ROLL CALL VOTE MOTION TO AMEND:** AYES: Councilors Johnston, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Kidd. MOTION CARRIED 6-0.

City Attorney Elsner read Ordinance No. 2015-03 by title for second reading as amended.

Mayor Truax asked for a roll call vote on the motion made at the meeting of April 13, 2015, as amended.

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

In conclusion, Mayor Truax advised this is a starting point, noting the City may need to revisit its ordinances and make adjustments if necessary.

City Attorney Elsner was dismissed at around 8:45 p.m.

8. **PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2015-04 ADOPTION OF AMENDMENTS TO DEVELOPMENT CODE, ARTICLES 2, 5, 8 AND 12, TO ADOPT HISTORIC DISTRICT AND HISTORIC LANDMARKS DESIGN GUIDELINES AND STANDARDS.**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 8**

**APPLICANT: CITY OF FOREST GROVE. FILE NO. ZNC-15-00084**

**Staff Report:**

Reitz presented the above-proposed ordinance for first reading, noting staff is recommending amending Development Code Article 2, Land Use Reviews, Article 5, Historic Landmarks, Article 8, General Development Standards, and Article 12, Definitions, to adopt clear and objective design standards for exterior alteration projects and new construction in the Clark, Painter's Wood and Walker-Naylor Historic Districts, and for specific historic landmarks located outside of those districts, and to adopt new Section V, Historic District Design Guidelines, to provide an alternative, discretionary review process for applications. Reitz reported the proposed design guidelines and design standards would apply to new development in a historic district and alterations, remodels, renovations or relocations of historic landmarks or historic contributing buildings, noting proposed projects would be examined for compliance with sections on Building and Addition Placement and Orientation, Spacing and Setbacks, Building Height and Width, etc., to ensure the scale of the additions remain compatible with the neighborhood. Reitz recapped the Planning Commission meeting, noting the Planning Commission recommended adoption of the Historic Design Guidelines and Standards as outlined in Exhibit A. In conclusion of the above-noted staff report, Reitz introduced the Historic Landmarks Board (HLB) members present in the audience and the City's consultant, noting the HLB met jointly with the Planning Commission and City Council in work session on February 9, 2015, to review the amendments to the Development Code and is recommending adoption of Ordinance No. 2015-04 as outlined in Exhibit A.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2015-04 for first reading.

Gamble read Ordinance No. 2015-04 by title for first reading.

**MOTION: Councilor Uhing moved, seconded by Councilor Lowe, to approve Ordinance No. 2015-04 Adoption of Amendments to Development Code, Articles 2, 5, 8 and 12, to Adopt Historic District and Historic Landmarks Design Guidelines and Standards. Applicant: City Of Forest Grove. File No. ZNC-15-00084.**

**Public Hearing Opened:**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 9**

Mayor Truax opened the Public Hearing and explained hearing procedures.

**Written Testimony Received:**

No written testimony was received prior to the deadline of April 27, 2015, 7:00 p.m.

**Proponents:**

Neil Poulsen, Forest Grove, former Historic Landmarks Board Chairperson, testified in support of the proposed Historic Landmarks Design Guidelines and Standards, noting adoption of the code amendments will help protect the City's historic neighborhoods, especially infill, which Poulsen pointed out poses the greatest risk to historic districts. In addition, Poulsen noted historic districts are easily identified by street signage.

No one else testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Council Discussion:**

In response to Wenzl's inquiry pertaining to property owners who do not comply with guidelines and standards, Reitz explained the procedure for review of applications, code violations, and issuance of citations, noting an applicant can also apply for a variance and can appeal to Council.

In response to Council President Johnston's inquiry pertaining to new structures, Reitz explained new construction would need to comply with the design standards, i.e., maintaining setbacks to ensure it fits into the existing streetscape. In response to Council President Johnston's inquiry pertaining to grandfathering property that is purchased prior to adoption of the new code requirements, Reitz advised as with any new code amendments, new applications submitted prior to implementation comply with existing code requirements and new applications submitted after implementation comply with new code requirements.

In response to Lowe's inquiry pertaining to a registry for potential

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 10**

homebuyers, Reitz affirmed the City's Register of Historic and Cultural Landmarks is listed on the City's website.

Uhing advised the proposed amendments are not opposing infill but instead allow better control as to what type of infill comes into a historic district, pointing out the City has other areas that require design review, i.e., 1910 Main Street underwent a design review.

**Public Hearing Recessed:**

Mayor Truax recessed the Public Hearing until the next Council meeting of Monday, May 11, 2015.

**9. PUBLIC HEARING AND RESOLUTION NO. 2015-29 SETTING FEES AND CHARGES FOR AQUATIC CENTER, EFFECTIVE JULY 1, 2015, AND REPEALING RESOLUTION NO. 2014-37**

**Staff Report:**

Downey presented the above-proposed resolution for Council consideration, noting the proposed resolution would increase Aquatic Center fees and charges by three percent (3.0%), rounded to the nearest increment, effective July 1, 2015. For in-City (18-64) public and fitness swim, the fee would increase from \$4.90 to \$5.00. For in-City (2-17 years); Senior and Disabled Veteran, the fee would increase from \$3.35 to \$3.50. For outside-City (2-17 years); Senior and Disabled Veteran, the fee would increase from \$4.40 to \$4.50. In conclusion of the above-noted staff report, Downey advised the fee request at this time is to allow the Aquatic Center the ability to post the new fee schedule in its summer brochure.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-29.

Gamble read Resolution No. 2015-29 by title.

**MOTION: Councilor Uhing moved, seconded by Councilor Lowe, to adopt Resolution No. 2015-29 Setting Fees and Charges for Aquatic Center, Effective July 1 2015, and Repealing Resolution No. 2014-37.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 11**

**Written Testimony Received:**

No written testimony was received.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

Uhing noted the service the pool provides to citizens and new improvements warrant the fee increase.

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

**VOICE VOTE: AYES: Councilors Johnston, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Kidd. MOTION CARRIED 6-0.**

10. **RESOLUTION NO. 2015-30 ADOPTING FOREST GROVE SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE BYLAW**

**Staff Report:**

Downey presented the above-proposed resolution requesting to adopt the proposed Forest Grove Solid Waste Community Enhancement Program Advisory Committee (CEPC) Bylaws, noting the Council established the CEPC pursuant to Resolution No. 2015-27. Downey reported the Bylaws govern the conduct and business of the CEPC as outlined in Exhibit A of the resolution, noting the Bylaws identify the Council and Metro Councilor District 4 as the Committee and designates the Mayor as Chair and Metro Councilor District 4 as Co-Chair of the CEPC. In conclusion of the above-noted staff report, Downey advised the CEPC approved the Bylaws at its meeting on April 13, 2015, and is recommending Council adopt the CEPC Bylaws as outlined in Exhibit A.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 12**

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-30.

Gamble read Resolution No. 2015-30 by title.

**MOTION:** Councilor Wenzl moved, seconded by Council President Johnston, to approve Resolution No. 2015-30 Adopting Forest Grove Solid Waste Community Enhancement Program Advisory Committee Bylaw.

**Council Discussion:**

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

**VOICE VOTE:** AYES: Councilors Johnston, Lowe, Thompson, Uhing, Wenzl, and Mayor Truax. NOES: None. ABSENT: Councilor Kidd. MOTION CARRIED 6-0.

Council collectively concurred extending adjournment past 9:30 p.m.

Mayor Truax recessed the regular Council meeting at 9:22 p.m. and announced Council was going into Executive Session, pursuant to ORS 192.660(2)(E) to deliberate with persons designated by the governing body to negotiate in real property transactions, and intended to come out of Executive Session and reconvene the regular Council meeting.

Mayor Truax reconvened the regular Council meeting at 9:56 p.m.

10. A. **RESOLUTION NO. 2015-31 AUTHORIZING APPROVAL OF AN EXCLUSIVE NEGOTIATING AGREEMENT WITH TOKOLA PROPERTIES, INC., FOR THE PROPERTY KNOWN AS TIMES LITHO PROPERTY AND AUTHORIZING THE CITY MANAGER PRO TEM TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY OF FOREST GROVE**

**Staff Report:**

Downey and King presented the above-proposed resolution authorizing the City Manager Pro Tem to endorse an Exclusive Negotiating

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 13**

Agreement between the City and Tokola Properties, Inc., for property known as the Times Litho Property, located at Pacific Avenue, between A Street and B Street, as outlined in Exhibit A. Downey reported staff met with Council in Executive Session earlier to discuss the terms and conditions of the agreement, noting Tokola Properties of Gresham is proposing a redevelopment with mixed-use development at the northeast corner of Pacific Avenue and A Street where the Times Litho currently stands. Downey advised during the term of the agreement, which is 180 days, the City cannot work with any other developers on proposals for the site. Downey reported the pre-development proposal includes plans for three phases of development: Phase I is upscale apartments with retail space on the ground floor; Phase II is a hotel; and Phase III is for-sale townhouses, and the project would like include a public plaza. In conclusion of the above-noted staff report, Downey advised the City has agreed to pay half of the pre-development costs in Phase I, estimated at \$75,000 and Phase II, estimated at \$55,000, and will pay up to \$26,000 in costs associated with surveying and running environmental and geo-technical reports on the site and for demolition of the existing structures at the property, noting the City would incur these costs regardless.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2015-31.

Gamble read Resolution No. 2015-31 by title.

**MOTION: Council President Johnston moved, seconded by Councilor Thompson, to adopt Resolution No. 2015-31 Authorizing Approval of an Exclusive Negotiating Agreement with Tokola Properties, Inc., for the Property Known as Times Litho Property and Authorizing the City Manager Pro Tem to Execute the Agreement on Behalf of the City of Forest Grove.**

**Council Discussion:**

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

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

**11. DEPARTMENT WORK PLANS FOR FY 2015-16:**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2015 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 14**

Due to the hour/time, Council collectively concurred carrying over the above-noted agenda item to the next regular Council meeting.

**12. CITY MANAGER PRO TEM'S REPORT:**

Due to the hour/time, Council collectively concurred carrying over the above-noted agenda item to the next regular Council meeting.

**13. COUNCIL COMMUNICATIONS:**

Due to the hour/time, Council collectively concurred carrying over the above-noted agenda item to the next regular Council meeting.

**16. ADJOURNMENT:**

Mayor Truax adjourned the regular meeting at 10:05 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

**Members Present:** Jennifer Brent, George Cushing, Kaylene Toews, Holly Tsur (three vacancies)  
**Staff Present:** James Reitz  
**Council Liaison:** Richard Kidd was present  
**Citizens Present:** -0-

1. **Call to Order:** Tsur opened the meeting at 7:17 p.m. **The meeting minutes of February 24, 2015, were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

**A. Spring Newsletter.** Tsur asked if Cushing would be doing his proposed building envelope article. Cushing replied that he would instead do an article on earthquake preparedness. Brent offered to work with Cushing; she specifically volunteered to use her phone interview work sheet to gather some firsthand information.

Tsur said that the article should have about 1200-1800 words and that the first draft would be due by May 1, with the final edit due by May 15. That would give her time for layout and editing for a June 15 publishing date.

**B. Preservation Month / Stewart Award.** It was suggested that Neil Poulsen would be a good recipient because of the tremendous amount of work he put in on the design standards. The ViewHistoric Forest Grove team (Phil Clark and Micah Dougherty) were considered also, but it was thought that awarding them the honor might be premature as they have only recently launched their website. The question was raised of whether giving the award to a Board member might be showing favoritism or somehow diminish the award, but it was pointed out that Poulsen was not now a Board member. Cushing noted that Poulsen had been appointed to the Board in 2007 and immediately started to work on the design guidelines. He spent a lot of time working with the consulting architect, other boards in other towns, and the Planning Commission, to nurse the project along. He worked on the outreach efforts to be certain the community was aware of the project as well as being directly involved in working to get the guidelines into a form for the standards. It was also noted that Poulsen had built the display board as well as having taken many photos of renovation grant projects, and had served as chairman for several years. It was unanimously agreed that Neil Poulsen would receive the 2015 Stewart Award. Toews volunteered to write up the presentation statement. Cushing will contact Poulsen to advise him of the Board's decision. The date of the award will be May 11<sup>th</sup>.

Reitz reported that the banner location and date had been confirmed.

**C. CEP Application.** Toews agreed to work on the application as soon as it becomes available.

4. **New Business:**

- Council Liaison Report: Kidd reported on the recent trip of City Council members to the National League of Cities conference in Washington, D.C., and their discussions with Oregon's congressional delegation.
- Staff Update: Reitz said that he had heard nothing new on our SHPO grant request, nor has there been any progress announced on Senate Bill 565. He noted we have about \$3,000 in the current CEP grant cycle, and that three new board members were needed. He mentioned we might consider having at least one past board member help on the

strategic planning sessions. It was noted in discussion that possibly past board members might be interested in rejoining the Board, as well as possibly someone from the Friends might want to join, perhaps more as liaison rather than involvement in newsletters and work projects.

- A suggestion was made that the display board could be used during the Friends garden and house tours; Cushing offered to work on that.
- Tsur reported that she had been contacted by a concerned citizen about the downtown code update project. Reitz advised that the resident owned property on the south side of 19<sup>th</sup> Avenue where the zoning is changing from Community Commercial to Town Center, which could affect some historic homes. The Board felt we should contact the Friends to understand their position as well. Cushing said he would contact them about this issue.
- Cushing described some old newsletters he had found from 2003; many of the goals at that time were similar to our current goals. The Board then was already working with the Friends on issues familiar to both organizations.

**5. Adjournment:** The March 24, 2015 meeting adjourned at 8:32 p.m.

These minutes respectfully submitted by George Cushing, Secretary

3F

# Monthly Building Activity Report

April-15

2014-2015

Category	Period: April-14		Period: April-15	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	14	\$3,011,086	15	\$3,737,651
SFR Addition & Alt/Repair	4	\$51,687	5	\$75,487
Mult. Fam. New/At				
Group Care Facility				
Commercial New	4	\$33,646	1	\$22,962
Commerical Addition			2	\$1,267,766
Commercial Alt/Repair	7	\$1,911,000	5	\$54,635
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)	1	\$100		
Signs	1	\$6,400		
Grading				
Demolitions			2	
<b>Total</b>	<b>31</b>	<b>\$5,013,919</b>	<b>30</b>	<b>\$5,158,500</b>

### Fiscal Year-to-Date

2013-2014		2014-2015	
Permits	Value	Permits	Value
225	\$43,459,091	224	\$30,503,904

This page is intentionally blank.

Permit Type	Description	Permits	Square Feet	Valuation	Fees Paid	Custom Field Valuation
xcmalt	Cornelius Commercial Alteration	2	0.00	0.00	1,523.10	55,000.00
xdemo	Cornelius Demolition	1	0.00	0.00	100.00	0.00
xmhs	Cornelius Manufactured Dwelling Placement	1	0.00	0.00	231.88	0.00
xmrotc	Cornelius Mechanical Residential Over the Counter	6	0.00	0.00	183.47	0.00
xplmca	Cornelius Plumbing Commercial Add/Alt/Repair	1	0.00	0.00	297.53	0.00
xplmca	Cornelius Plumbing Permit Commercial New	1	0.00	0.00	1,218.75	0.00
xpotc	Cornelius Plumbing Over the Counter	2	0.00	0.00	238.79	0.00
xsfal	Cornelius Single Family Alteration	1	0.00	0.00	479.32	17,646.00
xsign	Cornelius Sign Permit	3	0.00	0.00	593.13	15,465.00
<b>Grand Total</b>		<b>18</b>	<b>0.00</b>	<b>0.00</b>	<b>4,865.97</b>	<b>88,111.00</b>

---

<u>Report Group</u>	<u>Fee Code</u>	<u>Fee Description</u>	<u>Amount</u>
bldg	bldpmt	Building Permit Fee	1,374.35
bldg	blplrv	Building Plan Review Fee	893.34
bldg	demo	Demolition Fee	100.00
bldg	flplrv	F&L Safety Plan Review	204.18
bldg	mcstsf	Mechanical State Surcharge Equ	19.68
bldg	mech	Mechanical Permit Fee/equip.	163.79
bldg	mhplrv	MHP Plan Review & Inspections	180.25
bldg	mhstat	MHP State Fee	30.00
bldg	mhstsr	MH State Surcharge	21.63
bldg	plmb	Plumbing Permit Fee	1,247.60
bldg	plplrv	Plumbing Plan Review	316.52
bldg	plstsr	Plumbing State Surcharge	149.71
bldg	stsur	State Surcharge	164.92
		Total for Group bldg	<u>4,865.97</u>
		<b>Grand Total:</b>	<u><u>4,865.97</u></u>



May 5, 2015

Forest Grove City Council  
PO Box 326  
Forest Grove, OR 97116

Dear Forest Grove City Council Members,

The Historic Landmarks Board (HLB) believes the city of Forest Grove, like many small Oregon towns, sits at the crossroads of a rich pioneer heritage and a bright urban future. And while these factors may seem at odds, we do not believe they need to be. But without clear guidelines and standards for remodels and future developments, we are at risk of irrevocably damaging the historic characteristics of existing structures and fragmenting our historic neighborhoods with insensitive infill. We have an opportunity to put in place design standards and guidelines that, together, provide comprehensive direction to builders, remodelers and property owners, and put in place a framework for responsibly developing properties for the future.

To ensure you have the information you need as you consider incorporating the draft Historic Design Guidelines and Standards into Forest Grove's development codes and design guidelines handbook, below are further answers to the questions you posed at the first reading on April 27, 2015.

**Councilor Wenzl asked: What about those property owners who do not follow the standards and guidelines?** (One example would be the weekend project brought to staff's attention on Monday morning.)

Despite our best outreach and education efforts, sometimes there will be residents who simply do not know or understand the permitting process. If staff learns about a project that did not follow the permitting process, we ask the resident to file an application. If the project complies with the standards, staff allows the project to proceed.

If the project does not comply, the HLB reviews the application under the guidelines. If the applicant disagrees with the HLB's decision, he or she can use the current process to appeal that decision to the City Council.

If an applicant chooses not to file an application then, just as under the current regulations, city staff is authorized to issue a citation that goes to municipal court. An applicant would be advised to cooperate and come before the Board and Council; both can exercise discretion that staff and the courts do not have.

**Councilor Johnston asked: Would a property that was purchased prior to the guidelines being implemented be able to be "grandfathered" into the neighborhood?**

As with any code revision, an application filed before a new code takes effect is regulated under that code – it is effectively "grandfathered" in under the initial code. After a revision, all new applications must comply with the new code. Simply *owning* a property prior to adoption of new code doesn't grandfather it in or exempt it from complying with current or future requirements for new applications. For example, if you purchased your home in 1980, any remodeling would not be done under the 1980 code; it would be done under the 2015 code. The same principle applies here.

**Councilor Johnston also asked: Did we (the HLB) think in terms of property owners who purchased property prior losing potential land usage rights?**

The underlying zoning will be unchanged by the design guidelines and standards. If townhomes are permitted in the zone now, they will still be permitted. The guidelines would be applied to ensure the new construction, whatever it is, fits its neighborhood context (height, bulk, setbacks, etc.).

**Councilor Lowe asked: What are we doing to inform potential purchasers of the restrictions to properties in a historic district? What, where, and how can information be easily found by potential purchasers?**

Purchasers can easily identify historic districts by the street sign post markers, and thereby the properties within them. Additionally, Forest Grove's historic districts are listed on the HLB website, which can be found through an internet search or the city's website.

This summer, if the Council adopts the guidelines and standards, the City Planning Department will notify residents of the new requirements. We will mail a summary sheet to all owners and residents in the districts and the outlier sites. We will repeat this process each January (as is already done for the existing 80 plus sites on the Local Historic Register).

We will also provide this information to local realtors. State law requires owners and realtors to disclose what they know about a property to prospective purchasers and the added information will help them inform buyers.

Finally, the Community Development Department, in collaboration with the State of Oregon, is developing an e-permitting system for building permits. While it is still in development, when it is operational anyone with a computer could enter an address and learn everything on file about a particular address, including whether it is a historic site or located in a historic district. This would address concerns about a prospective purchaser buying a property sight-unseen.

Thank you for the opportunity to respond and provide additional information, and please let us know if we can answer any further questions. We greatly appreciate your consideration.

Sincerely,



Kaylene Toews  
Vice Chairperson  
Historic Landmarks Board



**ORDINANCE NO. 2015-04**

**ORDINANCE ADOPTION OF AMENDMENTS TO DEVELOPMENT CODE,  
ARTICLES 2, 5, 8 AND 12, TO ADOPT HISTORIC DISTRICT AND HISTORIC  
LANDMARKS DESIGN GUIDELINES AND STANDARDS;  
FILE NO. ZNC-15-00084**

**WHEREAS**, the City of Forest Grove has three historic districts (Clark, Painter's Woods and Walker-Naylor) as well as designated Historic Landmarks located outside of those districts; and

**WHEREAS**, properties in historic districts have a higher values than comparable properties in undesignated neighborhoods; and

**WHEREAS**, sales values for homes located in historic districts increase at a faster rate than they do for similar homes that do not have a historic designation; and

**WHEREAS**, design guidelines and standards can protect the character and integrity of Forest Grove's historic neighborhoods and properties by ensuring that their unique visual qualities are protected from inappropriate alterations that would reduce their sense of history, cultural importance, and value; and

**WHEREAS**, design guidelines and standards can assist owners in maintaining and enhancing the appearance of their property, help maintain property values, and improve the livability of older neighborhoods; and

**WHEREAS**, design guidelines and standards allow everyone's property to be protected from the adverse economic impact by inappropriate construction, remodeling and demolition; and

**WHEREAS**, design guidelines and standards can provide property owners and the Historic Landmarks Board with guidance for the preservation, restoration, rehabilitation and maintenance of historic landmarks, and new construction within Forest Grove's historic districts; and

**WHEREAS**, the design guidelines and standards are based on the Secretary of the Interior's Standards for Rehabilitation; and

**WHEREAS**, while changes to buildings are often inevitable, they are not necessarily negative, and these guidelines and standards will help provide assurance to property owners that review will be based on clear standards; and

**WHEREAS**, notice of this request was mailed to property owners and residents in the Clark, Painter's Woods and Walker-Naylor historic districts and the Historic Landmarks located outside the districts on March 16, 2015 and published in the *News Times* on April 1, 2015 as required by Development Code Section 10.1.710; and

**WHEREAS**, the Planning Commission held a duly-noticed Public Hearing on the proposed amendments on April 6, 2015, and unanimously recommended their adoption; and

**WHEREAS**, the City Council held a duly-noticed Public Hearing on the proposed ordinance on April 27 and continued the hearing on May 11, 2015.

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

**Section 1:** The City Council of the City of Forest Grove does hereby adopts the amendments to Development Code Article 2 *Land Use Reviews*, Article 5 *Historic Landmarks*, Article 8 *General Development Standards*, and Article 12 *Definitions* to adopt clear and objective design standards as shown in Exhibit A for exterior alteration projects and new construction in the Clark, Painter's Woods and Walker-Naylor historic districts, and for specific Historic Landmarks located outside of those districts; and adopts the amendments to the Design Guideline Handbook as shown in Exhibit B to provide an alternative (discretionary) review process for the same applications, making the following specific findings in support of this decision:

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

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

Finding: Comprehensive Plan goals and policies address historic preservation as follows:

*Community Sustainability Goals*

1. *Support the function and identity of neighborhoods by encouraging communication, strengthening community bonds, local participation and interaction, and enhancing sense of place through design.*
  
10. *Promote the preservation and reuse of historic resources, including buildings, structures, sites, neighborhood districts and cultural landscapes to assist in the retention of local, regional and national history and heritage, reinforcement of community character, and conservation of material resources.*

Finding: *Community Sustainability Goal #1* would be supported by the adoption of historic district design guidelines and standards as they would reinforce the unique sense of place of each district by maintaining their respective historic character and appearance.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources and neighborhood districts. Promoting the retention of the existing historic features would help preserve local history and heritage.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources. Historic preservation is the essence of sustainability, because the emphasis is always on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

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

Finding: No regional (Metro) planning goals, programs or rules have been developed to address or regulate historic resources.

Finding: Statewide Planning Goal 5 addresses historic resources as follows:

*L.C.D.C. Goal 5 – To preserve open space and protect natural and scenic resource. Programs shall be provided that will (1) Ensure open space, (2) Protect scenic and historic areas and natural resources for future generations, and (3) Promote healthy and visually attractive environments in harmony with the natural landscape character. The location, quality and quantity of the following resources shall be inventoried:*

- a. *Land need or desirable for open space;*
- b. *Mineral and aggregate resources;*
- c. *Energy sources;*
- d. *Fish and wildlife areas and habitats;*
- e. *Ecologically and scientifically significant natural areas, including desert areas;*
- f. *Outstanding scenic views and sites;*
- g. *Water areas, wetlands, watersheds and groundwater resources;*
- h. *Wilderness areas;*
- i. *Historic areas, site, structures and objects;*
- j. *Cultural areas;*
- k. *Potential and approved Oregon recreation trails;*
- l. *Potential and approved Federal and Wild and Scenic Waterways and State Scenic Waterways.*

*Where no conflicting uses for such resources have been identified, such resources shall be managed so as to preserve their original character. Where conflicting uses have been identified, the economic, social, environmental and energy consequences of the conflicting uses shall be determined and programs developed to achieve the goal.*

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because the guidelines and standards would be used to preserve the original character of Forest Grove's historic areas from inappropriate construction, remodeling and demolitions.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because historic preservation is the essence of sustainability, with its emphasis on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because they would promote a stronger economy by assisting owners in maintaining and enhancing the appearance of their property, thereby helping to maintain property values.

**Section 2:** The City Council hereby adopts the Planning Commission's staff report dated March 27, 2015.

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

**PRESENTED AND PASSED** the first reading this 27<sup>th</sup> day of April, 2015.

**PASSED** the second reading this 11<sup>th</sup> day of May, 2015.

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 11<sup>th</sup> day of May, 2015

---

Peter B. Truax, Mayor

**Exhibit A**

**Ordinance No. 2015-04**

**Amendments to the Forest Grove Development Code**

## DESIGN REVIEW

### 10.2.020 ASSIGNMENT OF REVIEW AUTHORITY

Land use reviews are assigned to the review bodies stated below.

- A. Community Development Director. The Community Development Director (Director) has the authority to consider all land use reviews that are subject to Type I and Type II review procedures. The Director may delegate review and decision-making authority to planning staff.
- B. Planning Commission. The Planning Commission serves as the highest commission or board within the City of Forest Grove with respect to the review of land use permits. Where consideration of a landmark or significant tree registration or removal is part of another land use permit or legislative action requiring Planning Commission review, the consideration of the registration or removal shall be assigned to the Planning Commission as part of its public hearing process with recommendation from the Historic Landmarks Board or Community Forestry Commission. The Commission has the authority to consider land use reviews subject to Type III procedures. The Planning Commission also reviews Type IV legislative land use reviews and makes a recommendation to the City Council for a final decision.
- C. Hearings Officer. (Description omitted).
- D. Historic Landmarks Board. Generally, the Historic Landmarks Board will consider matters related to historic resources. In some applications, the Historic Landmarks Board makes a recommendation for a final decision by the Planning Commission or City Council. The following land use reviews are assigned to the Historic Landmarks Board for at least an initial recommendation.
  - 1. Landmark designations, and the removal of landmark designations;
  - 2. Demolition review of landmarks and historic contributing buildings; ~~and~~
  - 3. Review of proposed work affecting the exterior of landmarks;
  - 4. New development in a historic district;
  - 5. Alterations, remodels, renovations or relocations of a historic landmark; and
  - 6. Alterations, remodels, renovations or relocations of a historic contributing building.
- E. Community Forestry Commission. (Description omitted).
- F. Public Arts Commission. (Description omitted).
- G. City Council. The City Council is responsible for final decisions on plan amendments and zone changes and all land use reviews subject to Type IV procedures. All appeals of land use reviews subject to Type II and Type III procedures are also assigned to the City Council.

### 10.2.030 CONCURRENT REVIEWS

### 10.2.300 PURPOSE

**10.2.310 APPLICABILITY**

Design review is required for the following:

- A. New single-family attached developments;
- B. New multi-unit developments;
- C. New commercial development;
- D. Alterations, remodels, or renovations of commercial development in the Town Center and Neighborhood Commercial zones which result in additional floor area of more than 400 square feet; ~~and~~
- E. Alterations, remodels, or renovations of commercial development in all other Commercial zones which result in additional floor area of more than 1,000 square feet;
- F. New development in a historic district;
- G. Alterations, remodels, renovations or relocations of a historic landmark; and
- H. Alterations, remodels, renovations or relocations of a historic contributing building.

**10.2.320 OVERVIEW OF PROCESS**

**10.2.330 PROCEDURE**

**10.2.340 SUBMITTAL REQUIREMENTS**

**10.2.350 REVIEW CRITERIA**

Projects subject to design review by the Director (Type II) or the Design Review Commission (Type III) shall be evaluated based on the following:

- A. The development standards of the applicable zoning district and any overlay district;
- B. The general development standards of Article 8.
- C. Departures from code requirements may be permitted as part of a Track 2 Design Review Process, when the following criteria are met:
  - 1. The design guidelines contained in the applicable section of the “Design Guideline Handbook” are adequately addressed.
  - 2. The applicant demonstrates that the overall development would result in a development that better meets the intent of the design guidelines than a design that simply meets the Code.

## HISTORIC LANDMARKS

- 10.5.200 PURPOSE
- 10.5.205 HISTORIC LANDMARKS BOARD
- 10.5.210 HISTORIC OR CULTURAL LANDMARK DESIGNATION
  
- 10.5.220 PROCEDURE FOR REVIEW OF PROPOSED WORK AFFECTING THE EXTERIOR OF LANDMARKS

For the purposes of this section, “historic landmark” or “landmark” is construed to include “historic contributing building” as defined in Section 10.12.210 H1. These standards apply to:

- Structures listed on the *Forest Grove Register of Historic and Cultural Landmarks*, whether or not they are located within a district;
- Historic contributing structures within a district;
- Non-contributing structures within a district; and
- New development within a district.

Prior to the commencement of work on the exterior of a landmark (including repairs, maintenance, alterations, improvements, reconstruction and/or expansion affecting the exterior appearance of the landmark), an application describing the proposed work shall be submitted to the Community Development Department for review. The application shall include plans and specifications describing proposed materials and methods in sufficient detail to illustrate the finished results.

For landmarks within a district, the design intent is to maintain or better the overall integrity of the district. For new development or non-contributing buildings there is a similar intent, particularly if the development would displace an existing landmark.

The standards in this section apply to the exterior rehabilitation of buildings within a historic district. Situations include existing historic contributing buildings, additions, or new development within a district, and to individually-listed historic landmarks located outside of a district. Certain provisions apply to all properties.

Two-Track Procedure: Pursuant to Section 10.2.350, designs or portions of a project not meeting, or those requesting an exception to the Standards [Track 1] shall be reviewed under the Guidelines [Track 2] as described in Design Guidelines Handbook Section V *Historic District Design Guidelines*.

- A. Exempt Activities. Replacement of deteriorated materials in kind, repainting, installation of gutters and leaders, ~~and~~ installation of removable storm windows, and demolition of non-contributing buildings shall be considered allowable without assessment of visual impact.
  
- B. ~~No Visual Change~~— Director Review. When the proposed work activities are not exempt under A. above, the Director shall review the application and plans.

(Text to be deleted is ~~struck through~~; text to be added is underlined) – Page 3 of 13

Where the proposed work is of such a nature that a building permit is required, the Building Official shall withhold issuance of a building permit for the proposed work pending review and approval by the Director. The Director may require additional plans and application materials beyond those required for issuance of a building permit. If review results in a determination that the work would ~~not result in visual change~~, comply with the standards of Section 10.5.220 D. below, the Director shall provide the applicant with written approval for the work to proceed.

C. ~~Visual Change~~— HLB Review

1. Where review of the application results in a determination that the work would ~~result in visual change~~ not comply with the standards of Section 10.5.220 D. below, the application shall be forwarded to the HLB for review and action subject to Type III procedures. Other design elements requiring HLB review include:
  - a. Relocations or repositionings of a landmark or a historic contributing building pursuant to Section 10.5.225;
  - b. Demolition of a landmark or historic contributing building pursuant to Section 10.5.225;
  - c. Removal of chimneys from a landmark or historic contributing building;  
and
  - d. New exterior stairs (except those connected to ground-floor entries).
2. Where the proposed work is of such a nature that a building permit is required, the Building Official shall withhold issuance of a building permit for the proposed work pending review and approval by the HLB. The Board may require additional plans and application materials beyond those required for issuance of a building permit.
3. After reviewing plans and materials, the HLB shall approve, approve with conditions, or reject the proposal subject to Type III notice procedures and timelines.

D. ~~Review Guidelines~~ Design Standards

In acting on an application submitted pursuant to this section for work affecting the exterior of a landmark or construction of a new building within a district, the Director ~~or HLB~~ shall approve the proposal if findings are made demonstrating ~~compliance with that~~ the following guidelines-standards are met:

1. General Review Standards

1. a. Every reasonable effort shall be made to provide a compatible use for the property that requires minimal alteration of the structure, or to use the property for its originally intended purpose.

- ~~2.~~ b. The distinguishing original qualities or character of the structure shall not be destroyed. The removal or alteration of historic material or distinctive architectural features shall be avoided when possible.
- ~~3.~~ c. All structures shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- ~~4.~~ d. Changes that may have taken place in the history and development of the structure shall be recognized and respected.
- ~~5.~~ e. Distinctive stylistic features or examples of skilled craftsmanship that characterize the structure shall be treated with sensibility.
- ~~6.~~ f. Deteriorated architectural features shall be repaired if practicable; if not, they should be replaced in kind. Where replacement of features is proposed, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- ~~7.~~ g. Surface cleaning, if any, of structures shall be undertaken with the least damaging means. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- ~~8.~~ h. Every reasonable effort shall be made to protect and preserve archeological landmarks affected by, or adjacent to the landmark.
- ~~9.~~ i. A design for alterations and additions to the structure shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood, and environment.
- ~~10.~~ j. Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were removed in the future, the essential form and integrity of the structure would not be impaired.
- ~~11.~~ k. Attempts to improve or enhance the exterior appearance of a landmark by installing decorative features, such as shutters, shall be avoided unless it can be established that the feature existed on the landmark at its inception.

2. Building and Addition Placement and Orientation

- a. Locate the primary building side and entry of the building to face the public way. This side is typically parallel to the street. Maintain an orientation similar to that of the neighboring historic buildings.
- b. Additions are not allowed on the primary side of a historic building.
- c. New structures or additions are not allowed in the front yard.

3. Spacing and Setbacks

- a. Maintain and preserve the front yard setback as determined by historic buildings within the block face. Existing non-complying historic and non-contributing buildings may remain and may be repaired but not enlarged.
- b. Maintain the average side yard setbacks as determined by historic buildings on the block face. Reduced side yards may be permitted pursuant to Section 10.2.120.

4. Building Design

a. Height

- i. Height Limit at Eave or Parapet: The height from grade at the building line to the predominant roof eave that exists for historic buildings on the block face up to a maximum of 25 feet. Historic non-contributing buildings may be used if there are no historic contributing buildings on the block face.
- ii. Height Limit at Ridge: The height from grade at the building line to the main roof ridge that exists for historic buildings on the block face up to 10 feet above the allowable eave height.
- iii. The maximum number of above grade stories is 2½.
- iv. The height or number of stories of the front portion of historic buildings may not be increased.
- v. The ground floor of a historic building may be raised no more than 3 feet from its existing height.
- vi. The maximum height from grade at the building line to the main level for new development is 4 feet.
- vii. Basements are allowed for all buildings. The site may not be substantially re-graded for basement use.

b. Width

- i. The width of a new building front may not vary more or less than 20% from the range that exists for historic buildings on the block.
- ii. The front width of historic buildings may not be increased more than 10%.

c. Shape

- i. The overall primary building shape and that of additions must be representative of existing historic buildings on the block face
- ii. Additions to historic buildings shall be designed to be secondary to the main building.

- iii. Oblique, skewed and non-orthogonal front walls are not allowed on the primary building.
  - iv. Rounded walls or porches are allowed on secondary sides or additions.
- d. Roof
- i. Roof forms for the main structure, additions and wings where visible are to be gabled or hipped. Shed roofs are not allowed for the main building portion. Parapets and non-visible roofs are not allowed for the main roof unless represented by historic buildings on the block. Other roof forms such as gambrel, clipped gable or clipped hip may be allowed upon review.
  - ii. Roof shape shall be consistent with other historic buildings on the block in style, configuration and pitch.
  - iii. Roofs shall have a minimum 12-inch overhang or the average eave width of historic buildings on the block face.
  - iv. Gable roofs shall have matching roof slopes.
  - v. Porches or bays may have lower sloped roofs than that of the main roof. These roofs may be gabled, hipped, shed or more complex. Shallow stepped gable roofs: a maximum of two are allowed.
  - vi. The roof shape and slope of the main portion on historic buildings as visible shall not be changed.
  - vii. Roofing types not allowed where visible: Sheet metal, clay, concrete or metal tile, single-ply types.
  - viii. Gutters and Downspouts:
    - Types allowed: painted sheet metal, copper.
    - Types not allowed: vinyl or plastic, except as a downspout receiver hub visible for a maximum of 12 inches above grade.
- e. Dormers and Roof Features
- i. Dormers on all buildings shall match the existing building style, shape and relative proportion. Dormers shall intersect the main roof below the main ridge.
  - ii. New dormers are not allowed on a front-sloping roof of historic buildings.
  - iii. A maximum of two dormers are allowed on the front of new development.
  - iv. The total area for all dormers on a particular slope is limited to 33% for gable-roofed dormers and 50% for shed-roofed dormers.
  - v. New decorative roof feature additions such as cupolas, towers, crestings, and railings are not allowed.

- vi. Chimneys on historic buildings: Retain and repair above the roofline.
- vii. Skylights are not allowed on the front sloping roof or on a visible side.
- viii. Solar panels, satellite dishes, and mechanical equipment are not allowed on the roof or walls of the front building portion. This includes the front and sides extending back 10 feet.

f. Porches

- i. New porches shall comply with the above requirements for spacing, setback, building form, shape, and roofs.
- ii. New front porches shall have access to the front street.
- iii. New porches on all buildings are to match the existing building style, shape and relative proportion.
- iv. Porches on historic buildings shall not be removed or relocated.
- v. New development (including accessory dwelling units) shall incorporate a porch or architecturally-defined entry for each main level unit unless sharing an existing porch or entry. The minimum porch dimensions are four feet by four feet and sixteen square feet per dwelling unit.
- vi. Porches shall have roofs and are to be integrated with the building and finished accordingly. They shall be consistent with the main building's style. Front porches and roofs shall serve the main level and be one-story in height.
- vii. Raised front and visible side porches require finished enclosures or skirting below their walk structure consistent with the main building style.
- viii. Front porches on historic buildings may not be enclosed.
- ix. Side porches serving the main or basement level are allowable. They are to be secondary but consistent in style and detail with the front porch.
- x. Porches above the main level on the front of the building are not allowed unless existing elsewhere on historic buildings on the block face.
- xi. New exterior stairs are allowed for ground floor entrances only.
- xii. Raised decks visible from the street are not allowed.
- xiii. Materials Not Allowed:
  - Exposed Structure: steel stair members, steel and concrete types of stairs.
  - Enclosure Members: cable, glass, or vinyl.
  - Roofing: metal roofs.

g. Front, Side and Rear Building Elevations

- i. The front façade orientation and access for historic buildings shall be maintained. The major defining features including entry, porches, roofline, bays and dormers shall be retained on the front and visible sides of historically contributing buildings.
  - ii. The front façade orientation and access for new buildings shall be consistent with historic building examples on the block.
  - iii. Front Façade: New buildings shall avoid very flat, wide and tall front and visible side walls with minimal relief and level parapets. The front shall create relief by a limited use of projections and recesses such as a porch, bay, wing, or the roof slope.
  - iv. Openings: New buildings shall have windows on the front and visible sides of habitable rooms at each level. Each room shall have a minimum of one window.
  - v. Rear Elevation: Unless specifically denoted as significant, the rear and non-visible side elevations of historic buildings may be altered. Those alterations must be consistent with the overall building design and use products and materials noted as acceptable in the Standards.
- h. Outbuildings and Garages
- i. New garages and accessory buildings shall be historically consistent with the primary building in style, size, materials, and roof.
  - ii. Replacement garages: Retain and repair over replacement for both structure and materials.
  - iii. Location and Orientation: Where an alley exists, locate the garage for alley access. Garages and outbuildings shall be located in the rear. Garages may be located in the side yard or may be attached if recessed behind the primary building face by a minimum of six feet and if meeting the side yard setback and spacing requirements.
  - iv. Garage Doors: Total width is limited to 1/3 of the primary building face width if facing a street. Height is limited to eight feet. Construction, style and materials shall be consistent with the main building. A maximum of one double garage door or two single doors facing the street is allowed per 50 feet of lot width. There is no width constraint if the garage faces an alley.
  - v. Carports and Breezeways: Carports are allowed where consistent with the building style and age. Breezeways may be used for connection to garages, carports or outbuildings. Design of these structures must be consistent with the primary building in style, size, construction, materials and detail.
  - vi. Materials and Types Not Allowed: Flush, open grate-mesh, and mostly glass garage doors.

- i. Exterior Siding and Decorative Architectural Details
- i. Historic buildings and landmarks shall retain and repair existing siding, architectural features, and details.
  - ii. Replacement siding, moldings, and other decorative architectural details shall match the material, pattern, detail and dimension of either the existing or the original siding or material.
  - iii. Front and visible sides of new buildings shall have the following minimum wall trim: window and door casings, top of wall to roof overhang on gable sides.
  - iv. Siding Patterns Allowed: A maximum of three wood siding or shingle patterns and types; may also have one type of masonry or plaster.
  - v. Siding, decorative architectural details and exposed materials that are not allowed:
    - Aluminum or metal; vinyl; scored plywood; sheet siding.
    - Alternative engineered siding not matching original profiles.
    - Plastic, foam or polymer trim.
    - Cultured stone or synthetic masonry.
    - Use of stains and clear finishes is acceptable only for doors and sidelights, and utility structures.
    - Mill or clear finish aluminum or stainless steel is not allowed as an exposed finish
  - vi. Removal of non-historic features or reconstruction of historic features, with documentation, is allowed on historic buildings and landmarks.
- j. Doors and Windows
- i. Original openings on visible sides of historic buildings shall be retained.
  - ii. New main and upper level window or door openings on front or visible sides of historic buildings are not allowed.
  - iii. New basement windows or doors are allowed on side walls.
  - iv. New window types and materials not allowed at front-facing or visible sides: sliding glass units, glass block, vinyl, fiberglass, between glass grids, commercial-type windows.
  - v. New or replacement windows and doors on historic buildings shall match the style, configuration, dimensions, and materials of existing or originals. Not Allowed: Window shapes other than rectangular.

- vi. Retain and repair existing historic window and door parts and trim. Wholesale replacement of windows or sash in good condition on historic buildings is not allowed.
- vii. New or replacement windows and doors on historic buildings shall match the style, configuration, dimensions, and materials of existing or originals.
- viii. Storm windows are acceptable on interior or exterior. If on the exterior they shall match the window shape, style, basic configuration, and shall be a comparable color. Exterior storm doors are allowed.
- ix. Windows and doors on new buildings shall be appropriate to the style of the building and as found on historic buildings the block face. This includes their design, materials, pattern, grouping, and configuration.

Not allowed: window shapes other than rectangular, vertically asymmetric, individual window division or configuration.

- x. Glazing on visible building sides and front shall be clear. Reflective or tinted glass or films are not allowed; decorative or stained glass replacement is excepted. Obscure glass is allowed at bathrooms.
- xi. Doors and Sidelights: New decorative or stained glass is allowed.
- xii. New door types not allowed: Flush metal doors, metal and glass storefront or commercial-type doors.

k. Foundations

- i. On historic buildings: Repairs and replacements shall match the original foundation appearance, materials and height at visible faces. A new foundation may have a veneer matching the original masonry but installed over structural concrete, concrete block unit [CMU], or steel.
- ii. Retain or repair existing porch and entry steps, and foundation openings including windows, doors, and vents on historic buildings.
- iii. New or replaced foundations and footings shall meet current structural and seismic requirements.
- iv. Original solid masonry foundations may have non-visible concrete or metal support.
- v. Visible foundations for new buildings shall match the range of visible heights of historic buildings on the block face and may be CMU or concrete.
- vi. Below grade or otherwise hidden foundations, piers and footings may be concrete or other materials.

## **BUILDING DESIGN AND DEVELOPMENT STANDARDS**

### **10.8.700 PURPOSE**

This section provides standards for new buildings constructed in the city to help provide compatibility with surrounding neighborhoods and ensure that safe, functional working and living environments are created.

### **10.8.705 APPLICABILITY**

The standards in this section apply to all multi-unit residential and commercial projects, ~~and~~ all projects within Town Center districts, historic landmarks, and new development within a historic district.

### **10.8.710 STANDARDS**

- A. Building Design Standards for Multi-Unit Development**
- B. Building Design Standards for Commercial Development**
- C. Building Design Standards within Town Center Districts**
- D. Building Design Standards for Institutional Development not within the Institutional Zone**
- E. Building Design Standards for Historic Landmarks and within Historic Districts**

All historic landmarks and new development within a historic district are subject to the design standards found in Section 10.5.220.

---

## **DEFINITIONS**

### **10.12.200 MEANING OF WORDS GENERALLY**

### **10.12.205 MEANING OF COMMON WORDS**

### **10.12.210 MEANING OF SPECIFIC WORDS AND TERMS**

#### **H1. Historic Landmarks-Related Definitions.**

- a. Basement: A level that is below grade where the mid-height from its floor to its ceiling is below grade for a minimum of 50% of its perimeter.
- b. Block Face: The historic contributing buildings on the particular block face and on the same side of the street as the applicant property; may use historic non-contributing buildings for reference if there are no historic-contributing buildings.
- c. Building Line: The line where the building or structure intersects grade. At open walls, the eave line shall be used.
- d. Building Parts:
  - Main Portion: The central building mass.
  - Front Portion: The front section of the building; extends back one room, or ten feet from the front wall.

(Text to be deleted is ~~struck through~~; text to be added is underlined) – Page 12 of 13

- Wings: A subsidiary and extension portion of the building; at least one room in size.
- e. Bay: A partial room projection. It may extend to grade, the floor level, or may be raised, and may also have its own roof.
- f. Demolition: The removal of 50% or more of a landmark or historic contributing building, based on its assessed value.
- g. Historic Contributing Building: Any building, structure, object or site within the boundaries of a historic district which reflects the significance of the district as a whole due to historic associations, historic architectural qualities, or archeological features.
- h. Historic Landmark: Any structure, archeological site, prehistoric site, or historic site on the Forest Grove Register of Historic and Cultural Landmarks (Historic Register) as designated by the City Council.
- i. Historic Landmarks Board. The Historic Landmarks Board of the City of Forest Grove or any subcommittee thereof.
- j. Integrity: The historic, character-defining physical features that convey a building, object, site or structure's significance as part of a district.
- k. Non-Contributing Building. Any building, structure, object or site within the boundaries of a historic district that do not add to the qualities, associations, or values of the district because they were not present during the district's period of significance or because they no longer possess historic integrity due to alterations, additions, or other changes.
- l. Oblique, Non-Orthogonal, Skewed Front Walls: Front walls that are not parallel to or at a 90-degree angle to their side walls.
- m. Primary Building Side: The most architecturally significant side, typically the front and the side that faces the street and that typically has the main entry.
- n. Secondary Building Side(s): Non-primary side(s).
- o. Visible Sides or Portions: Portions of the building that are visible from the adjacent street(s) or public way.

See other building terms in the Appendix of the Design Guidelines Handbook *Section V Historic District Design Guidelines*.

**Exhibit B**

**Ordinance No. 2015-04**

**Amendments to the Forest Grove Design Guideline Handbook**

+

# **Focus Area Section V**

## **Historic District Design Guidelines**



*City of Forest Grove, Oregon*  
*Historic Landmarks Board*

## **Acknowledgements**

These Forest Grove Historic Districts Design Guidelines were originally developed by Michelle Dennis and members of the Historic Landmarks Board. They have been updated and reformatted into the Historic Design Review Handbook along with the new Development Code Standards by the Office of Robert Dortignacq, Architect in cooperation with the City of Forest Grove between October, 2013 and July, 2014.

The ordinance to adopt the Guidelines and Standards was approved by the City Council, Ordinance No. 2015- \_\_\_\_\_ on \_\_\_\_\_, 2015.

This publication has been funded with the assistance of a matching grant-in-aid from the Oregon State Historic Preservation Office and the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240

### **Photography and Drawing Credits:**

Photographs: Office of Robert Dortignacq, Architect  
Drawings: The City of Forest Grove

### **Participants:**

Forest Grove City Council  
Peter B. Truax, Mayor  
Thomas (TJ) Johnston  
Richard Kidd III  
Victoria Lowe  
Ronald C. Thompson  
Elena Uhing  
Malynda H. Wenzl

Forest Grove Historic Landmarks Board  
Neil Poulsen, Chair  
Jennifer Brent  
George Cushing  
Kaylene Toews  
Holly Tsur  
Larry Wade

City of Forest Grove  
James Reitz, AICP, Senior Planner  
Jon Holan, Community Development Director

### Introduction

These Historic District Design Guidelines have been developed to provide property owners and the Historic Landmarks Board with guidance for the preservation, restoration, rehabilitation and maintenance of historic landmarks, and new construction within Forest Grove’s historic districts. They are based on the Secretary of the Interior’s Standards for Rehabilitation.

Retention and restoration of significant architectural features, appropriate use of materials, and sensitive new design help preserve and improve the integrity of individual buildings, and the district as a whole. In this regard, the following collective actions help ensure long-term historic district success.

- Maintain the architectural design, pattern, and details of the original construction and site.
- Maintain the original building materials and use original construction methods.
- Administer new construction that’s historically representative of the structure or the district.

### Guidelines and Standards

In the interest of flexibility, the strategy adopted by Forest Grove to accomplish the above integrates both guidelines and standards:

*Development Standards:* Clear, objective, and verifiable requirements provided in the code that protect Forest Grove’s architectural heritage. These standards establish a baseline for design, which works in conjunction with other requirements of the Development Code.

*Design Guidelines:* Recognizing that no set of standards can be perfect, the guidelines provide guidance on how construction might deviate from the standards, and yet still accomplish the goal of protecting our architectural heritage. All projects must meet the development standards. But, projects would be permitted to deviate from the standards in some ways, if it is demonstrated that the related design guidelines have been addressed, and that deviations would result in a higher quality development.

In practice, this strategy engenders a two-track procedure. Designs or portions of a project not meeting, or those requesting an exception to the Standards [Track 1] shall be reviewed under the Design Guidelines [Track 2]. Correspondingly, a two-column approach has been adopted in the body of this document.

Labeled “Track 1, Development Standards”, the right-hand column assumes that a project meets all the requirements set forth in the Design Standards (Development Code (DC) Section 10.5.220: Procedure for Review of Proposed Work Affecting the Exterior of Landmarks). The body of this column presents a summary of the development standards that apply to the particular section, plus illustrative photos. (For the actual wording of the design standards, see Section 10.5.220 cited above.)

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---

Labeled “Track 2, Design Guidelines”, the left-hand column gives the guidelines and illustrative photos that provide information on how a project might deviate from the development standards that are summarized in the right-hand column. Projects that elect to follow Track 2 (versus Track 1) must receive Historic Landmarks Board approval.

### **Applicability**

The development standards in this section apply to the exterior rehabilitation of buildings within one of the historic districts. Situations include existing historic contributing buildings, additions or new development, and to individually listed historic resources outside of the districts. Certain provisions apply to all properties.

The development standards themselves make recommendations that can be applied to many different resource types, including buildings, sites, structures, objects, and districts. There are additional considerations that may affect preservation or rehabilitation projects, including land use and building codes.

Before undertaking any exterior work on historic resources, Section 10.5.200 et. seq. *Historic Landmarks* should be followed. These design guidelines are consistent with the City’s ordinances.

Please note that those properties receiving tax benefits through the Oregon Special Assessment Program are subject to stricter standards for historic compatibility and require approval from the State Historic Preservation Office.

Properties within the historic districts may be eligible for benefits if qualifications are met, including the City’s Historic Preservation Renovation Grants (a matching grant program). Information about Renovation Grants is available on the City’s website ([www.forestgrove-or.gov](http://www.forestgrove-or.gov)).

**History of Building Types in Forest Grove:**

Because the districts developed over several years in conjunction with the overall growth and development of Forest Grove, they not only represent the broad spectrum of community residents, they also represent a wide range of architectural styles and trends, including local variations. In general, houses built for the working class were smaller and less elaborate than houses built for the middle and upper classes. Merchants and professionals were more inclined and better able to afford elaborate houses designed by architects and constructed with the finest materials.

Architectural styles and their variants built in Forest Grove during the nineteenth and twentieth centuries are indicated in Table 1.

**Table 1. Forest Grove Architectural Styles and Variants**

<b>Century</b>	<b>Architectural Style</b>	<b>Variants</b>
19 <sup>TH</sup>	Second Empire Victorian	
	Italianate Victorian	
	Stick Victorian	
	Queen Anne Victorian	Queen Anne Eastlake Cottage Free Classic
	Vernacular <sup>1</sup>	Gable-Front Gable-Front with Wing American Farmhouse
20 <sup>TH</sup>	Early Colonial Revival	Most commonly Dutch Colonial Revival Greek Revival Classic Revival
	Bungalow	Craftsman Colonial
	American Foursquare	Craftsman Colonial
	20 <sup>th</sup> Century Revival	Tudor French Eclectic Colonial Cape Cod
Post-1940	Minimal Traditional	
	War-Era Cottage	
	Ranch	
	Vernacular*	Pyramidal Cottage Hipped Roof Cottage Eave-less Tract Houses

<sup>1</sup> The term, *vernacular architecture*, refers to buildings made by common, local builders in an informal way, rather than by architects using design methodologies. During construction, locally available resources and traditions are used to address local needs and circumstances. Vernacular architecture tends to evolve over time to reflect the environmental, cultural, and historical context in which it exists.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---

These images depict actual homes located in Forest Grove<sup>2</sup>.



Greek Revival



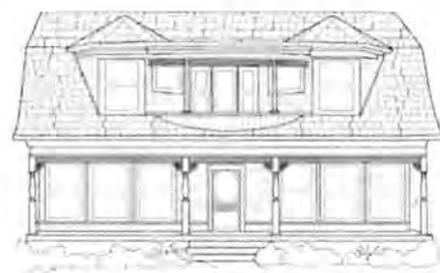
American Farmhouse



Stick Victorian



Classic Revival



Dutch Colonial



Craftsman/Bungalow



Queen Anne Victorian

Wood was the most commonly used building material in the historic districts. Most of the historic buildings are of wood-framed construction with some form of wood siding. Windows, doors, and architectural ornamentations were wooden. Many of the early homes in Forest Grove had only rudimentary foundations; but over time, this changed. Currently, almost all historic buildings sit on either poured concrete or concrete block foundations; however, some foundations are composed of concrete and stone or concrete and brick. Many early roofs in Forest Grove were built using wood shingles, with composition roofing introduced in the early 1900s. There are a number of examples of historically significant houses, both in and outside of the districts, built using the “Taylor Process Hollow Wall Concrete Construction” patented method developed in the 1920s. This construction utilized a concrete double wall with an air space. Most of these structures are clad with stucco but have wood-framed roofing systems.

<sup>2</sup> Illustrations courtesy of The Friends of Historic Forest Grove; 2005; *Historic Homes of Forest Grove Coloring Book*; Pgs. 4, 8, 16, 18, 20, 24, 26.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---

There are historically significant non-residential buildings located in each of the historic districts. Central School, located in the Clark District, is an excellent example of the 20<sup>th</sup> Century Period Revival style of architecture with Tudor style elements. Typical of schools built in the 1930s, Central School is of brick construction. Historic churches in the districts display the typical Gothic Revival elements, most commonly in the arched windows. The original portions of these churches were often constructed of wood, although later additions include materials such as brick and stucco.

Among the architects and builders who contributed to the development of Forest Grove were Harley McDonald, William Borchardt, E.M. Jerome, F.M. Starrett, Francis Large, John Taylor, Moore and Loynes, and Higgins and Biederman.

### DEFINITIONS AND EXPLANATIONS USED IN THE GUIDELINES

Basement: A level that is below grade where the mid height from its floor to its ceiling is below grade for a minimum of 50% of its perimeter.

Block Face refers to historic contributing buildings on the particular block face and on the same side of the street as the applicant property; may use historic non-contributing houses if there are no historic contributing buildings.

Building Line: The line where the building or structure intersects grade. At open walls, the eave line shall be used.

Building Parts - Main Portion refers to the central building mass.

- Front Portion: The front section of the building; extends back one room, or ten feet from the front wall.
- Wings refers to a subsidiary and extension portion of the building; at least one room in size.
- Bay refers to a room projection. It may extend to grade, the floor level or may be raised. It may have its own roof.

Historic Buildings: Means historic contributing buildings unless noted otherwise.

Oblique, Non-Orthogonal, Skewed Front Walls: Front walls that are not parallel or at a 90 degree angle to their side walls.

Primary Building Side: The most architecturally significant side, typically the front and the side that faces the street, and that typically has the main entry

Secondary Building Side(s): Non primary side(s).

Visible Sides or Portions: Portions of the building visible from the adjacent street(s) or public way.

For other building terms see the Appendix of the Design Review Handbook.

## **FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES**

---

### **BUILDING AND ADDITION PLACEMENT**

**Intent:** Maintain the open space and block defining qualities of the historic districts.

The Building and Addition Placement section includes the following guidelines:

- Orientation
- Spacing
- Setbacks

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---

### BUILDING AND ADDITION PLACEMENT

**Guideline:** Preserve the historic open space qualities, setbacks and building orientation determined by the historic buildings of the district.

**Description:** Although there is not a uniform setback or spacing of houses in Forest Grove’s historic districts, buildings are usually set back from the street on the lot with a relatively sizable front yard, which includes a wide parkway between street and sidewalk. Buildings in a residential district are generally located on lots so that open space exists between them. Lot widths and building widths vary, but there is generally a repetitive pattern of buildings and open space created by side yards and driveways between buildings.

#### Track 2 Design Guidelines

##### *Recommended*

- Orientation: Locate and position new buildings similar to the historic buildings on the block face.
- Orient the building front towards the street. Building entries should be at the front of the building facing and accessing the street.
- Position additions at the rear of the building, if possible. Occasionally a side ell may be an appropriate addition. New structures and additions are not recommended on the front façade.
- Moving or repositioning a historic building or structure may affect its historic significance and needs to be reviewed carefully.
- Spacing: Maintain the pattern of buildings set apart by open spaces between them as established historically in the district and block face.
- Removal of non-historic additions is encouraged, as is reconstruction of missing historic features and additions with proper documentation.
- Maintain public parking strips, sidewalks, and street trees as appropriate for the block face.
- Setbacks: Maintain consistency in the historic pattern of setbacks and building spacing throughout each block. Front setbacks should be yards, perhaps with driveways along the sides of the buildings.
- New construction setbacks for all buildings should match those of the surrounding historic buildings.
- The front setback should be a yard, not a parking area.

#### Track 1 Development Standards

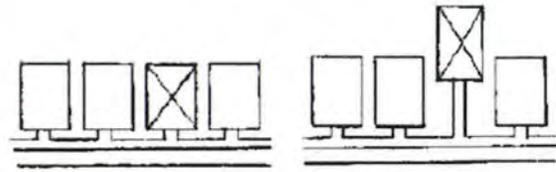
##### *Related Code Standards*

- Orientation: Locate the primary building side and entry of the building to face the public way. This side is typically parallel to the street. Maintain a similar orientation of the neighboring historic buildings.
- Additions are not allowed onto the primary side of a historic building.
- New structures or additions are not allowed in the front yard.
- Existing historic buildings or structures may not be moved or repositioned without Guideline review. See Section 10.5.225.
- Spacing: Maintain the existing front and side spacing and building placement determined by historic buildings within the block face.
- Removal of non-historic features or reconstruction of historic features, with documentation, is allowed on historic buildings. See Section 10.5.220(i)(vi).
- Maintain parkways and sidewalk alignment for the block face. See Section 10.8.620.
- Setbacks: Maintain and preserve the front yard setback as determined by historic buildings within the block face. Existing non-complying historic as well as non-historic structures may remain and may be repaired but not enlarged.
- Maintain average side yard setbacks as determined by historic buildings on the block face.
- Accessory Dwelling Units [ADU]: Either attached or detached: the side yard is governed by Section 10.3.130 Table 3-7.

**FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES**



Typical Spacing and Setback Found in the Districts



DO THIS

DON'T DO THIS

New construction set back or brought forward from the street in ways that cause misalignment disrupts the rhythm of the historic development pattern. New construction that maintains the existing setbacks fits better into the historic streetscape.



Mixed Home Sizes as Found in the Districts  
Note Orientation to Street and Parkway



New Construction in the District that Maintains  
Historic Setback, Spacing, and Orientation Qualities



An Example of 2 Story Residences in the District  
Illustrating the Historic Spacing and Openness  
Qualities



Mixed Shapes, Sizes and Styles in the Districts  
Displaying the Historic Spacing and Orientation  
Qualities

### BUILDING DESIGN

**Intent:** The intent of the Building Design Guidelines section is to preserve the unique historic contributing qualities of the historic districts. For existing historic buildings, the particular interest is to provide direction for sustaining those resources as they require maintenance, and alterations. The intent for non-historic buildings and new development is to provide guidance for the design of their new construction and alterations such that the end result does not deter or diminish the overall historic qualities of the historic districts.

A compatible new building or addition should complement the existing pattern of the historic district. This involves designing buildings that use an architectural style that is similar to its neighbors. Historical photographs can help in this regard. Occasionally, a property owner wishes to increase the living space within an existing building. In fact, a number of historic buildings in Forest Grove have had additions constructed.

The Building Design section includes the following guidelines:

- Height
- Width
- Shape
- Roofs, Dormers and Roof Features
- Porches
- Front, Side and Rear Elevations
- Outbuildings and Garages
- Exterior Siding and Decorative Architectural Details
- Doors and Windows
- Foundations

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

### BUILDING SIZE, SCALE AND COMPATIBILITY

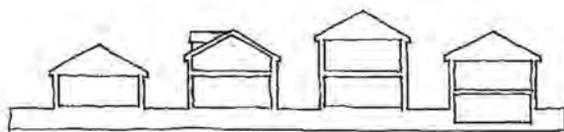
**Guideline:** The existing historic buildings sizes, scale and shapes in the district should be evaluated and respected when considering modifications, additions, or when constructing new buildings.

**Description:** Buildings in the historic districts are generally one, one-and-a-half, or two stories in height, as are the churches and Central School.

#### Track 2 Design Guidelines

##### Recommended

- Maintain elements that define the existing size, scale, relationship to the ground and site, shape, and architectural styles of historic buildings in the district.
- Additional floors are generally not appropriate. Attempt to gain additional floor space through the use of additions to the rear or side of the building, or by the addition of appropriate dormers on the roof to create additional space on the attic level.
- The size and scale of new buildings should be consistent with surrounding buildings in the district.
- Any additions should be compatible with the original building design and architectural style.
- Except in limited locations, very large buildings (such as mansions or large apartment complexes) are inappropriate in the district. Larger buildings should generally be located at corners, and smaller buildings should generally be located in the mid-block.
- No addition should overwhelm the scale of the building.
- The additional space should be compatible in design, but distinguishable from, the original building. Compatible materials and construction techniques should be used.
- Additions should be made so that if the addition ever were to be removed, there is minimal damage to the original structure.
- The site shall not be significantly re-graded or altered for the purpose of gaining additional stories or building size.



1 Story    1 ½ Story    2 Stories    1 Story-Basement

#### Track 1 Development Standards

##### Related Code Standards

##### Height

- Height Limit at Eave or Parapet: The height from grade at the building line to the predominant roof eave that exists for historic buildings on the block face up to a maximum of 25 feet. Historic non-contributing buildings may be used if there are no historic contributing buildings on the block face.
- Height Limit at Ridge: The height from grade at the building line to the main roof ridge that exists for historic buildings on the block face up to 10 feet above the allowable eave height.
- The maximum number of above grade stories is 2½.
- The height or number of stories of the front portion of historic buildings may not be increased.
- Historic buildings may be raised no more than 3 feet from their existing height.
- The maximum height from grade at the building line to the main level for new buildings is 4 feet.
- Basements are allowed for all buildings. The site may not be substantially re-graded for basement use.

##### Width

- The width of a new building front may not vary more or less than 20% from the range that exists for historic buildings on the block.
- The front width of historic buildings may not be increased more than 10%.

##### Shape

- The overall primary building shape and that of additions must be representative of existing historic buildings on the block face.
- Additions to historic buildings shall be designed to be secondary to the main building.
- Oblique, skewed and non-orthogonal front walls are not allowed on the primary building.
- Rounded walls or porches are allowed for secondary walls or additions.

**FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES**

---



Example of a Single-Story Cottage Raised 3 Feet to Allow Lower Level Improvements; the Historic Relationship to the Ground is Retained



Example of a Single-Story Cottage Turned into a Tall, Skinny Structure Resulting in the Loss of its Historic Relationship to the Ground



An Example of an Appropriate New Home Illustrating Acceptable Size, Scale, Spacing, and Roof, Dormer, Windows and Details



An Example of Substantial Site Re-grading To Create a new Lower Level. The Modifications Result in a Denser Urban Fabric with the Loss of Yard and Plantings



An Example of an Appropriate New Home - Note Trim, Roof Forms, Porch Detail and Garage Entry From Side Drive



An Example of an Appropriate New Home - Note Trim and Roof Forms, Porch Detail and Entry Approach From the Street

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

### ROOFS, DORMERS AND ROOF FEATURES

**Guideline:** Preserve and respect the original roof shape and characteristics of historic buildings.

**Description:** Utilize the existing roof shapes and qualities of the historic buildings as a guide for alterations and new work. Roof forms vary in shape and pitch. Most are of moderate pitch, although there are examples of steeply pitched and shallow roofs. The majority of roofs are gabled or hipped, although there are also examples of gambrel roofs and clipped gable (or jerkinhead) roofs.

#### Track 2 Design Guidelines

##### Recommended

- The repair and alteration of roofs should match the original shape and pitch. Generally, the same roof pitch should be used for additions.
- The same roof type and material should be used for additions.
- The roof form of new buildings should be compatible with that of neighborhood buildings.
- Distinctive decorative features, such as dormers, character defining chimneys, and exposed rafter tails, should be retained. New dormers generally should have the same character as the existing roof (for example a gabled dormer on a gabled roof) and should be designed in proportion to the roof area and other windows in the house.
- Dormers that did not exist historically should be kept to the rear of the house and out of view from the public right-of-way whenever possible.
- Do not install roof features that never existed or that create a false historical appearance. This may include cupolas, cresting, or ornate and corbelled chimneys. Skylights, roof vents, new chimneys and flues, mechanical systems and roof decks should be as inconspicuous as possible from the public right-of-way.
- Restoration of missing historic features with proper documentation is encouraged.
- When feasible, roof materials should be repaired or replaced in kind. Match the original patterns, textures and materials when possible. When repair or replacement of an original material is not possible, the use of composition shingles is acceptable.
- Inappropriate roofing materials include metal, tile, concrete, and vinyl. These materials should be avoided unless there is clear evidence that they were used when the building was constructed.

#### Track 1 Development Standards

##### Related Code Standards

##### Roofs

- Roof forms for the main structure, additions and wings where visible are to be gabled or hipped. Shed roofs are not allowed for the main building portion. Parapets and non-visible roofs are not allowed for the main roof unless represented by historic buildings on the block.
- Roof shape shall be consistent with other historic buildings on the block in style, configuration and pitch.
- Roofs shall have a minimum of 12" overhang or the average of historic buildings on the block face.
- Gable roofs shall have matching roof slopes.
- Porches or bays may have lower sloped roofs than that of the main roof. These roofs may be gabled, hipped, shed or more complex.
- Shallow stepped gable roofs: a maximum of 2 are allowed.
- The roof shape and slope of the main portion on historic buildings as visible shall not be changed.
- Roofing types Not Allowed where visible: Sheet metal, clay, concrete or metal tile, single ply types.
- Gutters and Downspouts:
  - Types allowed: painted sheet metal, copper.
  - Types not allowed: vinyl, plastic except as a downspout receiver hub visible for a maximum of 12" above grade.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---



Example of a New Building with Complying Roof and Window Shapes, Trim, Siding  
Note: The Project Would Not Meet the Street Orientation Guidelines or Standards



Example of a Non-Complying Roof Shape, General Lack of Trim and Type of Siding



Example Illustrating Simplified, Yet Interesting Secondary Side and Rear Elevations



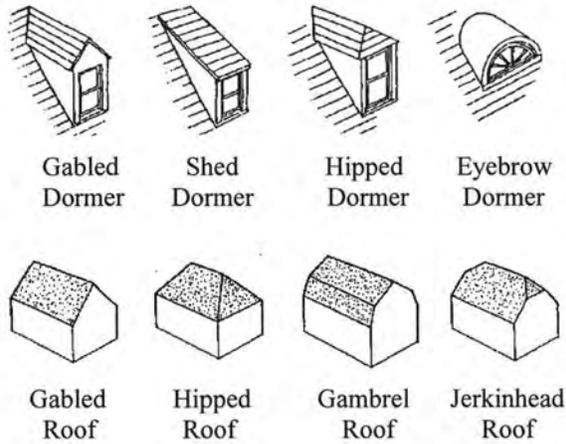
Example of a Historically Inappropriately-Shaped Building, Roof and Windows



Example Illustrating Appropriate Dormers and Main Roof on a New Home



Example of Non-Complying Shed Roof Shapes, and Sheet Metal Roofing Materials



**Dormers and Roof Features**

- Dormers on all buildings are to match the existing building style, shape and relative proportion. Dormers shall intersect the main roof below the main ridge.
- New dormers are not allowed on a front sloping roof of historic buildings.
- A maximum of 2 dormers are allowed on the front of new buildings.
- The total area for all dormers on a particular slope is limited to 33% for gable roofed dormers and 50% for shed roofed dormers.
- New decorative roof feature additions such as cupolas, towers, crestings, railings are not allowed.
- Chimneys on historic buildings: Retain and repair above the roofline.
- Skylights are not allowed on the front sloping roof.
- Solar panels, satellite dishes, mechanical equipment, are not allowed on the roof or walls of the front building portion. This includes the front and sides extending back 10 feet.



Examples of Complying Historic Dormers

Examples of Excessive and Out-of-Scale Dormers

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

### PORCHES

**Guideline:** Preserve the front porch and entry of historic buildings. Utilize those existing historic front porches as a design clue for new construction.

**Description:** A front porch is a characteristic feature of many historic homes, serving as the transition from the street to the interior of the house, and providing outdoor living space as well as protection from the weather. The front porch designates the front and primary entry for the house.

#### Track 2 Design Guidelines

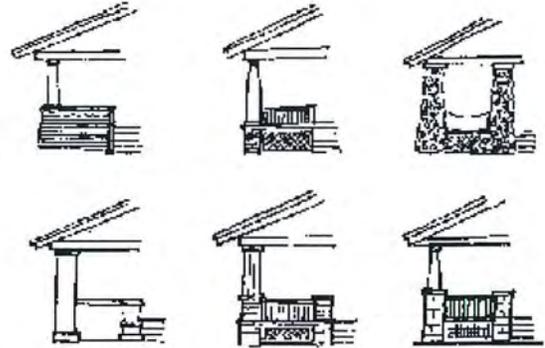
##### Recommended

- Avoid removing original porches and their distinctive features, such as posts, railings, and stairs; or replacing them with incompatible porches that destroy or cover up character-defining features of the house.
- Repair porch elements whenever possible. If repair is not possible, replacement of materials should be in kind and original design and details should be retained.
- Porches should not be enclosed unless the railings, detail, and open quality of the porch are carefully preserved.
- When trying to replicate a historic porch that has been removed, base the replacement design on historic photographs and historical research and documentation. If no photographs or written descriptive evidence are available, use a period design that is suitable for the style of architecture, replicating trim details and siding materials of the house.
- Porch repairs and replacements should conform to current building codes related to railing height, spindle spacing, step spacing, etc.
- The use of porches should be compatible with that of surrounding historic buildings, and consistent with the building's architecture. If the nearby houses have porches, consider designing the new building with a porch that is compatible in style and scale, or if the nearby houses are of a vintage where porches were not included, the new building should be designed without a front porch, or with one that is modest and does not draw attention to itself or defines the main entry otherwise.
- Porches on new buildings shall respect the style, character of existing historic buildings on the block face. Upper level porches may be allowed if represented on the block face.
- New porches, stairs and components shall integrate with and match the style, materials and finishes of the building.

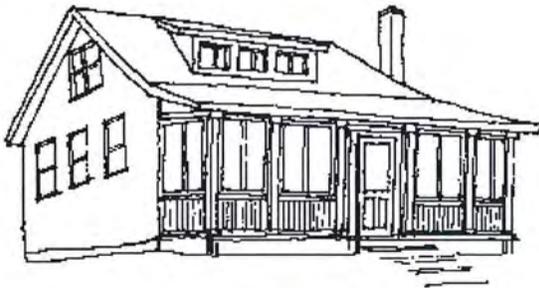
#### Track 1 Development Standards

##### Related Code Standards

- New porches shall comply with the above requirements for spacing, setback, building form, shape, and roofs.
- New front porches must have front street access.
- New porches on all buildings are to match the existing building style, shape and proportion.
- Porches on historic buildings shall not be removed or relocated.
- New houses and accessory dwelling units [ADUs] shall incorporate a porch or architecturally defined entry for each main level unit unless sharing an existing porch or entry. The minimum porch dimensions are four feet by four feet and sixteen square feet per dwelling unit.
- Porches shall have roofs and are to be integrated with the building and finished accordingly. They shall be consistent with the main building's style.
- Front porches and roofs shall serve the main level and be one story in height.
- Raised front and visible side porches require finished enclosures or skirting below their walk structure consistent with the main building style.
- Front porches on historic buildings may not be enclosed.
- Side porches serving the main or basement level are allowable. They are to be secondary but consistent in style and detail with the front porch.
- Porches above the main level on the front of the building are not allowed unless existing elsewhere on historic buildings on the block face.
- New exterior stairs are allowed for ground floor entrances only.
- Raised decks visible from the street are not allowed.
- Materials Not Allowed:
  - Exposed Structure: steel stair members, steel and concrete types of stairs.
  - Enclosure Members: cable, glass, or vinyl.
  - Roofing: metal roofs.
  - See Decorative Architectural Detail Section.



Typical Bungalow Porches



Porch enclosure (Above) preserves the original details and characteristics of the historic porch (Above Top).



Example of a Well-Maintained Historic Porch



Examples of Non-Complying Porches

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---

### DISTINCTION BETWEEN FRONT, SIDE AND REAR ELEVATIONS

**Guideline:** Preserve the defining qualities the front elevation with minimal alterations.

**Description:** The front elevations of buildings in the historic districts are generally considered the main facades. They are sometimes distinguished from the side and rear elevations by the use of more elaborate architectural detail and ornamentation.

#### Track 2 Design Guidelines

##### *Recommended*

- Maintain the front facade orientation to the street or corner unless historic orientation was different.
- Original features of each elevation (such as porches, balconies, bay windows, and trim details) should be retained and rehabilitated.
- Additions to buildings should be located on the rear and side elevations. Note: The Front Portion includes the first ten feet of the sides.
- Additions and alterations on historic buildings shall be historically appropriate and consistent and shall use representative products and materials.
- The design of new buildings or alterations to non-historic or historic non-contributing buildings shall not worsen the integrity of the block face or historic district.
- Avoid creating a false historical appearance that is incompatible with the style of the building. Rehabilitation should be based on sound pictorial or documented evidence.



#### Track 1 Development Standards

##### *Related Code Standards*

- The front façade orientation and access for historic buildings shall be maintained. The major defining features including entry, porches, roofline, bays and dormers shall be retained on the front and visible sides of historically contributing buildings.
- The front façade orientation and access for new buildings shall be consistent with historic building examples on the block.
- Front Façade: New buildings shall avoid very flat, wide and tall front and visible side walls with minimal relief and level parapets. The front shall create relief by a limited use of projections and recesses such as a porch, bay, wing, or the roof slope.
- Openings: New buildings shall have windows on the front and visible sides of habitable spaces at each level. Each such space shall have a minimum of one window.
- Rear Elevation: Unless specifically noted as significant, the rear and not visible side elevations of historic buildings may be altered. Those alterations must be consistent with the overall building design and use products and materials noted as acceptable in the Standards.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---

### OUTBUILDINGS AND GARAGES

**Guideline:** Garages and outbuildings are important, but secondary, structures for the historic building.

**Description:** Garages and outbuildings should not be overlooked as important components of historic properties. There are a number of historic garages in Forest Grove. Alterations or additions to these buildings should follow these guidelines.

#### Track 2 Design Guidelines

##### Recommended

- Whenever possible, original garages or outbuildings should be retained or restored, and maintained rather than replaced.
- Whenever possible, retain and repair historic materials, or replace them in kind.
- If replacing a historic garage, use photographic documentation to guide the design for the replacement. Early garages were often designed to match the house; replacement of such garages should take such design and materials usage into account.
- If constructing a new garage for a historic property, the size and scale of the garage should be compatible with the historic house for which it is being constructed. The shape and pitch of the garage roof and siding materials should match that of the house.
- The key element in garage design is the door. Repair original garage doors whenever possible. If replacement is necessary, avoid overhead roll doors (unless the garage is recent enough to have an overhead roll door originally). Consider using typical early garage doors, which are often side-hinged, paneled bi-folds with the top third glazed. It is possible to construct side-hinged, bi-fold doors that can be activated with a garage door opener.
- Houses built after World War II might have had a carport rather than a garage. As with garages, these should be designed to be compatible with the historic house.

#### Track 1 Development Standards

##### Related Code Standards

- New garages and accessory buildings shall be historically consistent with the primary building in style, size, materials, and roof.
- Replacement garages: Retain and repair over replacement for both structure and materials.
- Location and Orientation: Where an alley exists, locate the garage for alley access. Garages and outbuildings shall be located in the rear where possible. Garages may be located in the side yard or may be attached if recessed behind the primary building face by a minimum of six feet and if meeting the side yard setback and spacing requirements.
- Garage Doors: Total width is limited to  $\frac{1}{3}$  of the primary building face width if facing a street. Height is limited to eight feet. Construction, style and materials shall be consistent with the main building. A maximum of one double garage door or two single doors facing the street is allowed per 50 feet of lot width. No width constraint if facing the alley.
- Carports and Breezeways: Carports are allowed where consistent with the building style and age. Breezeways may be used for connection to garages, carports or outbuildings. Design of these structures must be consistent with the primary building in style, size, construction, materials, detail and color.
- Gazebos and Pergolas are not allowed on the front or in the front yard. See Section 10.7.020.
- Materials and Types Not Allowed: Flush, open grate-mesh, and mostly glass garage doors.



Hipped Roof Garage



Shed Roof Garage



Two-car Garage With Shed Roof



Examples of Appropriate, Well-Crafted New Detached Garages Styled and Built to Integrate With Their Homes



An Inappropriate Mostly Glass Garage Door

**EXTERIOR SIDING AND DECORATIVE ARCHITECTURAL DETAILS**

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---

**Guideline:** Preserve and maintain historic siding and decorative architectural details and utilize new matching materials for repairs and additions.

**Description:** Wood was the predominant building material used for historic properties. It was abundant, cheap, and easily worked to produce siding, moldings, decorative features and finishes. Other materials that were occasionally used include brick, concrete, stone, and stucco. It is important to identify and protect character-defining features such as siding types, window and door moldings, cornices, and brackets.

### Track 2 Design Guidelines

#### Recommended

- Whenever possible, original siding and details should be retained or restored, and maintained rather than replaced. If replacing siding materials is necessary, match the siding type, material, and reveal as closely as possible. Do not substitute one type of siding for another (for example, do not use heavy shakes to replace wood shingles; do not use flush-mounted shiplap to replace clapboards; use consistently-sized reveals).
- Siding materials used on new buildings should be consistent with the predominant materials used on other buildings in the district. It is preferable to use wood siding; vinyl and aluminum sidings are not encouraged in historic neighborhoods.
- Use decorative detailing responsibly and locate it at the eaves, windows, and door heads, and porches. Do not attempt to create a false historic appearance.
- Avoid using destructive surface preparation such as propane or butane torches, sandblasting, and high pressure water blasting, as these methods can damage the siding and trim materials.
- Observe current laws for lead-based paint removal.
- Inappropriate materials include T1-11 or scored plywood, vinyl, plastic, and metal. If replacement of moldings and decorative features is necessary, match the materials, details, and workmanship as closely as possible.

### Track 1 Development Standards

#### Related Code Standards

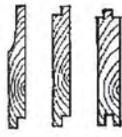
- Historic buildings shall retain and repair existing siding, architectural features, and details.
- Replacement siding, moldings, and other decorative architectural details shall match the material, pattern, detail and dimension of either existing or original.
- Front and visible sides of new buildings shall have the following minimum wall trim: window and door casings, top of wall to roof overhang on gable sides.
- Siding Patterns Allowed: A maximum of 3 wood siding or shingle patterns and types, may also have 1 type of masonry or plaster.
- Surface Preparation: Coating preparation shall avoid damage to historic materials. Sandblasting masonry or wood is not allowed. Note: Pressure washing can damage materials if performed with high pressure, narrow water tip, or insufficient spray distance.
- Siding, decorative architectural details and exposed materials that are not allowed:
  - Aluminum or metal; vinyl; scored plywood or sheet siding;
  - Alternative engineered siding not matching original profiles;
  - Plastic, foam or polymer trim,
  - Cultured stone, synthetic masonry.
- Finishes:
  - Use of stains and clear finishes is acceptable only for doors and sidelights, and utility structures.
  - Mill or clear finish aluminum or stainless steel is not allowed as an exposed finish.

**FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES**

**BEVELED SIDING    FLUSH-MOUNTED SIDING**



Rabbited (left),  
Clapboard (center)  
Weatherboard (right)



Droplap (left)  
Shiplap (center)  
Tongue and Groove (right)

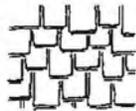


Example of an Inappropriate Siding Revision

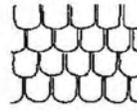
**WOOD SHINGLE SIDING**



Coursed



Staggered



Fishscale



Wood Molding of Many Shapes are Available Either in Stock, as Salvage Materials, or as Specially Fabricated



Example of a Front Porch and Stair Appropriately Modified to Meet Current Building Codes For Handrails



An Example of New Construction With Inappropriate Materials and Finishes

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---

### DOORS AND WINDOWS

**Guideline:** Preserve and maintain historic doors and windows, and utilize their design as a cue for new work.

**Description:** Windows and doors provide access, light, and ventilation. Their design and arrangement is often a primary decorative feature in a historic building. The majority of historic windows in Forest Grove are double-hung wood sash, although there are examples of several other styles of windows. Historically, doors were also made of wood.

#### Track 2 Design Guidelines

##### Recommended

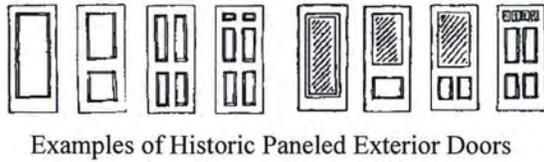
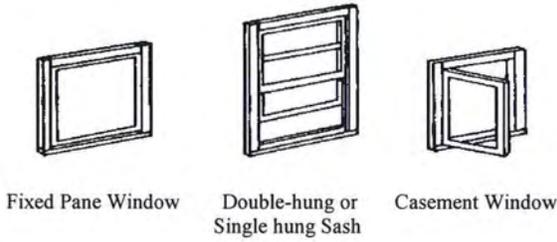
- Original window and door openings should be retained.
- Original decorative details should be preserved.
- Repair wooden doors, windows, sashes, frames, and trim whenever possible. If repair is not possible, replacements should match the original details in design, configuration, and materials (i.e., wood, glass, and hardware).
- Avoid removing a historic window and blocking the opening or replacing it with a new window that conveys a completely different appearance.
- If storm windows are desired, consider those that can be installed on the interior of the windows. If exterior storms are necessary, select storm window materials compatible with the age of the house (wooden storm windows are appropriate for homes constructed prior to 1945, while aluminum storm windows became popular for homes constructed after 1945).
- Window restorations should follow fire safety and building codes.
- New windows added in basement and attic remodels must meet building codes related to adequate egress and ingress while attempting to retain historical accuracy; but building codes take precedence.
- The relationship of width to height of windows and doors should be consistent with the dominant pattern set by the surrounding historic buildings, as should the rhythm of walls to openings.

#### Track 1 Development Standards

##### Related Code Standards

- Original openings on visible sides of historic buildings shall be retained.
- New main and upper level window or door openings on front or visible sides of historic buildings are not allowed.
- New basement windows or doors are allowed on side walls.
- Retain and repair existing historic window and door parts and trim if possible. Wholesale replacement of windows or sash of otherwise windows in good condition on historic buildings is not allowed.
- New or replacement windows and doors on historic buildings shall match the style, configuration, dimensions, and materials of existing or originals.
- Storm windows are acceptable on interior or exterior. At the exterior they shall match the window shape, style, basic configuration, and shall be a comparable color. Storm doors are allowed.
- Windows and doors on new buildings shall be appropriate to the style of the building and as found on historic buildings on the block face. This includes their design, materials, pattern, grouping, and configuration. Not allowed: Vertically asymmetric, individual window division or configuration.
- New window types and materials not allowed: At front facing or visible sides: Sliding glass units, glass block, vinyl, fiber glass, between glass grids, commercial type windows.
- Glazing on visible building sides and front shall be clear. Reflective or tinted glass or films are not allowed; decorative or stained glass replacement is excepted. Obscure glass is allowed at bathrooms.
- Doors and Sidelights: New decorative or stained glass is allowed.
- New door types not allowed: Flush metal doors, metal and glass storefront or commercial type doors.

**FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES**



Example of Non-Complying Window, With a Vertically Asymmetric Division



Example of a Traditionally-Styled Wood Screen Door



Exterior Wood Storm Windows Provide Protection for Historic Wood Window Glazing, Sash and Parts



Good Example of Traditionally-Styled Wood Windows for New Construction



Well-Crafted Matching Wood Window Replacement Inappropriate Siding and Trim Replacement

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

### FOUNDATIONS

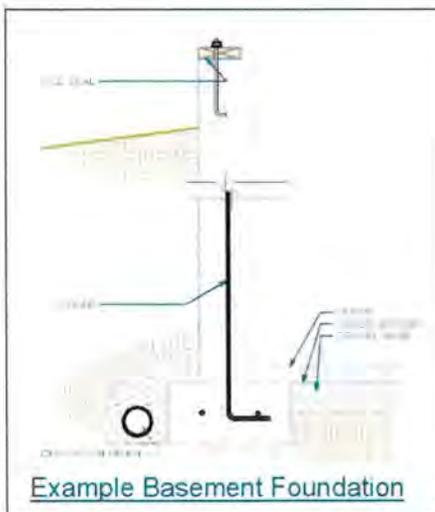
**Guideline:** Maintain the exterior visible quality of historic foundations while ensuring their structural integrity.

**Description:** The majority of foundations are concrete, either poured reinforced structural concrete or concrete block. There are a small number of examples where the foundations include brick and/or stone.

#### Track 2 Design Guidelines

##### Recommended

- When possible, the appearance of the original foundation should be retained. Changes to foundations should match or be compatible with original foundations in height and use of materials.
- Porch steps, access doors and windows, and vents are features that may be considered part of a foundation. Care should be taken to retain these features when repairing or replacing foundations.
- If a foundation is replaced, attempt to create the same look on the exterior surface.
- Foundation work is generally dangerous and should be done by a professional.
- New or repaired foundations should be designed by a professional and should consider drainage, earthquake anchors, all required safety features, and insulation.
- Foundations should be constructed of concrete and according to building code.



#### Track 1 Development Standards

##### Related Code Standards

- On historic buildings: Repairs and replacements to match original foundation appearance, materials and height at visible faces.
- Retain or repair existing porch and entry steps, and foundation openings including windows, doors, and vents on historic buildings.
- New or replaced foundations and footings shall meet current structural and seismic requirements.
- Original solid masonry foundations may have non visible concrete or metal support.
- New foundations at original solid masonry may have a matching veneer over structural concrete, concrete block unit [CMU], or steel.
- Visible foundations at new infill buildings to match the range of visible heights of historic buildings on the block face and may be concrete block units or concrete.
- Below grade or otherwise hidden foundations, piers and footings may be concrete or other materials.



Example of an Inexpensive Brick Pier Reinforcement to be Covered With Wood Skirting on Completion

## GLOSSARY

**Arch** – a construction technique and structural member, usually curved and often made of masonry. They are composed of individual wedge-shaped pieces that span an opening and support the weight above by resolving vertical pressure into horizontal or diagonal thrust.

**Apron** – a plain or decorative piece of trim found directly below the sill of a window.

**Architrave** – the lowest part of an entablature, or the molded frame above a door or window opening.

**Asymmetrical** – a building with an exterior appearance that is not symmetrical or balanced. Any arrangement of building elements including doors, windows or porches that are offset to one side is asymmetrical.

**Balcony** – a platform projecting from the wall or window of a building, usually enclosed by a railing.

**Baluster** – any of the small posts that support the upper rail of a railing, as in a stair-case or balcony.

**Balustrade** – the entire railing system including a top rail and its balusters, and sometimes a bottom rail.

**Bargeboard** – an ornamental board, sometimes jigsaw cut, that serves as trim and is attached to the overhanging raking ends of a gabled roof; sometimes called a verge-board.

**Battered pier and post** – a tapered pier and post that is thicker at the base than at the top.

**Bay** – a regularly repeated spatial element defined by beams or ribs and their supports.

**Bay window** – a projecting bay with windows that forms an extension of the interior space. On the outside, it extends to the ground level, in contrast to an oriel window, which projects from the wall plane above ground level.

**Beltcourse (or Stringcourse)** – a horizontal course or masonry or wood on the exterior of a building that usually corresponds with the level of an interior floor.

**Beveled siding** – siding tapered or beveled so that its upper edge is thinner than its lower; it is lapped in laying to cover the horizontal joint between two adjoining pieces; also called clap-boards.

**Board-and-batten siding** – vertical siding made up of alternative wide and thin boards where the thin boards cover the joints between the wide boards.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---

**Brackets (or Braces)** – projecting elements, sometimes carved or decorated, that support or appear to support a projecting eave or lintel.

**Casement window** – a window that is hinged on the side and opens inward or outward.

**Chamfered post** – a post exhibiting a beveled edge which may be either a flat surface, a grooved surface, or a more elaborately molded surface.

**Chimney pot** – a decorative masonry element placed at the top of a chimney, common on Queen Anne and Tudor Revival buildings.

**Clapboards** – siding that consists of narrow, horizontal, overlapping wooden boards that are tapered or beveled so that the upper edge is thinner than its lower; the reveal (the exposed area of each board not overlapped by another board) is usually three to six inches.

**Column** – a vertical shaft or pillar usually circular in section that supports, or appears to support a capital, load beam or architrave.

**Corbel** – a projection from a masonry wall or chimney, sometimes supporting a load and sometimes for decorative effect.

**Corner board** – a board that is used as trim on the external corner of a wood-framed structure and against which the ends of the siding are usually fitted.

**Cornice** – the exterior trim of a structure at the meeting of the roof and wall; usually consists of bed molding, soffit, fascia, and crown molding.

**Course** – in masonry, a layer of bricks or stones running horizontally in a wall.

**Cresting** – decorative grillwork or trim applied to the ridge crest of a roof; common on Queen Anne style buildings.

**Cross-gabled roof** – a roof that has two intersecting gables where one is the main axis or ridge of the house and the other is perpendicular to the main ridge.

**Dentil molding** – a molding composed of small rectangular blocks run in a row.

**Dormer** – a structure containing a vertical window (or windows) that projects through a pitched roof.

**Double-hung sash window** – a window with two or more sashes; it can be opened by sliding the bottom portion up or the top portion down, and is usually weighted within the frame to make lifting easier.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---

**Droplap siding** – a type of horizontal board siding that is overlapped and the profile often includes a rounded “channel” along the top edge of the board; sometimes referred to as channel siding.

**Eave** – the part of the roof that overhangs the walls of a building.

**Entablature** – above columns or pilasters, a three-part horizontal section of a classical order, consisting of the cornice at the top, the frieze in the middle, and the architrave on the bottom.

**Façade** – the face or front of a building.

**Fanlight** – a window, often semicircular, over a door with radiating muntins suggesting a fan.

**Fascia board** – a flat board horizontally located at the top of an exterior wall, directly beneath the eaves.

**Flashing** – pieces of noncorrosive metal used around wall and roof junctions and angles as a means of preventing leaks.

**Frieze** – the middle division of an entablature, below the cornice.

**Gable** – the vertical triangular portion of the end of a building having a double-sloping roof, usually with the base of the triangle sitting at the level of the eaves, and the apex at the ridge of the roof; the term sometimes refers to the entire end wall.

**Gabled roof** – a roof form have an inverted “V”-shaped roof at one or both ends.

**Gambrel roof** – a roof having two pitches on each sloped side, typical of Dutch Colonial Revival architecture.

**Gingerbread** – highly decorative woodwork with cut-out ornamentation, made with a jigsaw or scroll saw.

**Half-timbering** – in late medieval architecture, a type of construction in which the heavy timber framework is exposed, and the spaces between the timbers are filled with wattle-and-daub, plaster, or brickwork. The effect of half-timbering was imitated primarily in the Tudor Revival styles of the 20<sup>th</sup> Century.

**Hipped roof** – a roof that slopes upward on all four sides.

**Hood molding** – a decorative molding over a window or door frame, commonly found on Italianate style buildings.

**Horizontal lapped board siding** – a term used to describe siding material that consists of wooden boards that are applied horizontally and are overlapped; used in a generic sense when it cannot be determined easily if the boards are beveled clapboards.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---

**Infill** – construction of new buildings on empty lots between existing structures.

**Jerkinhead roof** – a gabled roof truncated or clipped at the apex; also called a clipped gable roof. They are common in bungalows and Tudor Revival style architecture.

**Leaded glass** – small panes of glass, either clear or colored, that are held together in place by strips of lead called cames.

**Lintel** – a horizontal beam over an opening in a wall that carries the weight of the structure above.

**Mansard roof** – a roof with two slopes where the lower slope is nearly vertical and often concave or convex in profile. Common in Second Empire style architecture.

**Massing** – the overall group of forms that comprise the physical bulk and weight of a three-dimensional building or space.

**Molding** – a decorative band or strip with a constant profile or section generally used in cornices and as trim around window and door openings. It provides a contoured transition from one surface to another or produces a rectangular or curved profile to a flat surface.

**Mullion** – the vertical member of a window or door that divides and supports panes or panels in a series.

**Muntin** – one of the members, vertical or horizontal, that divides and supports the panes of glass in a window.

**Oriel window** – a window bay that projects from the building beginning above the ground level.

**Palladian window** – a window divided into three parts: a large arched central window flanked by two smaller rectangular windows. They are common to Italianate and Colonial Revival-style architecture.

**Parapet** – a wall that extends above the roof line.

**Pediment** – a low triangular gable end, often found in classical architecture.

**Pent roof** – a small sloping roof, the upper end of which butts against a wall of a house, usually above the first-floor windows.

**Pier** – a stout, vertical, structural support, often made of masonry; common supports for porch posts on Craftsman bungalows.

**Pilaster** – a pier or pillar (or vertical portion of) attached to the wall of a building, often with a capital and base.

## FOCUS AREA 5 – HISTORIC DISTRICT DESIGN GUIDELINES

---

**Pitch** – the degree of slope or inclination of a roof.

**Porch** – a covered entrance or semi-enclosed space either projecting from the facade of a building or recessed into the facade beneath the main portion of the building’s roof.

**Portico** – a porch or covered walkway consisting of a roof supported by columns.

**Post** – a vertical support member of a building; square, rectangular or boxed posts commonly support porch roofs of Craftsman bungalows, while turned posts are commonly found on Queen Anne style houses.

**Purlins** – horizontal members in the roof frame that run on the top of or beneath the rafters.

**Quoins** – cornerstones of a building, raising the entire height of the wall, and distinguished from the main wall construction material by size, texture, or conspicuous joining. In masonry construction, they reinforce the corners; in wood construction, they do not bear any load, are made of wood, and imitate the effect of stone or brick for decorative purposes.

**Rafters (and rafter tails)** – the sloping wooden roof-frame members that extend from the ridge to the eaves and establish the pitch of the roof. In Craftsman and bungalow-style buildings, the ends of these, called “rafter tails,” are often left exposed rather than boxed in by a soffit.

**Reveal** – Part of a jamb, window, or door opening that is visible between the outer all surface and the window or door frame.

**Ribbon coursing** – a method of applying wood shingles as siding where the courses of shingles alternate between a wide and narrow reveal.

**Ribbon window** – a continuous horizontal row or band of windows separated only by mullions. Used to some degree in Craftsman style buildings, but they also appear in early modern styles.

**Rustication** – masonry characterized by smooth or roughly textured block faces and strongly emphasized recessed joints.

**Sash** – window framework that may be fixed or moveable. If moveable, it may slide, as in a double-hung window; or it may pivot, as in a casement window.

**Scale** – the relative size of objects or elements to one another, making sure they work together and that one does not outweigh another.

**Setback** – the distance between the street or sidewalk and the front edge of a building.

**Shakes** – hand-cut wood shingles that are heavier than shingles; usually not tapered as are shingles, with more irregular, rough surfaces than shingles. Used for roofing materials on some contemporary styles of houses.

**Shed roof** – a roof consisting of one inclined plane.

**Shingles** – thin rectangular pieces of wood or other materials used in overlapping rows as a means of covering walls or roofs; the base of the shingles can be cut in a variety of shapes to give the shingles surface a distinctive pattern.

**Shiplap siding** – a type of horizontal board siding that is rabbited so as to be flush-mounted, tight surface on the exterior wall; occasionally the edges of the boards are beveled and when placed together the joint creates a small “V” groove.

**Sidelight** – a framed window on either side of a door or window.

**Siding (also called Sheathing)** – the material that covers the exterior surface of a buildings walls; may include horizontally lapped boards such as clapboards, weatherboard, shiplap or droplap; vertical boards such as board-and-batten; shingles such as cedar shingles, decoratively shaped wood shingles, and asbestos cement shingles.

**Sill** – the lowest horizontal member in a frame or opening of a window or door; also the lowest horizontal member in a framed wall or partition.

**Skirting** – siding or latticework applied below the water table molding on a building; sometimes applied only beneath the decking of the porch.

**Soffit** – the underside of the eaves on a building, particularly the boards enclosing the eaves and covering the rafter tails.

**Spalling** – the cracking or flaking of particles from a surface; occasionally occurs in masonry walls where moisture is a problem.

**Stucco** – a material, usually composed of cement, sand and lime, applied to a surface to form a hard, uniform covering that may be either smooth or textured.

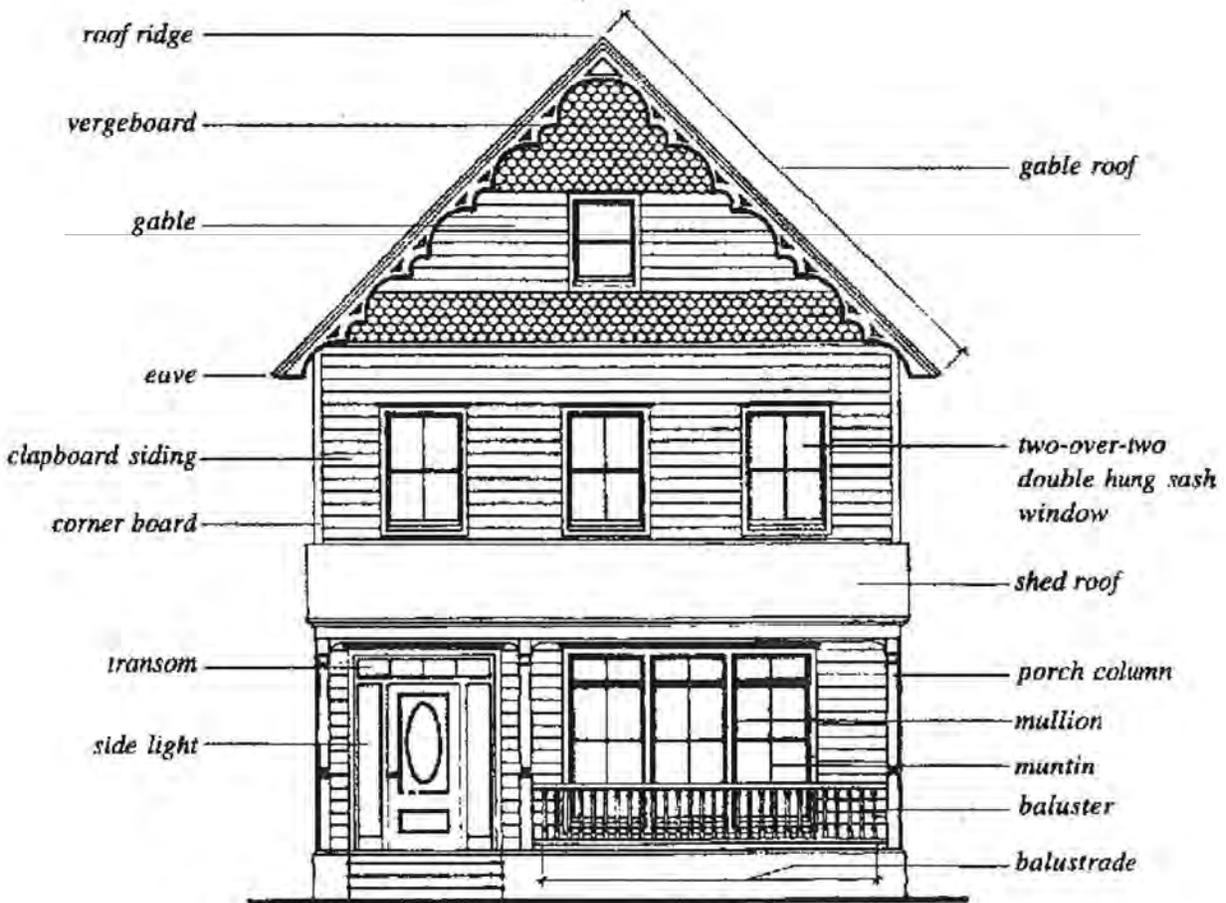
**Surrounds** – the molded trim around a door or window.

**Symmetry** – refers to a balanced overall exterior appearance of a building. The porch, door, windows and other features on the front facade of a building are arranged in such a manner that if the building was divided down the center, each side would mirror the other.

**Tongue-and-groove** – a type of board milled to create a recessed groove along one side and a corresponding flange along the other side that lock together when two or more boards are placed side-by-side. Tongue-and-groove boards were commonly used for flooring and siding.

**Transom windows** – a window or series of windows above a door or large window.

**Veranda** – a covered porch or balcony, which wraps around at least one corner of the house.



**Vergeboard** – an ornamental board, sometimes jigsaw cut, that serves as trim and is attached to the overhanging eaves of a gable roof; sometimes called a bargeboard.

**Water table** – a projecting ledge, molding, or string course just beneath the siding of a building, designed to throw off rainwater; it usually divides the foundation of a building from the first floor.

**Weatherboard siding** – a horizontal lapped board siding where the boards are not tapered, but are of even width.



# Development Code Text Amendment Staff Report and Recommendation

Community Development Department, Planning Division

**REPORT DATE:** March 27, 2015

**HEARING DATE:** April 6, 2015

**REQUEST:** Amend various sections of the Development Code (Articles 1, 2, 5, 8 and 12) to adopt design standards for historic districts and designated historic landmarks.  
Amend the Design Guideline Handbook to include a new Section V Historic District Design Guidelines for the same districts and designated historic landmarks.

**FILE NUMBER:** ZNC-15-00084

**PROPERTY LOCATIONS:** Properties located in the Clark, Painter's Woods and Walker-Naylor historic districts and specific designated historic landmarks

**LEGAL DESCRIPTION:** Not applicable

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

**APPLICABLE STANDARDS AND CRITERIA:** City of Forest Grove Code:  
 10.1.700 et. seq. *Legislative Land Use Decision*  
 10.2.020 *Design Review*  
 10.2.600 et. seq. *Development Code Text Amendment*  
 10.5.200 et. seq. *Historic Landmarks*  
 10.8.700 et. seq. *Building Design and Development Standards*  
 10.12.210 *Definitions – Meaning of Specific Words and Terms*

**REVIEWING STAFF:** James Reitz, AICP, Senior Planner

**RECOMMENDATION:** Staff recommends approval of the amendments

## I. HISTORIC LANDMARKS - BACKGROUND

Under Oregon State Planning Goal 5, local governments are encouraged to adopt programs designed to protect historic resources. The City has made a strong commitment to the preservation of its historic resources, designating 84 buildings as local landmarks and supporting the creation of three National Register Historic Districts. However, the Historic Landmarks Board (HLB) has noticed with increasing concern that the districts are being threatened by the introduction of new homes or remodeling projects whose scale, design and materials do not reflect the historic period of each district. The HLB concluded that the existing review guidelines needed to be strengthened, expanded and codified in order to provide both more specificity for work proposed on landmarks, and also to provide a set of criteria for new structures proposed in the historic districts designated. As noted in the Design Guideline Handbook:

*The design review process recognizes that there are a variety of ways new development could accomplish design objectives. The purpose of the design review process is to provide flexibility and creativity in new development while meeting city requirements and helping projects to achieve community character objectives.*

*The design review process is established by the city's Development Code....The locations and types of projects have a particular significance and impact on the city and thus deserve the special attention that the design review process brings to them.*

The Development Code establishes the criteria and procedure for landmark designation, the criteria and procedure for exterior work proposed on a designated landmark, and procedures to demolish, relocate, or remove a landmark from designation. Virtually all projects proposed for the exterior of a landmark requires the Board's review and approval. The only exceptions are replacing materials in-kind, repainting, installation of gutters and downspouts, and installation of removable storm windows (see DC Section 10.5.220(A)). While staff can also review and approve projects that result in "no visual change" staff can't recall any such project ever being proposed, as all to date have resulted in a visual change of some sort.

In acting on an application for work affecting the exterior of a landmark, the HLB has to consider how the application complies with the *Review Guidelines* of DC Section 10.2.220(D). Eleven criteria are listed, addressing not only alterations and additions but also preservation of existing architectural features, surface cleaning, and archeological protection. The current criteria are based largely on the Secretary of the Interior's Standards for Rehabilitation. These criteria are not necessarily "clear and objective" as they contain phrases like "every reasonable effort shall be made" and "stylistic features ... shall be treated with sensibility." Absent a set of clear and objective criteria that would allow staff to perform reviews, the Development Code requires that the HLB enforce these provisions. As such, the Board has to exercise its judgment as to how well an application complies with the intent of the criteria.

The eleven criteria have proven to be so general as to offer the Board little actual direction. Further complicating matters is the fact that Board members generally have little or no design expertise. To compensate, staff attempts to provide additional guidance by informing the Board of best practices. For instance, Criterion #9 notes that a design for alterations or additions "shall not be discouraged" if the design is "compatible" with the character of the property. If, for example, an applicant proposed to use vinyl siding on a project, the staff report would note that, while the criteria are silent on the issue, vinyl siding would not be appropriate because that material was not available during the historic period.

Forest Grove now has three historic districts: Clark, Painter's Woods and Walker-Naylor. It should be noted that all three are National Register Historic Districts, which is an honorary designation bestowed by the National Park Service. Because national districts are honorary,

there are no Federal limitations or regulations imposed on a property as a result of being located within a district.

As noted above, the districts are subject to the introduction of new homes or remodeling projects whose scale, design and materials do not reflect the historic period of each district. To address this threat, the HLB worked to develop guidelines and standards to provide both more specificity for work proposed on designated landmarks, and also to provide a set of criteria for new structures proposed in the historic districts.

Two homes built in the Walker-Naylor neighborhood exemplify this concern. One was a replacement for a historic home that burned so extensively that it had to be demolished, while the other was a new home constructed on a vacant lot.

The replacement home (below) is of a scale considerably larger than the home it replaced, and is also considerably larger than its neighbors. The only criterion that applied in this instance was the usual setback requirements for new construction. The new home is both taller and more massive than its neighbors, but is still in compliance with Development Code standards.





The home built on the vacant lot fits in scale-wise (above - center), but is not of an architecture or orientation representative of those homes built during the historic period. Those homes (like the two above that bracket the home in the center) have the entry facing the street, with a porch. Due to the relatively narrow width of the lot, the new home was turned so that the entry faces a side property line. The street-side elevation has no porch. This home too was permitted because it met the setback standards stipulated in the Development Code. The only additional criterion to be satisfied was the *Street Connection and Visual Surveillance Standard* (DC Section 10.8.880(C)). Because this home has two bedroom windows facing the street, this standard was satisfied.

Another on-going concern of the Board is the introduction of materials that were not available during the historic period of the districts, particularly vinyl siding and windows. Much like the aluminum siding industry of the 1950s, vinyl has been effectively marketed as a “maintenance free” and “energy efficient” product (although it is neither). As a result, homes in the districts have been re-sided with vinyl, and wood sash windows replaced with vinyl windows.

To try and address these concerns, the City (using grant funds awarded by the State Historic Preservation Office) contracted with architect Robert Dortignacq to prepare both design guidelines and design standards. They would apply to the following types of projects:

- New development (entirely new buildings) in a historic district; and
- Alterations, remodels, renovations or relocations of a historic landmark; and
- Alterations, remodels, renovations or relocations of a historic contributing building. (See proposed DC Section 10.12.210 H1 for definitions of historic contributing, historic landmark, non-contributing building, and related terms); and
- Additions to non-contributing buildings. Massing, proportions, elevation, setbacks and siting all can have a tremendous impact on whether an addition (or a new building) fits in with its neighbors. Proposed projects would be examined for compliance with sections on Building and Addition Placement and Orientation, Spacing and Setbacks, Building Height and Width, etc. to ensure that the scale of the additions would remain compatible with the neighborhood.

Regardless of a building's category (landmark, historic contributing, non-contributing, or new construction), the design intent would be to maintain or better the overall integrity of the building or the district.

If adopted, applicants would have a choice of options for review of their projects. If the proposed project met the clear and objective standards, staff could approve the application. This option is not available to applicants at present since, as noted above, staff can approve projects only if there is "no visual change". Adoption of clear and objective standards would allow applications to be reviewed under a Type II process, a.k.a. a limited land use decision. This is a decision that "involves the exercise of limited interpretation and discretion in evaluating approval criteria, where approval or denial is based on discretionary standards that regulate the physical characteristics of an outright use. The review typically focuses on what form the use will take or how it will look." (DC Section 10.1.500)

If the proposed design would not meet the standards, the Board would review the project based on the design guidelines. This is the same approach already used in the Development Code and Design Guidelines for multi-family residential and commercial structures.

At present, only the 84 landmarks designated by City ordinance are subject to design review. Adoption of these standards and guidelines would expand that number to a total of 285 historic contributing structures across the three historic districts, plus the 33 of the 84 landmarks noted above that are not located within one of the districts. An additional 197 non-contributing buildings would also be subject to some review (for additions, as described above). Furthermore, new construction (such as a new house on a vacant lot) would also be reviewed to ensure its compatibility with the neighborhood. While infrequent, new homes in the districts often generate the greatest number of comments from neighbors.

## PUBLIC OUTREACH

The Board employed an extensive outreach effort to inform the public about the drafting of the guidelines and standards, and to solicit comments. The Board's Summer 2014 newsletter (mailed to about 300 people, and posted on the Board's webpage) was devoted to design issues, including an article about these guidelines and standards, and an article about how similar guidelines have been implemented in Astoria.

In the fall, the HLB launched a month-long public comment period with a guest commentary in the *Forest Grove News Times* on October 1, 2014 (see Exhibit C). The draft documents were posted to the City's website, and postcards were mailed to all property owners in all three districts, and the owners of designated historic sites not located in any district (approximately 500 in total). This postcard described where the documents could be viewed, and requested the public's comments. The Board requested responses to these open-ended questions:

- Do you live in a historic district? If so, which one?
- What do you like about the design standards and guidelines?
- What do you not like about the design standards and guidelines?
- What would you like to see changed in the design standards and guidelines?
- Is there anything else you would like to add?

The public comment period extended through the entire month of October 2014. A follow-up postcard was mailed two weeks into the period as a reminder. As a result of this outreach, eight property owners responded with comments and questions. The comments received and the Board's responses are attached as Exhibit D.

## CITY COUNCIL WORK SESSION

On February 9, 2015 the City Council held a joint work session with the Planning Commission and Historic Landmarks Board. The purpose of the work session was to review the proposal with all three bodies, solicit comments, and respond to questions. Staff reported on the history of the proposals, what they contained, and how they would be applied in specific instances. Following the presentation, a general discussion ensued (the minutes of the work session are attached as Exhibit E). At the conclusion of the discussion "... the group collectively concurred submitting the design guidelines and standards to the Planning Commission for review and consideration and having the Planning Commission submit its recommendation to the Council for consideration and final decision-making."

On March 16, 2015 public notice for this proposal was mailed to property owners and residents within all three historic districts, and the owners and residents of the historic landmarks located outside of the districts. Notice was also provided to the Plans Review Board and published in the *News Times*. Notice was also provided to Metro and the Department of Land Conservation and Development (DLCD) on January 27, 2015. Staff also provided drafts of the standards and guidelines to SHPO staff while they were being developed, and their suggestions have been incorporated into the documents. As of the writing of this report, no comments have been received from the public or outside agencies.

Development Code Section 10.1.725 *Decision Authority* authorizes the Planning Commission to act on a request for a text amendment after holding a public hearing. The Commission shall then make a recommendation to the City Council to approve, approve with modifications, or deny the application.

## II. PROPOSAL DESCRIPTION AND ANALYSIS

The proposed ordinance would significantly revise the Development Code for the review of historic landmarks, as follows:

- A. Article 2 Section 10.2.310 would be amended to ensure new development in historic districts undergoes a review process. Proposed exterior alterations, remodels, renovations and relocations of historic landmarks and historic contributing buildings within the historic districts would also be subject to review.
- B. Article 5 Section 10.5.220 would be amended to apply the existing two-track design review process to historic landmarks and new construction. Staff could review and approve projects demonstrating compliance with Track 1 Development Standards, while all other projects would undergo HLB review through a Track 2 Design Guidelines process.
- C. Article 5 Section 10.5.220 would be amended to include an expanded list of Design Standards, including criteria for building and addition placement and orientation, spacing and setbacks, and building design (height, width, shape, roof, dormers and roof features, porches, building elevations, outbuildings and garages, exterior siding, doors and windows, and foundations).
- D. Article 8 Section 10.8.705 stipulates what kind of development has to undergo design review, and lists specific design criteria for each use (multi-unit housing, commercial development, development in the Town Center, and institutional development). The proposed amendment would "tie" this section to the standards and criteria listed in Section 10.5.220.
- E. Article 12 Section 10.12.210 would be amended to define specific building and historic-related words and terms.

- F. The Design Guideline Handbook would be amended to include a new Section V Historic District Design Guidelines. These guidelines would be used for all exterior alteration projects and new construction that could not be approved using the Track 1 Development Standards described above. Whereas staff would review all applications that would meet the clear and objective standards listed in Article 5, project applications that would not comply with those standards would be reviewed by the Historic Landmarks Board, using the design guidelines.

### III. APPROVAL CRITERIA AND FINDINGS

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

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

Finding: Comprehensive Plan goals and policies address historic preservation as follows:

*Community Sustainability Goals*

1. *Support the function and identity of neighborhoods by encouraging communication, strengthening community bonds, local participation and interaction, and enhancing sense of place through design.*
  
10. *Promote the preservation and reuse of historic resources, including buildings, structures, sites, neighborhood districts and cultural landscapes to assist in the retention of local, regional and national history and heritage, reinforcement of community character, and conservation of material resources.*

Finding: *Community Sustainability Goal #1* would be supported by the adoption of historic district design guidelines and standards because they would reinforce each district's unique identity and sense of place by maintaining their historic character and appearance.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources and neighborhood districts. Promoting the retention of the existing historic features would help preserve local history and heritage.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources. Historic preservation is the essence of sustainability, because the emphasis is always on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

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

Finding: No regional (Metro) planning goals, programs or rules have been developed to address or regulate historic resources. Regional planning goals, programs or rules do not apply.

Finding: Statewide Planning Goal 5 addresses historic resources as follows:

*L.C.D.C. Goal 5 – To preserve open space and protect natural and scenic resource. Programs shall be provided that will (1) Ensure open space, (2) Protect scenic and historic areas and natural resources for future generations, and (3) Promote healthy and visually attractive environments in harmony with the natural landscape character. The location, quality and quantity of the following resources shall be inventoried:*

- a. Land need or desirable for open space;*
- b. Mineral and aggregate resources;*
- c. Energy sources;*
- d. Fish and wildlife areas and habitats;*
- e. Ecologically and scientifically significant natural areas, including desert areas;*
- f. Outstanding scenic views and sites;*
- g. Water areas, wetlands, watersheds and groundwater resources;*
- h. Wilderness areas;*
- i. Historic areas, site, structures and objects;*
- j. Cultural areas;*
- k. Potential and approved Oregon recreation trails;*
- l. Potential and approved Federal and Wild and Scenic Waterways and State Scenic Waterways.*

*Where no conflicting uses for such resources have been identified, such resources shall be managed so as to preserve their original character. Where conflicting uses have been identified, the economic, social, environmental and energy consequences of the conflicting uses shall be determined and programs developed to achieve the goal.*

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because the guidelines and standards would be used to preserve the original character of Forest Grove's historic areas from inappropriate construction, remodeling and demolitions.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because historic preservation is the essence of sustainability, with its emphasis on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because they would promote a stronger economy by assisting owners in maintaining and enhancing the appearance of their property, thereby helping to maintain property values.

#### IV. ALTERNATIVES

The Planning Commission may:

1. Recommend that the City Council adopt the amendments as written; or
2. Recommend approval of the amendments with modifications; or
3. Recommend that the proposal not be adopted; or
4. Continue deliberations to a date certain.

## V. RECOMMENDATION

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

## VI. LIST OF EXHIBITS

The following exhibits were received, marked, and entered into the record as evidence for this application at the time this staff report was written. Exhibits 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.

<b>Exhibit A</b>	Proposed Ordinance Exhibit to Amend Development Code Article 2 <i>Design Review</i> , Article 5 <i>Historic Landmarks</i> , Article 8 <i>Building Design and Development Standards</i> , and Article 12 <i>Definitions</i>
<b>Exhibit B</b>	Proposed Design Guideline Handbook Section V <i>Historic District Design Guidelines</i>
<b>Exhibit C</b>	<i>News Times</i> Guest Commentary by Holly Tsur, HLB Officer
<b>Exhibit D</b>	Public Comments Received and HLB Responses
<b>Exhibit E</b>	Excerpt of the joint City Council, Planning Commission and Historic Landmarks Board work session minutes of February 9, 2015

**Planning Commission Findings and Decision Number 2015-02  
To Recommend Approval of the Historic Design Guidelines and Standards  
ZNC-15-00084**

**WHEREAS**, Forest Grove has three National Register Historic Districts and additional Historic Landmarks located outside of the districts; and

**WHEREAS**, the districts are subject to the introduction of new homes or remodeling projects whose scale, design and materials do not reflect the historic period of each district; and

**WHEREAS**, the Historic Landmarks Board has worked to develop guidelines and standards to provide both more specificity for work proposed on designated landmarks, and also to provide a set of criteria for new structures proposed in the historic districts; and

**WHEREAS**, design guidelines and standards can protect the character and integrity of Forest Grove's historic neighborhoods and properties by ensuring that their unique visual qualities are protected from inappropriate alterations and new construction that would reduce their sense of history, cultural importance, and value; and

**WHEREAS**, on March 16, 2015 notice of this proposal was mailed to property owners and residents within the Clark, Painter's Woods and Walker-Naylor historic districts, and the owners and residents of historic landmarks located outside of the districts, as required by Development Code Section 10.1.610. Notice was also published in the *News Times* on April 1, 2015; and

**WHEREAS**, the Planning Commission held the duly-noticed public hearing on the proposal on April 6, 2015.

(A) The City of Forest Grove Planning Commission does hereby unanimously recommend approval of the proposed amendments to Development Code Article 2 *Land Use Reviews*, Article 5 *Historic Landmarks*, Article 8 *General Development Standards*, and Article 12 *Definitions* to adopt clear and objective design standards for exterior alteration projects and new construction in the Clark, Painter's Woods and Walker-Naylor historic districts, and for specific Historic Landmarks located outside of those districts; and further recommends approval of the amendments to the Design Guideline Handbook to provide an alternative (discretionary) review process for the same applications, as shown in the attached exhibits, making the following specific findings in support of Development Code Section 10.2.630 *Review Criteria* that lists two standards to be satisfied to adopt a text amendment:

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

Finding: Comprehensive Plan goals and policies address historic preservation as follows:

*Community Sustainability Goals*

1. *Support the function and identity of neighborhoods by encouraging communication, strengthening community bonds, local participation and interaction, and enhancing sense of place through design.*

10. *Promote the preservation and reuse of historic resources, including buildings, structures, sites, neighborhood districts and cultural landscapes to assist in the retention of local, regional and national history and heritage, reinforcement of community character, and conservation of material resources.*

Finding: *Community Sustainability Goal #1* would be supported by the adoption of historic district design guidelines and standards as they would reinforce the unique sense of place of each district by maintaining their respective historic character and appearance.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources and neighborhood districts. Promoting the retention of the existing historic features would help preserve local history and heritage.

Finding: *Community Sustainability Goal #10* would be supported by the adoption of historic district design guidelines and standards by promoting the preservation of historic resources. Historic preservation is the essence of sustainability, because the emphasis is always on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

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

Finding: No regional (Metro) planning goals, programs or rules have been developed to address or regulate historic resources.

Finding: Statewide Planning Goal 5 addresses historic resources as follows:

*L.C.D.C. Goal 5 – To preserve open space and protect natural and scenic resource. Programs shall be provided that will (1) Ensure open space, (2) Protect scenic and historic areas and natural resources for future generations, and (3) Promote healthy and visually attractive environments in harmony with the natural landscape character. The location, quality and quantity of the following resources shall be inventoried:*

- a. *Land need or desirable for open space;*
- b. *Mineral and aggregate resources;*
- c. *Energy sources;*
- d. *Fish and wildlife areas and habitats;*
- e. *Ecologically and scientifically significant natural areas, including desert areas;*
- f. *Outstanding scenic views and sites;*
- g. *Water areas, wetlands, watersheds and groundwater resources;*
- h. *Wilderness areas;*
- i. *Historic areas, site, structures and objects;*
- j. *Cultural areas;*
- k. *Potential and approved Oregon recreation trails;*
- l. *Potential and approved Federal and Wild and Scenic Waterways and State Scenic Waterways.*

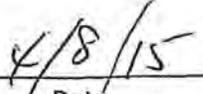
*Where no conflicting uses for such resources have been identified, such resources shall be managed so as to preserve their original character. Where conflicting uses have been identified, the economic, social, environmental and energy consequences of the conflicting uses shall be determined and programs developed to achieve the goal.*

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because the guidelines and standards would be used to preserve the original character of Forest Grove's historic areas from inappropriate construction, remodeling and demolitions.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because historic preservation is the essence of sustainability, with its emphasis on the conservation of material resources through the repairing of existing historic materials and the continued use of historic structures.

Finding: LCDC Goal 5 would be supported by the adoption of historic district design guidelines and standards because they would promote a stronger economy by assisting owners in maintaining and enhancing the appearance of their property, thereby helping to maintain property values.

  
\_\_\_\_\_  
TOM BECK, Chair

  
\_\_\_\_\_  
Date

# COMMENTARY

EXHIBIT C

## nary

## S

en primary afflictions  
ocess in Ore-  
would give  
ate in choos-

he electorate  
If is good  
a this measure

a a citizens'  
hat its objec-  
to make gov-  
; better rather  
ce some inter-  
rrow or parti-  
porters want  
system and al-  
idates will ad-

sed by Mea-  
receive the  
is and would  
s of their  
'esidential pri-  
t the most  
ral election,

: same process  
an races in  
oner races —  
is well.  
use in Wash-  
r preferable  
llows only  
primary races.  
crats can vote  
/ Republicans

s that the  
ments of the  
their candi-  
districts in  
Republicans



## Contact us

**PHONE**  
503-357-3181

**FAX**  
503-359-8456

**WEB**  
www.fgnewstimes.com

**NEWS**  
news@fgnewstimes.com

**CALENDAR**  
happenings@fgnewstimes.com

**ADVERTISING**  
advertising@fgnewstimes.com

**SUBSCRIPTIONS**  
Call 503-357-3181  
\$28 per year local

**LETTERS POLICY**  
Letters are printed as space allows and must be received by 8 a.m. Friday to be considered for the following week's paper. Limit: 400 words. Send to: news@fgnewstimes.com

# Is Forest Grove's priority historic preservation, urban growth ... or both?

## GUEST COMMENTARY

Holly Tsur

In today's busy digital age, people flip from one app to the next and zip from one appointment to the other. But in Forest Grove, if you take a slow stroll through our three national historic districts, you can literally touch the history that surrounds you.

Sit back and sip lemonade on the wrap-around porch of a 1905 Queen Anne Victorian known to locals as the "Green Gables House" in the Clark District. In the Walker-Naylor District, imagine parking your buggy in front of the Old Stagecoach Stop, an 1858 two-story built in grand classical revival style. Or study the intricate pattern of shingles that runs along the huge gable overhangs of a 1921 Craftsman Bungalow in Painter's Woods. In an instant, you'll see how Forest Grove's past blends harmoniously with the present. But will these irreplaceable historic treasures remain a part of our future?

Like many small Oregon towns, Forest Grove sits at the crossroads of a rich pioneer heritage and a bright urban future. Will we choose one direction over the other? Or better yet, can we travel both ways?

By 2050, Washington County's population will nearly double, according to the Oregon Office of Economic Analysis. And with that explosive growth comes the need for more housing. But without clear and well-considered guidelines and standards for remodels and new construction within our historic districts, we risk irrevocable

structures and fragmenting our historic neighborhoods with insensitive infill.

The Forest Grove Historic Landmarks Board has set out to protect and preserve our historic districts, while setting fair and equitable expectations for development. We contracted architectural consultants, Dornignacq Architecture, a firm known for its successful design standards adopted by historic towns such as Oregon City. Together, we've drafted design standards and guidelines that provide comprehensive direction to builders, remodelers and property owners.



TSUR

The design standards consist of verifiable, objective requirements that protect our districts. Recognizing that some circumstances may warrant deviations, the design guidelines provide flexible guidance on how, with approval of Forest Grove's Planning Department, construction may vary from the standards.

We need your feedback to ensure these documents fully address our community's historic preservation needs. Based on your input, we'll prepare revisions for consider-

ation and city council. Once approved, the final edition will be incorporated into Forest Grove's development codes and design guidelines handbook.

We invite you to review the standards and guidelines at [forestgrove-or.gov/city-hall/citizen-boards-commissions/historic-landmarks-board](http://forestgrove-or.gov/city-hall/citizen-boards-commissions/historic-landmarks-board). Please submit your remarks to James Reitz, senior planner, city of Forest Grove by email at [jreitz@forestgrove-or.gov](mailto:jreitz@forestgrove-or.gov); by mail at P.O. Box 326, Forest Grove, OR 97116-0326; or in person at 1924 Council Street by Oct. 15.

Together we can support well-nurture historic districts that provide an attractive and lucrative market for historically representative restorations and harmonious infill development, boosting business for local contractors. Historic property owners will realize higher appreciation and resale values resulting from well-maintained and historically sensitive buildings. And with an even stronger historic identity, Forest Grove will emerge as a more attractive destination; a place where people come in larger numbers — not only to enjoy farm fresh produce and world-class pinot — but to vacation, shop and set down roots. With clear and well-considered historic guidelines and standards in place, we can help ensure preservation of Forest Grove's rich historic heritage while providing room for a bright urban future.

**PDF PAGE 117**  
Holly Tsur is co-chair of the Forest Grove

Design Guidelines and Standards Public Input	
<b>Responses</b>	
<b>What do you like about the Design Guidelines and Standards?</b>	
I like... that we have to keep the exterior of the house historic looking with using historic period materials. I also like the homeowners have freedom on the inside of the house to remodel the home to standard building codes.	
I would say... I generally agree with most of the standards and design things listed.	
I am in favor of guidelines because they help the community and the individual that wants to remodel. The guidelines would help create a uniform city design.	
I think the standards and guidelines are fair and a good plan.	
The document is quite well crafted. There is nothing irrelevant or lacking. What an amazing amount of work this represents! There is one thing I especially like. Well, two things: Having the design guidelines and development standards in adjacent columns is not only helpful but also visually appealing. The other thing I like are the visuals: excellent photos and illustrations with appropriate captions. On the whole, the document is quite an accomplishment.	
It does add value to the town and the properties, and will keep Forest Grove cute. Any city can have unattractiveness- it takes effort to make things nice.	
I like that they preserve the historic nature of our neighborhoods, and include enough detail to ensure that standards are met.	
They are reasonable and maintain the historic integrity and character of Forest Grove.	
<b>What do you dislike?</b>	
What I dislike, is nothing. I love how the homes in old town look, and I love the neighborhood as well.	
All in all, I dislike such standards as it becomes a tool for the city to come down on specific property owners akin to the current issues with using the IRS to go after political groups they don't like.	
It may be difficult to find affordable contractors to do any rehab work to the standards and guidelines recommended.	
I would offer only one suggestion, though, and that is to place subcategories directly across from each other, e.g., under Focus Area 5, design guidelines Additions across from development standards Additions, design guidelines Setbacks across from development standards Setbacks, etc.	
Nothing.	
No issues with them.	
<b>CONCERNS</b>	
<b>Comment or Questions</b>	<b>Response</b>
Place subcategories directly across from each other.	This would add clarity. Formatting will be completed before final adoption.
Difficult to find affordable contractors.	This is not a guideline or code issue. The City has list of local contractors, but cannot make recommendations. Applicants may also review City files for the names of contractors that have done work on historic structures.

Paint color is mentioned in the Guidelines on page 3 and nowhere else.	Pending Planning Commission review, this reference will be removed. The Historic Landmarks Board opted to not try to regulate paint colors because other historic communities do not; because people should be able to choose what colors to paint their homes; and because if paint color was restricted it could cause a backlash against the entire program.
Homes converted to duplexes.	Allowed uses are regulated by Development Code Section 10.3.120; this is not a design guideline issue.
Steel and concrete are great construction materials.	Non-historic materials such as these would be exceptions and would need to be reviewed and approved by the Historic Landmarks Board following Track 2 (design guideline) procedures.
Concrete is a great material and can be tinted, stamped, and other techniques (used) to create nice-looking properties.	Same response as above.
Wrought iron was used in many of the (historic) periods.	Same response as above.
To disallow vinyl would limit repairs and new construction since many things are made of plastic and vinyl in place of older wooden trim.	Same response as above.
Siding not allowed: Plastic or polymer trim.	Same response as above.
Setbacks - Your description does not cover corner lots at all. No guidance as to double setbacks or one street versus the other.	Setbacks are regulated by Development Code Section 10.3.130; this is not a design guideline issue.
If I were to upgrade the place with new windows and siding, what other issues would I have to address?	The Historic Landmarks Board has no authority to require other restorations. Any project that requires a building permit may trigger additional Building Code compliance issues. Any non-historic material or architectural feature that might be proposed would be an exception and would need to be reviewed and approved by the Historic Landmarks Board following Track 2 (design guideline) procedures.
If I wanted to add gingerbread to the buildings while replacing windows or siding, would it then trigger other issues such as height?	A non-historic material or architectural feature would be an exception and would need to be reviewed and approved by the Historic Landmarks Board following Track 2 (design guideline) procedures. Building height in all zones is regulated by the Development Code.
Do you plan to have a Planning Commission?	The Historic Landmarks Board would be the reviewing body, with appeals to the City Council.

What if I wanted to replace the existing building completely?	Development Code Section 10.5.225 provides for a demolition delay of up to 180 days. If the applicant has not withdrawn the demolition application by then, demolition of the landmark would be allowed to proceed. Any replacement structure would be reviewed against the design guidelines and standards.
Will it take several tens of thousands of dollars to go before this board with no guarantee of an outcome?	Standard City site review fees would apply. For instance, a residential addition would be charged \$74.30 plus standard building permit fees.
Will you have a planning department and building department that have different objectives?	Each department has a code to enforce and does coordinate to ensure they don't conflict with one another.
How much will all this cost or add to construction costs?	Site review fees would be as above. The costs to comply with specific code requirements are impossible to forecast, as each project is unique.
We replaced wooden steps to our front porch with cement steps years ago; would they meet standards listed in the document?	Work permitted before adoption of the guidelines would not be required to change, but new work would need to be reviewed under the new provisions. Exceptions may be allowed with approval of the Historic Landmarks Board (and in compliance with the building code).
It's hard to predict if what a homeowner would like to do would be in conflict with these documents. How would those differences be rectified if/when they occur?	An applicant should consult with staff before an application is filed. Staff will identify potential issues and offer alternatives as to how they can be addressed. If the applicant wishes to vary from the design standards, the Historic Landmarks Board would have to review the project based on the design guidelines, which offer greater design flexibility.
Include the business community in our outreach. Specifically, Rotary, Chamber, and Realtors.	The Historic Landmarks Board chair met with: <ul style="list-style-type: none"> <li>· Chamber of Commerce Director Howard Sullivan supports the project. A formal presentation will be made to the Chamber in April 2015 (the earliest date available).</li> <li>· Local Realtor Katya Duncan. She too supports the project, and indicated that once adopted, she'll include the guidelines and standards in every packet that she distributes to new owners of historic homes.</li> </ul> The Board chair also contacted the Daybreak Rotary meeting coordinator, but a presentation was not done as they had no time left this year. Another attempt will be made Spring 2015. Further outreach to local realtors will also be attempted at that time.
Update the introduction to the guidelines to something more appropriate to the need of providing standards and guidelines versus having stand-alone voluntary guidelines.	The introduction to the guidelines has been revised by the Board to better explain the relationship between the guidelines and the development standards.

Change the name of the "themes" mentioned in the original guidelines introduction to something more active.	"Themes" have been retitled by the Board as "collective actions" in the updated introduction.
---	---

Benefit Plan. Bingenheimer noted new single-family home construction continued at a high pace in FY 2013-14 with 99 building permits issued, helping the City's property taxes to increase at a rate greater than the three percent growth in assessed value for existing residential property. Bingenheimer reported the City formed an Urban Renewal District in the downtown area in June 2014, noting the district encompasses 6.6 percent of the City's area and 9.5 percent of the City's taxable assessed value. Bingenheimer advised the effect on the City's future tax revenues is still being determined but loss of taxes from the City's permanent tax rate is expected and will offset some of the additional property taxes from new residential growth, noting the City has not identified any specific projects within the district (City's local option levy is exempt from the Urban Renewal District). In addition, electric and water rates are expected to increase six percent and eight percent per year, respectively, for the next three years as the City continues to address updating aging infrastructure for both of those utilities and adding additional capacity to address future electric and water needs. In conclusion of the above-noted presentation, Bingenheimer addressed various Council inquiries pertaining to the auditor's report, internal control and financial analysis, noting he commends staff for their excellent assistance and outstanding support during the City's audit process.

Mayor Truax called a recess of the regular Council meeting at 7:24 pm so Council could convene into Joint Work Session with Planning Commission and Historic Landmarks Board as noted below.

→ 6. **JOINT WORK SESSION: HISTORIC DISTRICT DESIGN GUIDELINES AND DEVELOPMENT STANDARD:**

Mayor Truax called the Joint Work Session with Council, Planning Commission and Historic Landmarks Board to order at 7:32 p.m.  
**COUNCIL PRESENT:** Victoria Lowe; Ronald Thompson; Elena Uhing; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd and Thomas Johnston, Council President, excused. **PLANNING COMMISSION PRESENT:** Carolyn Hymes; Sebastian Lawler; Lisa Nakajima; Hugo Rojas; Dale Smith; and Tom Beck, Planning Commission Chair (Absent: Phil Ruder). **HISTORIC LANDMARKS BOARD PRESENT:** Jennifer Brent, George Cushing; Kaylene Toews; Holly Tsur; and Neil Poulsen, Historic Landmarks Board Chair. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Jon Holan, Community Development Director; James Reitz, Senior Planner; and Anna Ruggles,

City Recorder.

**Staff Report:**

Holan and Reitz facilitated the joint work session, noting the purpose of the joint work session was to allow the Historic Landmarks Board (HLB) an opportunity to review and seek input from Council and Planning Commission on the draft Historic Design Guidelines and Historic Design Standards (Development Code Section 10.5.200-10.5.220). Reitz reported the HLB received a grant and contracted the services of Robert Dortignacq, Architect, who worked with HLB in drafting the historic design guidelines and standards. Reitz introduced Robert Dortignacq, Architect, who provided an overall summary of the draft historic design guidelines and standards. Reitz reported HLB conducted an extensive public outreach to solicit comments on the draft historic design guidelines and standards, noting HLB's Summer Newsletter (mailed to about 300 people) was devoted to historic design guidelines and standards and the draft documents were posted on the City's website and postcards were mailed to all property owners within all of the three historic districts (Clark, Painter's Wood and Walker-Naylor) and owners of designated historic sites not located within any district (approximately 500 in total). In conclusion of the above-noted staff report, Holan and Reitz referenced the design guidelines, noting the guide provides design guidelines for the Town Center, Commercial Corridor and multi-family residential projects. The design standards are proposing to amend various Development Code sections, including portions of Design Review (Section 10.2.000); Historic Landmarks (Section 10.5.200); Building Design and Development Standards (Section 10.8.700); and Definitions (Section 10.12.210).

**Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the proposed historic design guidelines and standards. Holan and Reitz, as well as Dortignacq and HLB members, responded to various concerns, inquiries and scenarios presented pertaining to designated landmarks, new construction, site plans and exterior architectural-related details, noting 84 landmarks are currently designated by the City and are subject to design review. Reitz advised if the historic guidelines and standards are adopted by Council, the review process would expand to a total of 285 historic contributing structures across the three historic districts, plus 33 of the 84 landmarks that are not located within a district, and an additional 197 non-contributing buildings would be subject to some review and any new construction would be subject to review to ensure its

compatibility with the neighborhood. Reitz explained how the adopted design guidelines and design standards would apply as part of the application design review process, noting if the proposed project complies with clear and objective design standards, the application will be reviewed by staff and would be subject to a Type II design review process. If an alteration is proposed to affect the exterior of a designated landmark or historic contributing structure in the City's three historic districts and/or new construction within a district, the application will be forwarded to HLB for review and would be subject to a Type III design review process. Reitz noted if staff or HLB denies an application, the applicant can appeal Type II and Type III design reviews to the Council. In addition, Reitz displayed photographs showing examples of new development in historic districts and renovations of historic contributing structures, i.e., preserving historic open space qualities, setbacks, building orientations, dormers and roof features, porches, outbuildings and garages, doors and windows, foundations and exterior siding and decorative architectural details that deter or diminish the overall historic qualities of the historic district. Reitz also addressed various inquiries pertaining to lot size, consolidating lots and various types of scenarios that would require a Type III design review by the HLB.

In conclusion of the above-noted discussion, the group collectively concurred submitting the design guidelines and standards to the Planning Commission for review and consideration and having the Planning Commission submit its recommendation to the Council for consideration and final decision-making. Hearing no further discussion from the group, Mayor Truax adjourned the joint work session.

**Mayor Truax adjourned the Joint Work Session at 8:50 p.m. and reconvened the regular meeting at 8:57 p.m.**

---

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

Gamble reported on upcoming events as noted in the Council calendar. Gamble reminded Council of their Goal-Setting Retreat, which will be held Saturday, February 21, 2015, starting at 8:30 am, Light and Power Conference Room. Gamble provided a brief update on the City Manager's selection process, noting the ad-hoc committee met and created the City Manager Candidate Hiring Profile, which will be presented at the next regular Council meeting for Council consideration. In addition, Gamble distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related



**STAFF REPORT AND RESOLUTION TO  
AUTHORIZE THE MAYOR AND CITY MANAGER PRO TEM TO ENDORSE  
IGA BETWEEN THE CITY AND ODOT FOR DISBURSEMENT OF FUNDS  
FOR THE OR 8/OR 47 INTERSECTION IMPROVEMENTS PROJECT**

**PROJECT TEAM:** Derek Robbins, Civil Engineer  
Paul Downey, Director, Administrative Services  
Rob Foster, Director of Public Works  
Tom Gamble, City Manager Pro Tem

**ISSUE STATEMENT:** Consider resolution authorizing the Mayor and City Manager to endorse IGA between the City and ODOT for disbursement of funds for the next phase of the OR 8/OR 47 Intersection Improvements project. This proposed resolution, if enacted by the Forest Grove City Council, would take effect immediately.

**BACKGROUND/UPDATE:** The Highway 8/47 Intersection Improvement project is ranked number two (2) in the City's Transportation System Plan (TSP) list of projects that have the highest short-term need for implementation. This ranking was a result of a TSP update adopted by City Council in 2010. This ranking was also a result of a local Project Advisory Committee and the City Planning Commission preferences. Furthermore, the improvement project was ranked the highest among project proposals within Washington County for federal funding. In January 2012, the City was awarded federal funds for the OR 8/OR 47 Intersection Improvements project.

The goal or main outcome of the project is to improve safety, operations, and capacity where the intersection of Regional Freight Corridors 23 (*Highway 47 or Quince Street*) and Regional Freight Corridor 24 (*Highway 8 or Pacific Avenue*) come together.

In November of 2012 the City entered into agreement with ODOT for the planning phase of the project. This next phase of the project entails preliminary engineering, right of way acquisition, and utility work. A separate IGA (or amendment) will be done later to include the construction and maintenance.

Attached is an updated site plan map showing key improvement elements of the project.

**FISCAL IMPACT:** The total estimated project cost is \$4,171,381. This phase of the project including preliminary engineering, right of way acquisition, and utility relocation work is estimated to cost \$1,287,165, of which \$1,154,973 would come from federal STP local program funds. The City of Forest Grove is responsible for providing the match and any non-participating costs, including all costs in excess of the available federal funds. Match funding requirement for the entire project includes \$200,000 from City's Street Fund, paid by the Walmart development specifically for this intersection improvement. In addition \$318,000 from the Washington County MSTIP3 program will be used for match funding. Forest Grove and Washington County will establish a separate agreement to transfer the MSTIP3 match funds to ODOT.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution authorizing the Mayor and City Manager Pro Tem to endorse the IGA between the City and ODOT for disbursement of funds for the for the next phase of the OR 8/OR 47 Intersection Improvements Project.

This page is intentionally blank.



**RESOLUTION NO. 2015-32**

**RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER PRO TEM TO ENDORSE THE LOCAL AGENCY AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND OREGON DEPARTMENT OF TRANSPORTATION FOR OR 8/OR 47 INTERSECTION IMPROVEMENTS; CONTRACT NO. 30523**

**WHEREAS**, The Oregon Department of Transportation (ODOT) accepted the City's application submitted in August 2011, for funding the OR 8/OR 47 Intersection Improvements; and

**WHEREAS**, ODOT and City entered into Intergovernmental Agreement on November 7, 2012 to enable the City to participate in the planning process of the OR8/OR47 intersection improvements.

**WHEREAS**, City desires to enter into Agreement (Exhibit A) with ODOT for the next phases of Preliminary Engineering, Right of Way Acquisitions, and Utility Relocation work.

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

**Section 1.** The City Council of the City of Forest Grove hereby approves the Local Agency Agreement between the City of Forest Grove and Oregon Department of Transportation as stated in the Agreement and subject to the conditions of this Agreement (attached as Exhibit A).

**Section 2.** The Mayor and City Manager Pro Tem are hereby authorized to endorse the Agreement (attached as Exhibit A) on behalf of the City of Forest Grove.

**Section 3.** That the City of Forest Grove is prepared to contribute funding as specified in the Agreement.

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

**PRESENTED AND PASSED** this 11<sup>th</sup> day of May, 2015.

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

**APPROVED** by the Mayor this 11<sup>th</sup> day of May, 2015.

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

**LOCAL AGENCY AGREEMENT  
SURFACE TRANSPORTATION PROGRAM****Project Name: OR8 @ OR47 (Forest Grove)**

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State," and the CITY OF FOREST GROVE, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

**RECITALS**

1. Tualatin Valley Highway (OR8, Pacific Avenue) and Nehalem Highway (OR47, Quince Street) are both a part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission.
2. By the authority granted in Oregon Revised Statutes (ORS) 190.110, 366.572 and 366.576, state agencies may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
3. State and Agency entered into Intergovernmental Agreement No. 28768 on November 7, 2012. The purpose of the said agreement was to enable the City to participate in the planning process of the OR8/OR47 intersection improvements. State and City plan to enter into this Agreement No. 30523 for the next phases of Preliminary Engineering, Right of Way Acquisitions, and Utility Relocation work.
4. State, Agency and the Portland Urbanized Area Metropolitan Planning Organization (Metro) entered into a Project Charter dated April 8, 2014 outlining the scope and expectations for the Project. Said Project Charter is attached hereto as Exhibit A and is hereinafter made a part of this Agreement:

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

**TERMS OF AGREEMENT**

1. Under such authority, State and Agency agree to designing and acquiring right of way for and performing Utility Relocate work for the OR8 at OR47 (Quince street ) intersection improvements, hereinafter referred to as "Project." The location of the Project is approximately as shown on the map included in Exhibit A.
2. The Project will be conducted as a part of the Federal-Aid Surface Transportation Program (STP) under Title 23, United States Code. The total Project cost is

estimated at \$1,287,165 which is subject to change. STP local funds for this Project will be limited to \$1,154,973. The Project will be financed with STP funds at the maximum allowable federal participating amount, with Agency providing the match and any non-participating costs, including all costs in excess of the available federal funds. Said funds are to be used only for Preliminary Engineering, Right of Way Acquisition, and Utility Relocation. Parties must enter into an amendment to this Agreement or a separate agreement for additional funding or implementation of phases beyond Preliminary Engineering, Right of Way Acquisition and Utility Relocation.

3. The federal funding for this Project is contingent upon approval by the Federal Highway Administration (FHWA). Any work performed prior to acceptance by FHWA or outside the scope of work will be considered nonparticipating and paid for at Agency expense.
4. State considers Agency a subrecipient of the federal funds it receives as reimbursement under this Agreement. The Catalog of Federal Domestic Assistance (CFDA) number and title for this Project is 20.205, Highway Planning and Construction.
5. The term of this Agreement will begin upon execution and will terminate upon completion of the Project and final payment or ten (10) calendar years following the date of final execution, whichever is sooner.
6. This Agreement may be terminated by mutual written consent of both Parties.
7. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
  - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
  - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
  - c. If Agency fails to provide payment of its share of the cost of the Project.
  - d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

- e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.
8. Any termination of this Agreement will not prejudice any rights or obligations accrued to the Parties prior to termination.
9. The Special and Standard Provisions attached hereto, marked Attachments 1 and 2, respectively, are by this reference made a part hereof. The Standard Provisions apply to all federal-aid projects and may be modified only by the Special Provisions. The Parties hereto mutually agree to the terms and conditions set forth in Attachments 1 and 2. In the event of a conflict, this Agreement will control over the attachments, and Attachment 1 will control over Attachment 2.
10. Agency, as a recipient of federal funds, pursuant to this Agreement with State, shall assume sole liability for Agency's breach of any federal statutes, rules, program requirements and grant provisions applicable to the federal funds, and will, upon Agency's breach of any such conditions that requires State to return funds to the Federal Highway Administration, hold harmless and indemnify State for an amount equal to the funds received under this Agreement; or if legal limitations apply to the indemnification ability of Agency, the indemnification amount will be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.
11. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
12. State's Project Manager for this Project is Lindsay Higa, Region 1 Project Leader, 123 NW Flanders Street, Portland, Or 972124; (503)731-4996, lindsay.higa@state.or.us; or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.
13. Agency's Project Manager for this Project is Derek Robbins, PE, City of Forest Grove Project Engineer, 1928 Council Street, Forest Grove, OR, 97116; (503) 992-3292, djrobbins@forestgrove-or.gov; or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.
14. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together will constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed will constitute an original.

15. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement will bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, will be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement will not constitute a waiver by State of that or any other provision.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

*SIGNATURE PAGE TO FOLLOW*

This Project is in the 2012-2015 Statewide Transportation Improvement Program (STIP), (Key #18003) that was approved by the Oregon Transportation Commission on March 21, 2012 (or subsequently approved by amendment to the STIP).

**CITY OF FOREST GROVE**, by and  
through its elected officials

By \_\_\_\_\_

Date May 11, 2015

By \_\_\_\_\_

Date May 11, 2015

**APPROVED AS TO LEGAL  
SUFFICIENCY**

By \_\_\_\_\_  
Agency Counsel

Date \_\_\_\_\_

**Agency Contact:**

Derek Robbins, PE, Project Engineer  
1928 Council Street  
Forest Grove, OR, 97116  
(503) 992-3292

**State Contact:**

Lindsay Higa, Region 1 Project Leader,  
123 NW Flanders Street  
Portland, Or 972124  
(503)731-4996  
lindsay.higa@state.or.us

**STATE OF OREGON**, by and through  
its Department of Transportation

By \_\_\_\_\_  
Highway Division Administrator

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
Region 1 Manager

Date \_\_\_\_\_

By \_\_\_\_\_  
Region Area Manager

Date \_\_\_\_\_

By \_\_\_\_\_  
Region 1 Right of Way Manager

Date \_\_\_\_\_

**APPROVED AS TO LEGAL  
SUFFICIENCY**

By \_\_\_\_\_  
Assistant Attorney General

Date \_\_\_\_\_

**ATTACHMENT NO. 1 to Agreement No. 30523  
SPECIAL PROVISIONS**

1. State or its consultant shall on behalf of Agency, as a federal-aid participating preliminary engineering function, conduct the necessary field surveys, environmental studies, traffic investigations, foundation explorations, and hydraulic studies, identify and obtain all required permits, obtain all necessary right of way and/or easements, and perform all preliminary engineering and design work required to produce final plans, preliminary/final specifications and cost estimates.

## **ATTACHMENT NO. 2**

### **FEDERAL STANDARD PROVISIONS**

#### **PROJECT ADMINISTRATION**

1. State (ODOT) is acting to fulfill its responsibility to the Federal Highway Administration (FHWA) by the administration of this Project, and Agency (i.e. county, city, unit of local government, or other state agency) hereby agrees that State shall have full authority to carry out this administration. If requested by Agency or if deemed necessary by State in order to meet its obligations to FHWA, State will act for Agency in other matters pertaining to the Project. Prior to taking such action, State will confer with Agency concerning actions necessary to meet federal obligations. Agency shall, if necessary, appoint and direct the activities of a Citizen's Advisory Committee and/or Technical Advisory Committee, conduct a hearing and recommend the preferred alternative. State and Agency shall each assign a person in responsible charge "liaison" to coordinate activities and assure that the interests of both Parties are considered during all phases of the Project.
2. Any project that uses federal funds in project development is subject to plans, specifications and estimates (PS&E) review and approval by FHWA or State acting on behalf of FHWA prior to advertisement for bid proposals, regardless of the source of funding for construction.
3. Non-certified agencies must contract with State or a State certified local public agency to secure services to perform plans, specifications and estimates (PS&E), construction contract advertisement, bid, award, contractor payments and contract administration. Non-certified agencies may use a State-approved consultant to perform preliminary engineering, and construction engineering services.

#### **PROJECT FUNDING REQUEST**

4. State shall submit a separate written Project funding request to FHWA requesting approval of federal-aid participation for each project phase including a) Program Development (Planning), b) Preliminary Engineering (National Environmental Policy Act - NEPA, Permitting and Project Design), c) Right of Way Acquisition, d) Utilities, and e) Construction (Construction Advertising, Bid and Award). Any work performed prior to FHWA's approval of each funding request will be considered nonparticipating and paid for at Agency expense. Agency shall not proceed on any activity in which federal-aid participation is desired until such written approval for each corresponding phase is obtained by State. State shall notify Agency in writing when authorization to proceed has been received from FHWA. All work and records of such work shall be in conformance with FHWA rules and regulations.

#### **FINANCE**

5. Federal funds shall be applied toward Project costs at the current federal-aid matching ratio, unless otherwise agreed and allowable by law. Agency shall be responsible for the entire match amount for the federal funds and any portion of the Project, which is not covered by federal funding, unless otherwise agreed to and specified in the intergovernmental Agreement (Project Agreement). Agency must obtain written approval from State to use in-

kind contributions rather than cash to satisfy all or part of the matching funds requirement. If federal funds are used, State will specify the Catalog of Federal Domestic Assistance (CFDA) number in the Project Agreement. State will also determine and clearly state in the Project Agreement if recipient is a subrecipient or vendor, using criteria in OMB CIRCULAR NO. A-133.

6. If the estimated cost exceeds the total matched federal funds available, Agency shall deposit its share of the required matching funds, plus 100 percent of all costs in excess of the total matched federal funds. Agency shall pay one hundred (100) percent of the cost of any item in which FHWA will not participate. If Agency has not repaid any non-participating cost, future allocations of federal funds or allocations of State Highway Trust Funds to Agency may be withheld to pay the non-participating costs. If State approves processes, procedures, or contract administration outside the *Local Agency Guidelines Manual* that result in items being declared non-participating by FHWA, such items deemed non-participating will be negotiated between Agency and State.
7. Agency agrees that costs incurred by State and Agency for services performed in connection with any phase of the Project shall be charged to the Project, unless otherwise mutually agreed upon by the Parties.
8. Agency's estimated share and advance deposit.
  - a) Agency shall, prior to commencement of the preliminary engineering and/or right of way acquisition phases, deposit with State its estimated share of each phase. Exception may be made in the case of projects where Agency has written approval from State to use in-kind contributions rather than cash to satisfy all or part of the matching funds requirement.
  - b) Agency's construction phase deposit shall be one hundred ten (110) percent of Agency's share of the engineer's estimate and shall be received prior to award of the construction contract. Any additional balance of the deposit, based on the actual bid must be received within forty-five (45) days of receipt of written notification by State of the final amount due, unless the contract is cancelled. Any balance of a cash deposit in excess of amount needed, based on the actual bid, will be refunded within forty-five (45) days of receipt by State of the Project sponsor's written request.
  - c) Pursuant to Oregon Revised Statutes (ORS) 366.425, the advance deposit may be in the form of 1) money deposited in the State Treasury (an option where a deposit is made in the Local Government Investment Pool), and an Irrevocable Limited Power of Attorney is sent to State's Active Transportation Section, Funding and Program Services Unit, or 2) an Irrevocable Letter of Credit issued by a local bank in the name of State, or 3) cash.
9. If Agency makes a written request for the cancellation of a federal-aid project; Agency shall bear one hundred (100) percent of all costs incurred as of the date of cancellation. If State was the sole cause of the cancellation, State shall bear one hundred (100) percent of all costs incurred. If it is determined that the cancellation was caused by third parties or circumstances beyond the control of State or Agency, Agency shall bear all costs, whether incurred by State or Agency, either directly or through contract services, and State shall

bear any State administrative costs incurred. After settlement of payments, State shall deliver surveys, maps, field notes, and all other data to Agency.

10. Agency shall follow requirements stated in the Single Audit Act. The requirements stated in the Single Audit Act must be followed by those local governments and non-profit organizations receiving five hundred thousand (\$500,000) or more in federal funds. The Single Audit Act of 1984, PL 98-502 as amended by PL 104-156, described in "OMB CIRCULAR NO. A-133", requires local governments and non-profit organizations to obtain an audit that includes internal controls and compliance with federal laws and regulations of all federally-funded programs in which the local agency participates. The cost of this audit can be partially prorated to the federal program.
11. Agency shall make additional deposits, as needed, upon request from State. Requests for additional deposits shall be accompanied by an itemized statement of expenditures and an estimated cost to complete the Project.
12. Agency shall present invoices for one hundred (100) percent of actual costs incurred by Agency on behalf of the Project directly to State's Liaison for review, approval and reimbursement to Agency. Costs will be reimbursed consistent with federal funding provisions and the Project Agreement. Such invoices shall identify the Project by the name of the Project Agreement, reference the Project Agreement number, and shall itemize and explain all expenses for which reimbursement is claimed. Invoices shall be presented for periods of not less than one-month duration, based on actual expenses to date. All invoices received from Agency must be approved by State's Liaison prior to payment. Agency's actual costs eligible for federal-aid or State participation shall be those allowable under the provisions of the Federal-Aid Policy Guide (FAPG), Title 23 CFR parts 1.11, 140 and 710. Final invoices shall be submitted to State for processing within three (3) months from the end of each funding phase as follows: a) preliminary engineering, which ends at the award date of construction b) last payment for right of way acquisition and c) contract completion for construction. Partial billing (progress payment) shall be submitted to State within three (3) months from date that costs are incurred. Final invoices submitted after the three (3) months shall not be eligible for reimbursement. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to the Project Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period ending on the later of six (6) years following the date of final voucher to FHWA or after resolution of any disputes under the Project Agreement. Copies of such records and accounts shall be made available upon request. For real property and equipment, the retention period starts from the date of disposition (Title 49 CFR part 18 subpart 42).
13. Agency shall, upon State's written request for reimbursement in accordance with Title 23, CFR part 630.112(c) 1 and 2, as directed by FHWA, reimburse State for federal-aid funds distributed to Agency if any of the following events occur:
  - a) Right of way acquisition is not undertaken or actual construction is not started by the close of the twentieth federal fiscal year following the federal fiscal year in which the federal-aid funds were authorized for right of way acquisition. Agency may submit a written request to State's Liaison for a time extension beyond the twenty (20) year limit with no repayment of federal

funds and State will forward the request to FHWA. FHWA may approve this request if it is considered reasonable.

- b) Right of way acquisition or actual construction of the facility for which preliminary engineering is undertaken is not started by the close of the tenth federal fiscal year following the federal fiscal year in which the federal-aid funds were authorized. Agency may submit a written request to State's Liaison for a time extension beyond the ten (10) year limit with no repayment of federal funds and State will forward the request to FHWA. FHWA may approve this request if it is considered reasonable.
14. Agency shall maintain all Project documentation in keeping with State and FHWA standards and specifications. This shall include, but is not limited to, daily work records, quantity documentation, material invoices and quality documentation, certificates of origin, process control records, test results, and inspection records to ensure that the Project is completed in conformance with approved plans and specifications.
  15. State shall submit all claims for federal-aid participation to FHWA in the normal manner and compile accurate cost accounting records. State shall pay all reimbursable costs of the Project. Agency may request a statement of costs-to-date at any time by submitting a written request. When the actual total cost of the Project has been computed, State shall furnish Agency with an itemized statement of final costs. Agency shall pay an amount which, when added to said advance deposit and federal reimbursement payment, will equal one hundred (100) percent of the final total actual cost. Any portion of deposits made in excess of the final total costs of the Project, minus federal reimbursement, shall be released to Agency. The actual cost of services provided by State will be charged to the Project expenditure account(s) and will be included in the total cost of the Project.

## STANDARDS

16. Agency agrees that minimum design standards on all local agency jurisdictional roadway or street projects on the National Highway System (NHS) and projects on the non-NHS shall be the American Association of State Highway and Transportation Officials (AASHTO) standards and be in accordance with *State's Oregon Bicycle & Pedestrian Design Guide* (current version). Agency shall use either AASHTO's A Policy on Geometric Design of Highways and Streets (current version) or State's Resurfacing, Restoration and Rehabilitation (3R) design standards for 3R projects. Agency may use AASHTO for vertical clearance requirements on Agency's jurisdictional roadways or streets.
17. Agency agrees that if the Project is on the Oregon State Highway System or State-owned facility, that design standards shall be in compliance with standards specified in the current *ODOT Highway Design Manual* and related references. Construction plans for such projects shall be in conformance with standard practices of State and all specifications shall be in substantial compliance with the most current *Oregon Standard Specifications for Highway Construction* and current *Contract Plans Development Guide*.
18. Agency agrees that for all projects on the Oregon State Highway System or State-owned facility any design element that does not meet *ODOT Highway Design Manual* design standards must be justified and documented by means of a design exception. Agency further agrees that for all projects on the NHS, regardless of funding source; any design element that does not meet AASHTO standards must be justified and documented by

means of a design exception. State shall review any design exceptions on the Oregon State Highway System and retains authority for their approval. FHWA shall review any design exceptions for projects subject to Focused Federal Oversight and retains authority for their approval.

19. Agency agrees all traffic control devices and traffic management plans shall meet the requirements of the current edition of the *Manual on Uniform Traffic Control Devices and Oregon Supplement* as adopted in Oregon Administrative Rule (OAR) 734-020-0005. Agency must obtain the approval of the State Traffic Engineer prior to the design and construction of any traffic signal, or illumination to be installed on a state highway pursuant to OAR 734-020-0430.
20. The standard unit of measurement for all aspects of the Project shall be English Units. All Project documents and products shall be in English. This includes, but is not limited to, right of way, environmental documents, plans and specifications, and utilities.

### **PRELIMINARY & CONSTRUCTION ENGINEERING**

21. Preliminary engineering and construction engineering may be performed by either a) State, b) Agency, c) State-approved consultant, or d) certified agency. Engineering work will be monitored by State or certified agency to ensure conformance with FHWA rules and regulations. Project plans, specifications and cost estimates shall be performed by either a) State, b) State-approved consultant or c) certified agency. State shall review and approve Project plans, specifications and cost estimates. State shall, at project expense, review, process and approve, or submit for approval to the federal regulators, all environmental statements. State or certified agency shall, if they prepare any of the documents identified in this paragraph, offer Agency the opportunity to review and approve the documents prior to advertising for bids.
22. Agency may request State's two-tiered consultant selection process as allowed by OAR 137-048-0260 to perform architectural, engineering, photogrammetry, transportation planning, land surveying and related services (A&E Services) as needed for federal-aid transportation projects. Use of the State's processes is required to ensure federal reimbursement. State will award and execute the contracts. State's personal services contracting process and resulting contract document will follow Title 23 CFR part 172, Title 49 CFR part 18, ORS 279A.055, 279C.110, 279C.125, OAR 137-048-0130, OAR 137-048-0220(4) and State Personal Services Contracting Procedures as approved by the FHWA. Such personal services contract(s) shall contain a description of the work to be performed, a project schedule, and the method of payment. No reimbursement shall be made using federal-aid funds for any costs incurred by Agency or the consultant prior to receiving authorization from State to proceed.
23. The party responsible for performing preliminary engineering for the Project shall, as part of its preliminary engineering costs, obtain all Project related permits necessary for the construction of said Project. Said permits shall include, but are not limited to, access, utility, environmental, construction, and approach permits. All pre-construction permits will be obtained prior to advertisement for construction.
24. State or certified agency shall prepare construction contract and bidding documents, advertise for bid proposals, and award all construction contracts.

25. Upon State's or certified agency's award of a construction contract, State or certified agency shall perform quality assurance and independent assurance testing in accordance with the FHWA-approved Quality Assurance Program found in State's *Manual of Field Test Procedures*, process and pay all contractor progress estimates, check final quantities and costs, and oversee and provide intermittent inspection services during the construction phase of the Project.
26. State shall, as a Project expense, assign a liaison to provide Project monitoring as needed throughout all phases of Project activities (preliminary engineering, right-of-way acquisition, and construction). State's liaison shall process reimbursement for federal participation costs.

#### **REQUIRED STATEMENT FOR United States Department of Transportation (USDOT) FINANCIAL ASSISTANCE AGREEMENT**

27. By signing the Federal-Aid Agreement to which these Federal Standard Provisions are attached, Agency agrees to adopt State's DBE Program Plan, available at [http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/pages/sbe/dbe/dbe\\_program.aspx#plan](http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/pages/sbe/dbe/dbe_program.aspx#plan). Agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. Agency agrees to take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. State's DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this Project Agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Project Agreement. Upon notification to the recipient of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 United States Code (USC) 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.).

#### **Disadvantaged Business Enterprises (DBE) Obligations**

28. State and Agency agree to incorporate by reference the requirements of 49 CFR part 26 and State's DBE Program Plan, as required by 49 CFR part 26 and as approved by USDOT, into all contracts entered into under this Project Agreement. The following required DBE assurance shall be included in all contracts:

*"The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of Title 49 CFR part 26 in the award and administration of federal-aid contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Agency deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b))."*

29. Agency agrees to comply with all applicable civil rights laws, rules and regulations, including Title V and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and Titles VI and VII of the Civil Rights Act of 1964.

30. The parties hereto agree and understand that they will comply with all applicable federal, state, and local laws, regulations, executive orders and ordinances applicable to the work including, but not limited to, the provisions of ORS 279C.505, 279C.515, 279C.520, 279C.530 and 279B.270, incorporated herein by reference and made a part hereof; Title 23 CFR parts 1.11, 140, 635, 710, and 771; Title 49 CFR parts 18, 24 and 26; 2 CFR 225, and OMB CIRCULAR NO. A-133, Title 23, USC, Federal-Aid Highway Act; Title 41, Chapter 1, USC 51-58, Anti-Kickback Act; Title 42 USC; Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, as amended, the provisions of the FAPG and *FHWA Contract Administration Core Curriculum Participants Manual & Reference Guide*. State and Agency agree that FHWA-1273 Required Contract Provisions shall be included in all contracts and subcontracts verbatim and not by reference.

## RIGHT OF WAY

31. Agency and the consultant, if any, agree that right of way activities shall be in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35, FAPG, CFR, and the *ODOT Right of Way Manual*, Title 23 CFR part 710 and Title 49 CFR part 24. State, at Project expense, shall review all right of way activities engaged in by Agency to ensure compliance with all laws and regulations.
32. State is responsible for proper acquisition of the necessary right of way and easements for construction and maintenance of projects. Agency may perform acquisition of the necessary right of way and easements for construction and maintenance of the Project provided Agency or the consultant are qualified to do such work, as required by the *ODOT Right of Way Manual*, and Agency has obtained prior approval from State's Region Right of Way office to do such work.
33. Regardless of who acquires or performs any of the right of way activities, a right of way services agreement shall be created by State's Region Right of Way office setting forth the responsibilities and activities to be accomplished by each Party. If the Project has the potential of needing right of way, to ensure compliance in the event that right of way is unexpectedly needed, a right of way services agreement will be required. State, at Project expense, shall be responsible for requesting the obligation of project funding from FHWA. State, at Project expense, shall be responsible for coordinating certification of the right of way, and providing oversight and monitoring. Funding authorization requests for federal right of way funds must be sent through State's Liaison, who will forward the request to State's Region Right of Way office on all projects. Agency must receive written authorization to proceed from State's Right of Way Section prior to beginning right of way activities. All projects must have right of way certification coordinated through State's Region Right of Way office to declare compliance and project readiness for construction (even for projects where no federal funds were used for right of way, but federal funds were used elsewhere on a project). Agency shall contact State's Liaison, who will contact State's Region Right of Way office for additional information or clarification on behalf of Agency.
34. Agency agrees that if any real property purchased with federal-aid participation is no longer needed for the originally authorized purpose, the disposition of such property shall be subject to applicable rules and regulations, which are in effect at the time of disposition. Reimbursement to State and FHWA of the required proportionate shares of the fair market value may be required.

35. Agency ensures that all project right of way monumentation will be conducted in conformance with ORS 209.155.
36. State and Agency grants each other authority to enter onto the other's right of way for the performance of non-construction activities such as surveying and inspection of the Project.

## **RAILROADS**

37. Agency shall follow State established policy and procedures when impacts occur on railroad property. The policy and procedures are available through the State's Liaison, who will contact State's Railroad Liaison on behalf of Agency. Only those costs allowable under Title 23 CFR part 140 subpart I, and Title 23 part 646 subpart B shall be included in the total Project costs; all other costs associated with railroad work will be at the sole expense of Agency, or others. Agency may request State, in writing and at Project expense, to provide railroad coordination and negotiations. However, State is under no obligation to agree to perform said duties.

## **UTILITIES**

38. Agency shall follow State established statutes, policies and procedures when impacts occur to privately or publicly-owned utilities. Policy, procedures and forms are available through the State Utility Liaison or State's Liaison. Agency shall provide copies of all signed utility notifications, agreements and Utility Certification to the State Utility Liaison. Only those utility relocations, which are eligible for reimbursement under the FAPG, Title 23 CFR part 645 subparts A and B, shall be included in the total Project costs; all other utility relocations shall be at the sole expense of Agency, or others. Agency may send a written request to State, at Project expense, to arrange for utility relocations/adjustments lying within Agency jurisdiction. This request must be submitted no later than twenty-one (21) weeks prior to bid let date. However, State is under no obligation to agree to perform said duties. Agency shall not perform any utility work on state highway right of way without first receiving written authorization from State.

## **GRADE CHANGE LIABILITY**

39. Agency, if a County, acknowledges the effect and scope of ORS 105.755 and agrees that all acts necessary to complete construction of the Project which may alter or change the grade of existing county roads are being accomplished at the direct request of the County.
40. Agency, if a City, hereby accepts responsibility for all claims for damages from grade changes. Approval of plans by State shall not subject State to liability under ORS 105.760 for change of grade.
41. Agency, if a City, by execution of the Project Agreement, gives its consent as required by ORS 373.030(2) to any and all changes of grade within the City limits, and gives its consent as required by ORS 373.050(1) to any and all closure of streets intersecting the highway, if any there be in connection with or arising out of the Project covered by the Project Agreement.

## **MAINTENANCE RESPONSIBILITIES**

42. Agency shall, at its own expense, maintain operate, and provide power as needed upon Project completion at a minimum level that is consistent with normal depreciation and/or service demand and throughout the useful life of the Project. The useful life of the Project is defined in the Special Provisions. State may conduct periodic inspections during the life of the Project to verify that the Project is properly maintained and continues to serve the purpose for which federal funds were provided. Maintenance and power responsibilities shall survive any termination of the Project Agreement. In the event the Project will include or affect a state highway, this provision does not address maintenance of that state highway.

## **CONTRIBUTION**

43. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
44. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
45. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same

extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

#### **ALTERNATIVE DISPUTE RESOLUTION**

46. The Parties shall attempt in good faith to resolve any dispute arising out of this Project Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

#### **WORKERS' COMPENSATION COVERAGE**

47. All employers, including Agency, that employ subject workers who work under this Project Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability Insurance with coverage limits of not less than five hundred thousand (\$500,000) must be included. Agency shall ensure that each of its contractors complies with these requirements.

#### **LOBBYING RESTRICTIONS – pursuant to Form FHWA-1273, Required Contract Provisions**

48. Agency certifies by signing the Project Agreement that:

- a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed one hundred thousand dollars (\$100,000), and that all such subrecipients shall certify and disclose accordingly.
- d) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31, USC Section 1352.

- e) Any person who fails to file the required certification shall be subject to a civil penalty of not less than ten thousand dollars (\$10,000) and not more than one hundred thousand dollars (\$100,000) for each such failure.



# Oregon

John A. Kitzhaber, MD, Governor

## Department of Transportation

Region 1 Headquarters  
123 NW Flanders Street  
Portland, Oregon 97209  
(503) 731.8500  
(503) 731.8531

**DATE:** April 8, 2014

**TO:** Project Development Team  
Lindsay Higa, Project Leader

Anthony Coleman, Mobility/Freight	Dan Gunther, Hydraulics
Basil Christopher, Bike/Ped	David McDonald, Hydraulics
Bob Ebeling, District Maintenance	Ron Larson, Construction
Brian McNamara, HazMat	Seth Brumley, Planning
Christopher Harris, Pavements	Susan Ortiz, Geotech
Frederick Mangubat, Bridge	Thanh Tran, Traffic & Access Mngmt
Grant Casebeer, Right of Way	Melissa Hogan, Environmental
John Marshall, Roadway	Derek J. Robbins, City of Forest Grove
Lili Boicourt, Community Affairs	Anthony J. Buczek, Metro
Stephanie Turner, Utilities	
Ron Hamilton, Doug Hardt & Festus Obijiofor, Survey	

**cc:**

Tony Stratis, Bridge	Shelli Romero, Community Affairs
Becky Crockett, Environmental	Ron Larson, Construction
Tom Braibish, Geo/Hydro	Michael Strauch, District Maintenance
Floyd Harrington, Roadway	Rian Windsheimer, Planning
Steve Muma, Survey & Right of Way	Jeff Flowers, Program & Funding Services
Sue D'Agnese, Traffic	Sam Hunaidi, Project Services

**FROM:** Project Steering Committee & Policy & Development Manager  
Rian Windsheimer, Program Manager  
David Kim, Area Manager, Metro West  
Tamira Clark, Technical Center Manager  
Ted Miller, Maintenance & Operations Manager  
Ted Leybold, Metro, Transportation Planning Manager  
Rob Foster, City of Forest Grove, City Engineer

**SUBJECT:** Project Delivery Project Charter for:  
**OR8 @ Quince St (Forest Grove)**  
Tualatin Valley Highway, Hwy No. 29, MP 17.88  
Washington County  
**Key No. 18003**  
**Work type:** Enhance-It

After reviewing the scoping documents and consulting with the Technical Center Discipline Managers, Program Manager, Planning Manager, Community Affairs Manager, and District Manager, the Project Steering Committee has developed this charter to guide the team in development and delivery of this project. This charter formalizes the project scope, schedule, budget and approach.

**Project Purpose and Need**

The purpose of this project is to improve freight operational efficiency and connectivity and safe access by active transportation users of two state-owned transportation facilities, OR-8 (Pacific Ave) & OR47 (Quince St).

**Problem Description**

Traffic frequently backs up on Southbound OR47 through at least two signal cycles at the intersection of OR-8 due to the lack of a dedicated right turn lane. In addition, large trucks experience difficulty negotiating a right-turn from OR8 WB to OR47 NB due to a substandard turning radius. Constructing the turn lanes will reduce congestion on OR47 and allow trucks to negotiate the corner safely and avoid damage to existing signs.

Operationally the intersection performs poorly. The Draft 2013 Transportation System Plan (TSP) Update Existing Conditions analysis rated this intersection a Level of Service (LOS) D with a delay of 51.2 seconds. Analysis shows by the year 2035 the PM peak hour intersection LOS is projected to deteriorate to LOS E, with a delay of 78.8 seconds. Analysis also returned a volume to capacity (V/C) ratio of 1.02 at the intersection for the 2035 PM peak hour. The v/c ratio represents the sufficiency of an intersection to accommodate the vehicular demand. As the v/c ratio approaches 1.0, traffic flow may become unstable, and delay and queuing conditions may occur. Once the demand exceeds the capacity (a v/c ratio greater than 1.0), traffic flow is unstable and excessive delay and queuing is expected. With the addition of the southbound right turn lane the intersection is expected to operate at an acceptable LOS D with a V/C ratio of 0.94.

Pedestrian and bicycle facilities are sub-standard and do not provide comfortable access through the intersection or to the transit stop near the southeast corner of the intersection. This creates a barrier to existing users and to meeting state, regional and local goals of increasing the percentage of trips by active transportation modes.

See the attached Prospectus for additional information.

## Map



### Project Delivery Approach

The development and construction of this project will be conducted by in-house resources as a design-bid-build project. The project team will work together with staff from the City of Forest Grove and Metro to fulfill project purpose and need as specified in this Project Charter and the Regional Flexible Fund and Enhance-It applications\*.

\*The City of Forest Grove received funding for this project through the Enhance-It Project selection process for the development of the 2015-2018 State Transportation Improvement Program (STIP). The project was selected by the OTC based on recommendations from ODOT Region 1 Selection Committee.

### Project Scope

Project scope elements to be included and not included are as follows:

#### Major Elements Included in Scope: *(not all-inclusive)*

- Right-turn lane from westbound OR 8 (Pacific Ave) to northbound OR 47 (Quince St)
- Right-turn lane from southbound OR 47 (Quince St) to westbound OR 8 (Pacific Ave)
- Encasing of existing TVID irrigation line
- Standard westbound and southbound bike lanes

- Right-of-way
- Signal modification (signal pole replacement at NW and NE corners). A structural analysis will be required to determine if the signal pole at the southwest corner needs to be replaced.
- Buffered sidewalks & ADA ramps
- Landscaping
- Utilities
- Temporary Traffic Control
- Stormwater Treatment Facility
- Drainage
- Access Management
- Signing
- Striping
- Noise Study, if needed

Not Included in Scope:

- Reconstruct OR47
- Wetland mitigation
- Roundabout Design
- New signal Interconnect

Benefits

- Improve the operational efficiency of OR47 and OR8
- Improve local connectivity by reducing congestion and delay
- Preserve the prior public investment in the corridor by maintaining existing transportation assets
- Improve local connectivity to nearby employment areas, recreation amenities and tourist facilities and a nearby neighborhood and shopping district
- Reduce travel times for users of the existing transit service on OR-8
- Improve access and mobility for freight movements by improving the existing substandard turn radii
- Extends the westbound bicycle lane through the intersection to separate bicycles from other vehicles

**Expectations and Outcomes**

The Project Development Team will coordinate with the city of Forest Grove and Metro on development of the project, ensuring satisfaction by all agencies in final product. The Project Development Team will consider multi-modal design elements including bicycle, pedestrian, freight, and transit improvements to balance optimal safe conditions for all users. Due to the nature of funding the Project Development Team will also design to the given budget using practical design strategies.

As part of the Enhance-it Project the City of Forest Grove is responsible for the local match on the project. The Project Team shall communicate any modifications of the project scope or budget with the Project Leader so the City can remain informed about the impacts on the project.

**Project Parameters**

Per conditions of Regional Flexible funds:

Project will be consistent with street design guidelines as defined in the Creating Livable Streets guidebook (Metro; 2nd edition; June 2002 or subsequent edition), as determined by the Metro Planning Director or designee.

Project will meet Metro public notification requirements.

Project need to include public outreach activities that address the unique outreach needs and opportunities of Environmental Justice and underserved communities.

The City is also responsible for any non-participating costs, including all costs in excess of the available federal funds.

### Important scoping considerations

#### 1. *Mobility* assumptions, decisions, and risks

- a. This project is on an ORS 366 Freight Route and will require review with freight committee of the proposed design. Project will improve mobility and it is assumed the design will not causes a Reduction of Vehicle-carrying Capacity (RVC).

#### 2. *Access Management* assumptions, decisions, and risks

- a. Right-of-Way acquisitions cannot start until an Access Management Methodology has been developed and distributed to property owner, final decision regarding the modification or closure of the approaches to properties and options for appeal of the department's decision under OAR 734-051-3080 through OAR 734-051-3110.
- b. In response to SB 408 it is assumed that an access management methodology will be required for this project. In order to accommodate adequate time for design and ROW negotiation the final recommendations for access modifications should be developed one month prior to DAP submittal.
- c. ODOT Project Delivery Operational Notice #3 (Access Management) is in process of being updated. With changes to ODOT Access Management Policies, this project will implement the new rules and guidance.

#### 3. *Utilities* assumptions, decisions, and risks

- a. 48-inch TVID irrigation line
  - It is assumed based on the supplement drawings & conversations with TVID that the 48" water line is centered on the east edge of the existing sidewalk behind the row of trees. The project will pothole to confirm its location.
  - The project has assumed protecting the existing 48-inch irrigation line. Reassessment of the budget and schedule needed if relocation is needed.
  - If relocation is needed the project would need to buy a new easement from property owner of the McMenamin's Grand Lodge. The existing easement over the existing 48" waterline and project would remain in place.
  - TVID facilities are federally mandated to be operating during March 1st - November 30th. Relocation or Casing of waterline would occur between December 1st and February 28 only, ahead of the project work.
  - UR (Utility Relocation) phase would require a NTP (Notice To Proceed) for preliminary engineering (PE) and construction phases (CE). Construction phase would occur from December 1st – February 28th.
- b. Other existing utilities
  - i. Major above ground and underground utilities exist within project limits and may need to be relocated. The overhead power lines are non-reimbursable and at the expense of the City of Forest Grove if required to move. The project team will evaluate and explore a design that will minimize impacts to utilities.

#### 4. *Design Standards- 4R*

5. *Agreements with partners*

- a. Due to multiple sources of project funding (Metro Regional Flex Funds and ODOT Enhance Funds), IGA's will need to be developed and/or amended.
- b. Incorporate partner's logos on all project documents available for public viewing (e.g. Project website, fliers).
- c. Project will strive to provide sign design as close to matching the Metro sign guidelines (see attached)

**Project Risks**

Risk	Scope	Schedule	Budget	Response Strategy
Need to relocate 48-inch irrigation line	X	X	X	Research: Locate irrigation line early in project schedule and determine impacts to project. Accept: If the TVID line would require relocation and additional ROW acquisition, it could potentially add one or more years to the delivery of the project.
McMenamins Grand Lodge is eligible for listing on the National Register of Historic Places. Assumption that project is likely to result in No Adverse Effect for Section 106 and de minimis for Section 4(f). May require			X	Mitigate: Bob Hadlow, ODOT Historian, is confident that if landscape is replaced in kind, there is a low risk to the project.
Community concern about impact to mature street trees on Quince along McMenamins site	X		X	Avoid: Use practical design approach to minimize tree impacts. Design team to consider realigning OR47 to provide least impact to trees as possible.  Mitigate: Investigate options to provide for planting space and replacement trees of similar size when matured.
Final recommendations for access modifications may not be finished by DAP submittal depending on negotiations with property owners	X	X		Mitigate: Outreach early in project. One-on-one meetings with property owners. Communicate potential affects to project schedule ASAP.
All cost over-runs are the responsibility of the applicant, may not be able to cover cost over-runs.	X		X	Mitigate: Track and communicate budget monthly Mitigate: Carry conservative contingency in Construction estimate
Concerns by business owners on driveway closures/ access relocation	X	X	X	Mitigate: Engage with stakeholders early and often to gain acceptance
Existing pavement structure on OR47 under-designed for future truck volumes and may recommend to be reconstructed as part of this project	X	X	X	Avoid: Project will not include rebuilding OR47.

### **Project Schedule**

Key project milestones are as follows:

- Feb 18<sup>th</sup> 2014 for Project Start
- Feb 25<sup>th</sup>, 2015 for Final DAP
- Aug 29<sup>th</sup>, 2016 for PS&E Delivery
- Oct 20<sup>th</sup>, 2016 for Bid Let

### **Budget (as shown in STIP)**

*Project Budget:* The current budget for this project identifies the following:

- \$ 358,723 for PE (2014 dollars)
- \$ 850,000 for Right of Way (2015 dollars)
- \$ 700,000 for Utilities (2014 dollars)
- \$ 2,062,658 for Construction (2017 dollars)
- **\$ 4,171,381 Total Estimated Project Cost\***

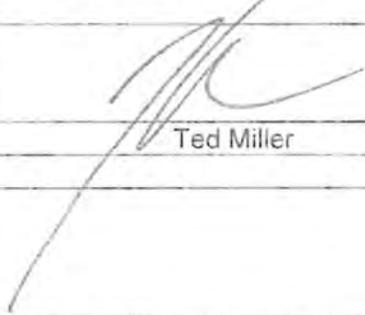
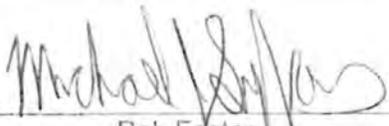
\*\$200,000 of Project Administration yet to be accounted for

*Preliminary Engineering Budget:* Attached is a breakdown of the PE budgets provided by the technical center, maintenance, and planning managers.

### **General Expectations of the Project Development Team**

This charter, when signed, documents agreement by the signing parties and gives the project development team approval to proceed with the project as identified herein. Following approval of this document, any deviations or subsequent proposed changes to the project scope, schedule, budget and/or approach must go through the formal Change Management Request (CMR) process as outlined in PD-02 and the Region 1 Addendum to PD-02.

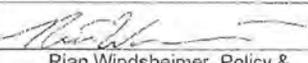
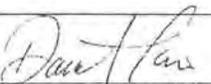
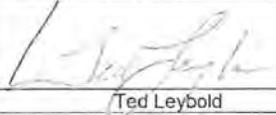
Approval:

Signing Order				
1	Program Manager(s)		Date:	4/8/14
		Rian Windsheimer, Policy & Development Manager		
2	Area Manager		Date:	4/8/14
		David Kim, Metro West		
3	Technical Center Manager		Date:	4/8/14
		Tamira Clark		
4	Maintenance & Operations Manager		Date:	4-15-14
		Ted Miller		
5	Metro transportation planning manager		Date:	
		Ted Leybold		
6	City of Forest Grove, Public Works CITY Director MANAGER		Date:	6/20/14
		Rob Fester MICHAEL SYKES		

Attachments:

- Revised Prospectus
- MS Project Schedule - required**
- PE Budget Breakdown
- Practical Design SCOPE Integration Checklist
- FACS-STIP report
- Cost estimates
- Resourcing Table - required**

Approval:

Signing Order				
1	Program Manager(s)	 Rian Windsheimer, Policy & Development Manager	Date:	4/8/14
2	Area Manager	 David Kim, Metro West	Date:	4/8/14
3	Technical Center Manager	 Tamira Clark	Date:	4/8/14
4	Maintenance & Operations Manager	 Ted Miller	Date:	4-15-14
5	Metro transportation planning manager	 Ted Leybold	Date:	5-14-14
6	City of Forest Grove, Public Works Director	Rob Foster	Date:	

Attachments:

- Revised Prospectus
- MS Project Schedule - required
- PE Budget Breakdown
- Practical Design SCOPE Integration Checklist
- FACS-STIP report
- Cost estimates
- Resourcing Table - required

COST ESTIMATE REGION 1 OREGON STATE HIGHWAY DIVISION																																																																																																																																																																																																																																																																																																																												
<b>PROJECT NAME:</b> OR4 & OR47 (Quince St) <b>KEY NUMBER:</b> xxx <b>HWY. NAME &amp; NUMBER:</b> <b>MILEPOINT LIMITS:</b> M <b>COUNTY:</b> Washington	<b>DESCRIPTION:</b> Assumes widening for SB and WB left turn lanes. Assumes full take off property in NE corner, enclosing existing TVID 48" lines (may require relocation which could increase cost). Assumes replacing signal, water quality needed for new impervious. OR47 may be rebuilt with PCC which will increase cost. Risks: OR47 may need to be rebuilt (necessitates existing section 7). Impacts to historic property may require alternatives analysis which may result in increased cost. TVID costs may increase if relocation (Total UP could be about \$1.2M) or additional ROW is required. PE and Project Admin may need to be increased due to alternative analysis (for historic impacts) and other work due to the complexity of the project area. Project Admin cost was taken from the Enhance Application <b>PREPARED BY:</b> John Wolf <b>DATE PREPARED:</b> revised on 3/28/13 by JW to include SB right turn lane. revised by BN & CTL 07/10/13 <b>ANTICIPATED ESTIMATE UPDATE:</b>																																																																																																																																																																																																																																																																																																																											
<b>PROJECT TEAM:</b> Jesse Threkeil, John Wolf, Mark Johnson, Jerry Swain, Simon Eng, Daniel Orr, Christine Hopewell, Bruce Council	<b>WORK TYPE:</b> Grading, paving, signal																																																																																																																																																																																																																																																																																																																											
<b>QUANTITY SUMMARY &amp; COST ESTIMATE</b>																																																																																																																																																																																																																																																																																																																												
<table border="1"> <thead> <tr> <th>BID ITEM NUMBER</th> <th>ITEM</th> <th>UNIT</th> <th>QUANTITY</th> <th>UNIT COST</th> <th>ITEM COST</th> <th>COMMENT</th> </tr> </thead> <tbody> <tr> <td colspan="7"><b>PROSPECTUS COST ESTIMATE SUMMARY</b></td> </tr> <tr> <td></td> <td></td> <td>Est. Cost x \$1,000</td> <td>Inf. Cost x \$1,000</td> <td>Inflation Year</td> <td></td> <td>Annual Factor Year &amp; Rate</td> </tr> <tr> <td></td> <td>PLANNING</td> <td>\$ 200</td> <td>\$ 208</td> <td>2011</td> <td></td> <td>2010 to 2011 = 4.3%</td> </tr> <tr> <td></td> <td>PRELIMINARY ENGINEERING</td> <td>\$ 359</td> <td>\$ 373</td> <td>2011</td> <td></td> <td>2012 to 2013 = 4.0%</td> </tr> <tr> <td></td> <td>RIGHT OF WAY</td> <td>\$ 856</td> <td>\$ 884</td> <td>2011</td> <td></td> <td></td> </tr> <tr> <td></td> <td>UTILITY REIMBURSEMENT</td> <td>\$ 700</td> <td>\$ 728</td> <td>2011</td> <td></td> <td></td> </tr> <tr> <td colspan="7"><b>INFLATION FACTOR</b></td> </tr> <tr> <td></td> <td>MOBILIZATION</td> <td>\$ 128</td> <td>\$ 144</td> <td>2013</td> <td></td> <td>2010 = 1.000</td> </tr> <tr> <td></td> <td>ROADWAY</td> <td>\$ 1,051</td> <td>\$ 1,182</td> <td>2013</td> <td></td> <td>2011 = 1.040</td> </tr> <tr> <td></td> <td>STRUCTURES</td> <td>\$ -</td> <td>\$ -</td> <td>2013</td> <td></td> <td>2012 = 1.082</td> </tr> <tr> <td></td> <td>SIGNALS</td> <td>\$ -</td> <td>\$ -</td> <td>2013</td> <td></td> <td>2013 = 1.125</td> </tr> <tr> <td></td> <td>ILLUMINATION</td> <td>\$ -</td> <td>\$ -</td> <td>2013</td> <td></td> <td></td> </tr> <tr> <td></td> <td>TEMPORARY PROTECTION</td> <td>\$ 102</td> <td>\$ 115</td> <td>2013</td> <td></td> <td></td> </tr> <tr> <td></td> <td>CONSTRUCTION CONTINGENCIES</td> <td>\$ 512</td> <td>\$ 577</td> <td>2013</td> <td></td> <td></td> </tr> <tr> <td></td> <td>CONSTRUCTION ENGINEERING</td> <td>\$ 269</td> <td>\$ 303</td> <td>2013</td> <td></td> <td></td> </tr> <tr> <td></td> <td>ANTICIPATED ITEMS</td> <td>\$ -</td> <td>\$ -</td> <td>2013</td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>TOTAL CE AND CONSTRUCTION</b></td> <td><b>\$ 2,063</b></td> <td><b>\$ 2,320</b></td> <td><b>STATUS</b></td> <td></td> <td><b>TOTAL ESTIMATE CHECK</b></td> </tr> <tr> <td></td> <td><b>TOTAL ESTIMATE</b></td> <td><b>\$ 4,171</b></td> <td><b>\$ 4,514</b></td> <td><b>OK</b></td> <td></td> <td><b>\$4,171</b></td> </tr> </tbody> </table>	BID ITEM NUMBER	ITEM	UNIT	QUANTITY	UNIT COST	ITEM COST	COMMENT	<b>PROSPECTUS COST ESTIMATE SUMMARY</b>									Est. Cost x \$1,000	Inf. Cost x \$1,000	Inflation Year		Annual Factor Year & Rate		PLANNING	\$ 200	\$ 208	2011		2010 to 2011 = 4.3%		PRELIMINARY ENGINEERING	\$ 359	\$ 373	2011		2012 to 2013 = 4.0%		RIGHT OF WAY	\$ 856	\$ 884	2011				UTILITY REIMBURSEMENT	\$ 700	\$ 728	2011			<b>INFLATION FACTOR</b>								MOBILIZATION	\$ 128	\$ 144	2013		2010 = 1.000		ROADWAY	\$ 1,051	\$ 1,182	2013		2011 = 1.040		STRUCTURES	\$ -	\$ -	2013		2012 = 1.082		SIGNALS	\$ -	\$ -	2013		2013 = 1.125		ILLUMINATION	\$ -	\$ -	2013				TEMPORARY PROTECTION	\$ 102	\$ 115	2013				CONSTRUCTION CONTINGENCIES	\$ 512	\$ 577	2013				CONSTRUCTION ENGINEERING	\$ 269	\$ 303	2013				ANTICIPATED ITEMS	\$ -	\$ -	2013				<b>TOTAL CE AND CONSTRUCTION</b>	<b>\$ 2,063</b>	<b>\$ 2,320</b>	<b>STATUS</b>		<b>TOTAL ESTIMATE CHECK</b>		<b>TOTAL ESTIMATE</b>	<b>\$ 4,171</b>	<b>\$ 4,514</b>	<b>OK</b>		<b>\$4,171</b>																																																																																																																																																																																							
BID ITEM NUMBER	ITEM	UNIT	QUANTITY	UNIT COST	ITEM COST	COMMENT																																																																																																																																																																																																																																																																																																																						
<b>PROSPECTUS COST ESTIMATE SUMMARY</b>																																																																																																																																																																																																																																																																																																																												
		Est. Cost x \$1,000	Inf. Cost x \$1,000	Inflation Year		Annual Factor Year & Rate																																																																																																																																																																																																																																																																																																																						
	PLANNING	\$ 200	\$ 208	2011		2010 to 2011 = 4.3%																																																																																																																																																																																																																																																																																																																						
	PRELIMINARY ENGINEERING	\$ 359	\$ 373	2011		2012 to 2013 = 4.0%																																																																																																																																																																																																																																																																																																																						
	RIGHT OF WAY	\$ 856	\$ 884	2011																																																																																																																																																																																																																																																																																																																								
	UTILITY REIMBURSEMENT	\$ 700	\$ 728	2011																																																																																																																																																																																																																																																																																																																								
<b>INFLATION FACTOR</b>																																																																																																																																																																																																																																																																																																																												
	MOBILIZATION	\$ 128	\$ 144	2013		2010 = 1.000																																																																																																																																																																																																																																																																																																																						
	ROADWAY	\$ 1,051	\$ 1,182	2013		2011 = 1.040																																																																																																																																																																																																																																																																																																																						
	STRUCTURES	\$ -	\$ -	2013		2012 = 1.082																																																																																																																																																																																																																																																																																																																						
	SIGNALS	\$ -	\$ -	2013		2013 = 1.125																																																																																																																																																																																																																																																																																																																						
	ILLUMINATION	\$ -	\$ -	2013																																																																																																																																																																																																																																																																																																																								
	TEMPORARY PROTECTION	\$ 102	\$ 115	2013																																																																																																																																																																																																																																																																																																																								
	CONSTRUCTION CONTINGENCIES	\$ 512	\$ 577	2013																																																																																																																																																																																																																																																																																																																								
	CONSTRUCTION ENGINEERING	\$ 269	\$ 303	2013																																																																																																																																																																																																																																																																																																																								
	ANTICIPATED ITEMS	\$ -	\$ -	2013																																																																																																																																																																																																																																																																																																																								
	<b>TOTAL CE AND CONSTRUCTION</b>	<b>\$ 2,063</b>	<b>\$ 2,320</b>	<b>STATUS</b>		<b>TOTAL ESTIMATE CHECK</b>																																																																																																																																																																																																																																																																																																																						
	<b>TOTAL ESTIMATE</b>	<b>\$ 4,171</b>	<b>\$ 4,514</b>	<b>OK</b>		<b>\$4,171</b>																																																																																																																																																																																																																																																																																																																						
<table border="1"> <tbody> <tr> <td>0200</td> <td>MOBILIZATION AND TRAFFIC CONTROL</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0210-010000A</td> <td>MOBILIZATION</td> <td>LS</td> <td>ALL</td> <td>10%</td> <td>\$128,115.38</td> <td>12th</td> </tr> <tr> <td>0225-010000A</td> <td>TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC</td> <td>LS</td> <td></td> <td>8%</td> <td>\$102,492.31</td> <td>for DAP/PP only, 100%</td> </tr> <tr> <td>0230</td> <td>EROSION CONTROL</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0280-010000A</td> <td>EROSION CONTROL</td> <td>LS</td> <td></td> <td>1%</td> <td>\$12,811.34</td> <td>for DAP/PP only</td> </tr> <tr> <td>0300</td> <td>ROADWORK</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0305-010000A</td> <td>CONSTRUCTION SURVEY WORK</td> <td>LS</td> <td></td> <td>3%</td> <td>\$38,434.82</td> <td>for DAP/PP only - Stand Alone</td> </tr> <tr> <td>0320-010000R</td> <td>CLEARING AND GRUBBING</td> <td>ACRE</td> <td>1</td> <td>\$8,000.00</td> <td>\$8,000</td> <td>large amount of tree removal</td> </tr> <tr> <td>0330-010000K</td> <td>GENERAL EXCAVATION</td> <td>CUYD</td> <td>1150</td> <td>\$15.00</td> <td>\$17,250</td> <td></td> </tr> <tr> <td>0400</td> <td>DRAINAGE AND SEWERS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0445-035015A</td> <td>15 INCH STORM SEWER PIPE, 5 FT DEPTH</td> <td>FOOT</td> <td>1250</td> <td>\$70.00</td> <td>\$88,000</td> <td></td> </tr> <tr> <td>0470-030706G</td> <td>CONCRETE INLETS, TYPE CG-2</td> <td>EACH</td> <td>8</td> <td>\$1,100.00</td> <td>\$8,800</td> <td></td> </tr> <tr> <td>0480-012000E</td> <td>MINOR ADJUSTMENT OF MANHOLES</td> <td>FACH</td> <td>2</td> <td>\$1,000.00</td> <td>\$2,000</td> <td></td> </tr> <tr> <td>0500</td> <td>BRIDGES</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0600</td> <td>BASES</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0625-012000J</td> <td>COLD PLANE PAVEMENT REMOVAL, 2 INCHES</td> <td>SQYD</td> <td>2000</td> <td>\$2.00</td> <td>\$4,000</td> <td></td> </tr> <tr> <td>0640-010000M</td> <td>AGGREGATE BASE</td> <td>TON</td> <td>1400</td> <td>\$25.00</td> <td>\$35,000</td> <td></td> </tr> <tr> <td>0700</td> <td>WEARING SURFACES</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0730-010000M</td> <td>EMULSIFIED ASPHALT FOR TACK COAT</td> <td>TON</td> <td>3</td> <td>\$500.00</td> <td>\$1,500</td> <td></td> </tr> <tr> <td>0744-030200M</td> <td>LEVEL 3, 1/2 INCH DENSE MMAC MIXTURE</td> <td>TON</td> <td>1400</td> <td>\$35.00</td> <td>\$49,000</td> <td></td> </tr> <tr> <td>0745-064000M</td> <td>PG 70-22 ASPHALT IN HMA</td> <td>TON</td> <td>74</td> <td>\$650.00</td> <td>\$48,100</td> <td></td> </tr> <tr> <td>0749-010000E</td> <td>EXTRA FOR ASPHALT APPROACHES</td> <td>EACH</td> <td>4</td> <td>\$800.00</td> <td>\$3,200</td> <td></td> </tr> <tr> <td>0750-010000F</td> <td>CONCRETE CURBS</td> <td>FOOT</td> <td>1200</td> <td>\$15.00</td> <td>\$18,000</td> <td></td> </tr> <tr> <td>0759-012200J</td> <td>CONCRETE ISLANDS</td> <td>SQFT</td> <td>200</td> <td>\$7.00</td> <td>\$1,400</td> <td></td> </tr> <tr> <td>0759-012600J</td> <td>CONCRETE DRIVEWAYS</td> <td>SQFT</td> <td>500</td> <td>\$7.00</td> <td>\$3,500</td> <td></td> </tr> <tr> <td>0759-012800J</td> <td>CONCRETE WALKS</td> <td>SQFT</td> <td>8000</td> <td>\$5.00</td> <td>\$40,000</td> <td></td> </tr> <tr> <td>0800</td> <td>PERMANENT TRAFFIC SAFETY AND GUIDANCE DEVICES</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0855-010100E</td> <td>MONO-DIRECTIONAL WHITE TYPE 1AR MARKER</td> <td>EACH</td> <td>400</td> <td>\$10.00</td> <td>\$4,000</td> <td></td> </tr> <tr> <td>0855-010300E</td> <td>BI-DIRECTIONAL YELLOW TYPE 1AR MARKERS</td> <td>EACH</td> <td>400</td> <td>\$10</td> <td>\$4,000</td> <td></td> </tr> <tr> <td>0865-010300F</td> <td>THERMOPLASTIC, PROFILE, 120 MILS, EXTRUDED</td> <td>FOOT</td> <td>2500</td> <td>\$1</td> <td>\$2,500</td> <td></td> </tr> <tr> <td>0865-012300F</td> <td>PAVEMENT MARKING TAPE, WET WEATHER PA</td> <td>FOOT</td> <td>30000</td> <td>\$2.00</td> <td>\$60,000</td> <td></td> </tr> <tr> <td>0867-010310E</td> <td>PAVEMENT LEGEND, TYPE B/HIS, ARROWS</td> <td>EACH</td> <td>16</td> <td>\$300</td> <td>\$4,800</td> <td>Special Provision Boiler Plate</td> </tr> <tr> <td>0867-014800J</td> <td>PAVEMENT BAR, TYPE B</td> <td>SQFT</td> <td>600</td> <td>\$10</td> <td>\$6,000</td> <td>Special Provision Boiler Plate</td> </tr> <tr> <td>0867-016900E</td> <td>PAVEMENT LEGEND, TYPE B, YIELD LINE TRIAN</td> <td>EACH</td> <td>15</td> <td>\$250.00</td> <td>\$3,750</td> <td>Special Provision Boiler Plate</td> </tr> <tr> <td>0900</td> <td>PERMANENT TRAFFIC CONTROL AND ILLUMINATION SYSTEMS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0905-010100A</td> <td>REMOVE AND REINSTALL EXISTING SIGNS</td> <td>LS</td> <td>1</td> <td>\$10,000.00</td> <td>\$10,000</td> <td></td> </tr> <tr> <td>1000</td> <td>RIGHT OF WAY DEVELOPMENT AND CONTROL</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1092-010000A</td> <td>WATER QUALITY SWALE</td> <td>LS</td> <td>1</td> <td>\$250,000.00</td> <td>\$250,000</td> <td>Stand Alone Special Provision</td> </tr> <tr> <td>8000</td> <td>OTHER</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8000-8290001</td> <td>Landscaping</td> <td>LS</td> <td>1</td> <td>\$50,000.00</td> <td>\$50,000</td> <td></td> </tr> <tr> <td>8000-8290002</td> <td>OTHER?</td> <td>UNIT</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Traffic Signals</td> <td>LS</td> <td>1</td> <td>\$176,000.00</td> <td>\$176,000</td> <td></td> </tr> <tr> <td></td> <td><b>BID ITEMS SUBTOTAL</b></td> <td></td> <td></td> <td></td> <td><b>\$1,281,154</b></td> <td></td> </tr> <tr> <td></td> <td>CONTINGENCIES (3.5% min. at Final Plans)</td> <td></td> <td></td> <td>40%</td> <td>\$512,462</td> <td></td> </tr> <tr> <td></td> <td>CONSTRUCTION ENGINEERING</td> <td></td> <td></td> <td>15%</td> <td>\$269,042</td> <td></td> </tr> </tbody> </table>	0200	MOBILIZATION AND TRAFFIC CONTROL						0210-010000A	MOBILIZATION	LS	ALL	10%	\$128,115.38	12th	0225-010000A	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	LS		8%	\$102,492.31	for DAP/PP only, 100%	0230	EROSION CONTROL						0280-010000A	EROSION CONTROL	LS		1%	\$12,811.34	for DAP/PP only	0300	ROADWORK						0305-010000A	CONSTRUCTION SURVEY WORK	LS		3%	\$38,434.82	for DAP/PP only - Stand Alone	0320-010000R	CLEARING AND GRUBBING	ACRE	1	\$8,000.00	\$8,000	large amount of tree removal	0330-010000K	GENERAL EXCAVATION	CUYD	1150	\$15.00	\$17,250		0400	DRAINAGE AND SEWERS						0445-035015A	15 INCH STORM SEWER PIPE, 5 FT DEPTH	FOOT	1250	\$70.00	\$88,000		0470-030706G	CONCRETE INLETS, TYPE CG-2	EACH	8	\$1,100.00	\$8,800		0480-012000E	MINOR ADJUSTMENT OF MANHOLES	FACH	2	\$1,000.00	\$2,000		0500	BRIDGES						0600	BASES						0625-012000J	COLD PLANE PAVEMENT REMOVAL, 2 INCHES	SQYD	2000	\$2.00	\$4,000		0640-010000M	AGGREGATE BASE	TON	1400	\$25.00	\$35,000		0700	WEARING SURFACES						0730-010000M	EMULSIFIED ASPHALT FOR TACK COAT	TON	3	\$500.00	\$1,500		0744-030200M	LEVEL 3, 1/2 INCH DENSE MMAC MIXTURE	TON	1400	\$35.00	\$49,000		0745-064000M	PG 70-22 ASPHALT IN HMA	TON	74	\$650.00	\$48,100		0749-010000E	EXTRA FOR ASPHALT APPROACHES	EACH	4	\$800.00	\$3,200		0750-010000F	CONCRETE CURBS	FOOT	1200	\$15.00	\$18,000		0759-012200J	CONCRETE ISLANDS	SQFT	200	\$7.00	\$1,400		0759-012600J	CONCRETE DRIVEWAYS	SQFT	500	\$7.00	\$3,500		0759-012800J	CONCRETE WALKS	SQFT	8000	\$5.00	\$40,000		0800	PERMANENT TRAFFIC SAFETY AND GUIDANCE DEVICES						0855-010100E	MONO-DIRECTIONAL WHITE TYPE 1AR MARKER	EACH	400	\$10.00	\$4,000		0855-010300E	BI-DIRECTIONAL YELLOW TYPE 1AR MARKERS	EACH	400	\$10	\$4,000		0865-010300F	THERMOPLASTIC, PROFILE, 120 MILS, EXTRUDED	FOOT	2500	\$1	\$2,500		0865-012300F	PAVEMENT MARKING TAPE, WET WEATHER PA	FOOT	30000	\$2.00	\$60,000		0867-010310E	PAVEMENT LEGEND, TYPE B/HIS, ARROWS	EACH	16	\$300	\$4,800	Special Provision Boiler Plate	0867-014800J	PAVEMENT BAR, TYPE B	SQFT	600	\$10	\$6,000	Special Provision Boiler Plate	0867-016900E	PAVEMENT LEGEND, TYPE B, YIELD LINE TRIAN	EACH	15	\$250.00	\$3,750	Special Provision Boiler Plate	0900	PERMANENT TRAFFIC CONTROL AND ILLUMINATION SYSTEMS						0905-010100A	REMOVE AND REINSTALL EXISTING SIGNS	LS	1	\$10,000.00	\$10,000		1000	RIGHT OF WAY DEVELOPMENT AND CONTROL						1092-010000A	WATER QUALITY SWALE	LS	1	\$250,000.00	\$250,000	Stand Alone Special Provision	8000	OTHER						8000-8290001	Landscaping	LS	1	\$50,000.00	\$50,000		8000-8290002	OTHER?	UNIT						Traffic Signals	LS	1	\$176,000.00	\$176,000			<b>BID ITEMS SUBTOTAL</b>				<b>\$1,281,154</b>			CONTINGENCIES (3.5% min. at Final Plans)			40%	\$512,462			CONSTRUCTION ENGINEERING			15%	\$269,042		
0200	MOBILIZATION AND TRAFFIC CONTROL																																																																																																																																																																																																																																																																																																																											
0210-010000A	MOBILIZATION	LS	ALL	10%	\$128,115.38	12th																																																																																																																																																																																																																																																																																																																						
0225-010000A	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	LS		8%	\$102,492.31	for DAP/PP only, 100%																																																																																																																																																																																																																																																																																																																						
0230	EROSION CONTROL																																																																																																																																																																																																																																																																																																																											
0280-010000A	EROSION CONTROL	LS		1%	\$12,811.34	for DAP/PP only																																																																																																																																																																																																																																																																																																																						
0300	ROADWORK																																																																																																																																																																																																																																																																																																																											
0305-010000A	CONSTRUCTION SURVEY WORK	LS		3%	\$38,434.82	for DAP/PP only - Stand Alone																																																																																																																																																																																																																																																																																																																						
0320-010000R	CLEARING AND GRUBBING	ACRE	1	\$8,000.00	\$8,000	large amount of tree removal																																																																																																																																																																																																																																																																																																																						
0330-010000K	GENERAL EXCAVATION	CUYD	1150	\$15.00	\$17,250																																																																																																																																																																																																																																																																																																																							
0400	DRAINAGE AND SEWERS																																																																																																																																																																																																																																																																																																																											
0445-035015A	15 INCH STORM SEWER PIPE, 5 FT DEPTH	FOOT	1250	\$70.00	\$88,000																																																																																																																																																																																																																																																																																																																							
0470-030706G	CONCRETE INLETS, TYPE CG-2	EACH	8	\$1,100.00	\$8,800																																																																																																																																																																																																																																																																																																																							
0480-012000E	MINOR ADJUSTMENT OF MANHOLES	FACH	2	\$1,000.00	\$2,000																																																																																																																																																																																																																																																																																																																							
0500	BRIDGES																																																																																																																																																																																																																																																																																																																											
0600	BASES																																																																																																																																																																																																																																																																																																																											
0625-012000J	COLD PLANE PAVEMENT REMOVAL, 2 INCHES	SQYD	2000	\$2.00	\$4,000																																																																																																																																																																																																																																																																																																																							
0640-010000M	AGGREGATE BASE	TON	1400	\$25.00	\$35,000																																																																																																																																																																																																																																																																																																																							
0700	WEARING SURFACES																																																																																																																																																																																																																																																																																																																											
0730-010000M	EMULSIFIED ASPHALT FOR TACK COAT	TON	3	\$500.00	\$1,500																																																																																																																																																																																																																																																																																																																							
0744-030200M	LEVEL 3, 1/2 INCH DENSE MMAC MIXTURE	TON	1400	\$35.00	\$49,000																																																																																																																																																																																																																																																																																																																							
0745-064000M	PG 70-22 ASPHALT IN HMA	TON	74	\$650.00	\$48,100																																																																																																																																																																																																																																																																																																																							
0749-010000E	EXTRA FOR ASPHALT APPROACHES	EACH	4	\$800.00	\$3,200																																																																																																																																																																																																																																																																																																																							
0750-010000F	CONCRETE CURBS	FOOT	1200	\$15.00	\$18,000																																																																																																																																																																																																																																																																																																																							
0759-012200J	CONCRETE ISLANDS	SQFT	200	\$7.00	\$1,400																																																																																																																																																																																																																																																																																																																							
0759-012600J	CONCRETE DRIVEWAYS	SQFT	500	\$7.00	\$3,500																																																																																																																																																																																																																																																																																																																							
0759-012800J	CONCRETE WALKS	SQFT	8000	\$5.00	\$40,000																																																																																																																																																																																																																																																																																																																							
0800	PERMANENT TRAFFIC SAFETY AND GUIDANCE DEVICES																																																																																																																																																																																																																																																																																																																											
0855-010100E	MONO-DIRECTIONAL WHITE TYPE 1AR MARKER	EACH	400	\$10.00	\$4,000																																																																																																																																																																																																																																																																																																																							
0855-010300E	BI-DIRECTIONAL YELLOW TYPE 1AR MARKERS	EACH	400	\$10	\$4,000																																																																																																																																																																																																																																																																																																																							
0865-010300F	THERMOPLASTIC, PROFILE, 120 MILS, EXTRUDED	FOOT	2500	\$1	\$2,500																																																																																																																																																																																																																																																																																																																							
0865-012300F	PAVEMENT MARKING TAPE, WET WEATHER PA	FOOT	30000	\$2.00	\$60,000																																																																																																																																																																																																																																																																																																																							
0867-010310E	PAVEMENT LEGEND, TYPE B/HIS, ARROWS	EACH	16	\$300	\$4,800	Special Provision Boiler Plate																																																																																																																																																																																																																																																																																																																						
0867-014800J	PAVEMENT BAR, TYPE B	SQFT	600	\$10	\$6,000	Special Provision Boiler Plate																																																																																																																																																																																																																																																																																																																						
0867-016900E	PAVEMENT LEGEND, TYPE B, YIELD LINE TRIAN	EACH	15	\$250.00	\$3,750	Special Provision Boiler Plate																																																																																																																																																																																																																																																																																																																						
0900	PERMANENT TRAFFIC CONTROL AND ILLUMINATION SYSTEMS																																																																																																																																																																																																																																																																																																																											
0905-010100A	REMOVE AND REINSTALL EXISTING SIGNS	LS	1	\$10,000.00	\$10,000																																																																																																																																																																																																																																																																																																																							
1000	RIGHT OF WAY DEVELOPMENT AND CONTROL																																																																																																																																																																																																																																																																																																																											
1092-010000A	WATER QUALITY SWALE	LS	1	\$250,000.00	\$250,000	Stand Alone Special Provision																																																																																																																																																																																																																																																																																																																						
8000	OTHER																																																																																																																																																																																																																																																																																																																											
8000-8290001	Landscaping	LS	1	\$50,000.00	\$50,000																																																																																																																																																																																																																																																																																																																							
8000-8290002	OTHER?	UNIT																																																																																																																																																																																																																																																																																																																										
	Traffic Signals	LS	1	\$176,000.00	\$176,000																																																																																																																																																																																																																																																																																																																							
	<b>BID ITEMS SUBTOTAL</b>				<b>\$1,281,154</b>																																																																																																																																																																																																																																																																																																																							
	CONTINGENCIES (3.5% min. at Final Plans)			40%	\$512,462																																																																																																																																																																																																																																																																																																																							
	CONSTRUCTION ENGINEERING			15%	\$269,042																																																																																																																																																																																																																																																																																																																							

COST ESTIMATE REGION 1 OREGON STATE HIGHWAY DIVISION						
<b>PROJECT NAME:</b> OR4 @ OR47 (Quince St) <b>KEY NUMBER:</b> xxx <b>HWY. NAME &amp; NUMBER:</b> <b>MILEPOINT LIMITS:</b> M <b>COUNTY:</b> Washington	<b>DESCRIPTION:</b> Assumes widening for SB and WB left turn lanes. Assumes full take of property in NE corner, enclosing existing TVID 48' line (may require relocation which could increase cost), assumes replacing signal, water quality needed for new impervious. OR47 may be rebuilt with PCC which will increase cost. Risk: OR47 may need to be rebuilt (make/quote existing section?). Impact to historic property may require alternatives analysis which may result in increased cost. TVID costs may increase if relocation (Total UR could be about \$1.2M) or additional ROW is required. PE and Project Admin may need to be increased due to alternative analysis (for historic impacts) and other work due to the complexity of the project area. Project Admin cost was taken from the Enhance Application <b>PROJECT TEAM:</b> Jesse Threlkeld, John Wolf, Mark Johnson, Jerry Swan, Simon Eng, Daniel Orin, Christina Hopes, Bruce Council					
<b>WORK TYPE:</b> Grading, paving, signal	<b>PREPARED BY:</b> John Wolf <b>DATE PREPARED:</b> revised on 3/26/13 by JW to include SB right turn lane, revised by BN & CTL 07/10/13 <b>ANTICIPATED ESTIMATE UPDATE:</b>					
<b>QUANTITY SUMMARY &amp; COST ESTIMATE</b>						
BID ITEM NUMBER	ITEM	UNIT	QUANTITY	UNIT COST	ITEM COST	COMMENT
	ANTICIPATED ITEMS (Confirm Anticipated items with Area Manager)	LS	1			(see notes)
	ANTICIPATED ITEM - PUBLIC OUTREACH	LS	1			(see notes)
	ANTICIPATED ITEM - ESCALATION	LS	1			(see notes)
	ANTICIPATED ITEM - SMOOTHNESS BONUS OR STATISTICAL BONUS	LS	1			(see notes)
	<b>TOTAL CONSTRUCTION COST</b>				<b>\$2,062,658</b>	
	PRELIMINARY ENGINEERING	LS	1	20%	\$358,723.06	(see notes)
	UTILITY REIMBURSEMENTS	LS	1	\$700,000.00	\$700,000	(see notes)
	PROJECT ADMINISTRATION	LS	1	\$200,000.00	\$200,000	(see notes)
	RIGHT OF WAY ESTIMATE (Request Est. Right of Way)	LS	1	\$850,000.00	\$850,000	(see notes)
	<b>TOTAL ESTIMATE</b>				<b>\$4,171,381</b>	
	2008 BID ITEM LIST (Updated 2011 May 26)	C:\PELCS\docs\bid_items\bid_2008_bid_items_list.xls				
0000-0290000	ADDITIONAL ITEM	UNIT				
0000-0290001	ADDITIONAL ITEM	UNIT				
0000-0290002	ADDITIONAL ITEM	UNIT				
0000-0290003	ADDITIONAL ITEM	UNIT				
0000-0290004	ADDITIONAL ITEM	UNIT				
0000-0290005	ADDITIONAL ITEM	UNIT				
0000-0290006	ADDITIONAL ITEM	UNIT				
0000-0290007	ADDITIONAL ITEM	UNIT				
0000-0290008	ADDITIONAL ITEM	UNIT				
0000-0290009	ADDITIONAL ITEM	UNIT				
0100-0100000	ON-THE-JOB TRAINING	HOURL				
0100-0101000	TRAINING	HOURL				
0205-0100000	FURNISHING FIELD LABORATORY	EACH				
0205-0100000	AGENCY-FURNISHED FIELD LABORATORY	EACH				
0225-0100000	TEMPORARY PROTECTION AND DIRECTION OF	LS				don't use with % LS
0225-0101000	TEMPORARY WORK ZONE TRAFFIC CONTROL, I	LS				
0225-0102000	TEMPORARY SIGNS	SQFT				
0225-0103000	AMBER FLASHERS	EACH				
0225-0104000	TEMPORARY BARRICADES, TYPE II	EACH				
0225-0105000	TEMPORARY BARRICADES, TYPE III	EACH				
0225-0106000	TEMPORARY GUARDRAIL, TYPE 2A REFLECTOR	FOOT				
0225-0110000	TEMPORARY GUARDRAIL, TYPE 3 REFLECTOR	FOOT				
0225-0112000	TEMPORARY GUARDRAIL, TYPE 4 REFLECTOR	FOOT				
0225-0114000	TEMPORARY GUARDRAIL, TERMINALS FLARED	EACH				

K18003: OR8 @ Quince St (Forest Grove)

PE Estimates

Unit		Received from	
Survey	\$ 80,000.00	Steve Muma	
Roadway	\$ 170,000.00	Larry Krettler	
Bridge	\$ 6,000.00	Frederick Mangubat	
Traffic			
Signals	\$ 28,500.00	Thanh Tran	
Striping	\$ 12,000.00		
Signing	\$ 21,000.00		
Traffic Control	\$ 21,000.00		
TIS/WZ/Access Mngmt	\$ 27,000.00		
Environmental	\$ 60,000.00	Melissa Hogan	
Construction	\$ 5,000.00	Ron Larson	
Bike/Ped	\$ 2,500.00	Basil Christopher	
Community Affairs	\$ 18,000.00	Lili Boicourt	
Planning	\$ 2,000.00	Seth Brumley	
Hazmat		Tom Braibish	
Pavements	\$ 5,000.00		
R/W	\$ 5,000.00	Kat Halpenny	
Maintenance	\$ 2,000.00	Bob Ebeling	
Project Leader	\$ 20,000.00	Lindsay Higa	
Geo		Tom Braibish	
Mobility	\$ 1,000.00	Tony Coleman	
Hydro		Tom Braibish	
Utilities	\$ 20,000.00	Jesse Threlkel	
Agreements	\$ 1,000.00	Lindsay	Estimate
<b>Total PE Estimate</b>	<b>\$ 507,000.00</b>		

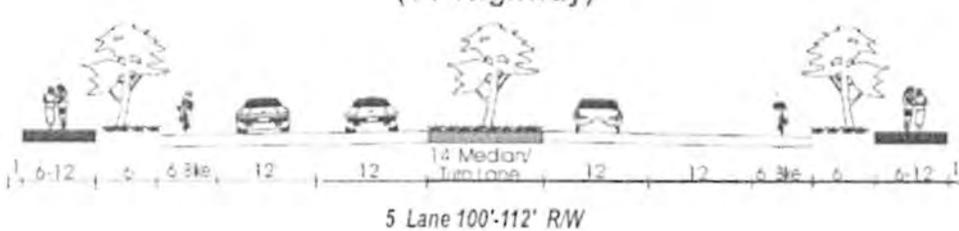
# Transportation Planning Summary Report

## Planning and Major Projects

*Revised 2/28/14*

The purpose of the Transportation Planning Summary Report is to provide a summary of relevant information and risks based on planning knowledge for a specific STIP project. This report will be filled out for each STIP project by the assigned planner during the Scoping phase of Project Delivery and stored on the Region 1 Project Delivery Sharepoint site for use by the assigned Project Leader.

Today's Date:	<i>2/26/14</i>
STIP Project Name:	<i>OR8 @ Quince St (Forest Grove)</i>
Project Key Number:	<i>18003</i>
Project Work Type:	<i>Enhance-It</i>
STIP Project Leader:	<i>Lindsay Higa</i>
STIP Project County:	<i>Washington</i>
Relevant Plan(s):	<i>Forest Grove TSP(2014); Council Creek -- Quince (Highway 47 Bypass) Project: Draft EA and 4(f) Evaluation</i>
Plan Jurisdiction(s):	<i>City of Forest Grove, ODOT</i>
ODOT Facility & Functional Classification:	<i>Trilatin Valley Highway (Arterial) , Highway 47 (Principal Arterial)</i>
Plan(s) Horizon Year:	<i>2035</i>
Plan(s) Adoption Date/Status:	<i>TSP currently going through adoption process as part of Periodic Review</i>
Web link to plan:	<i><a href="http://www.forestgrove-or.gov/images/stories/Adoption_Draft_FG_TSP_With_Figures_102113.pdf">http://www.forestgrove-or.gov/images/stories/Adoption_Draft_FG_TSP_With_Figures_102113.pdf</a></i>
Planning Contact:	<i>Seth Brumley</i>
Overall Risk Assessment:	<i>3</i>
<b>Key Plan Objectives</b>	
<i>The Transportation System Plan identified a capacity improvement at this intersection. The EA identified a preferred alternative for the bypass (Quince north of OR8) that was not completely implemented.</i>	

Major Design Elements in Plan
<p><i>Cross section page 97.</i></p> <p style="text-align: center;"><b>Five-Lane Arterial (TV Highway)</b></p>  <p style="text-align: center;">5 Lane 100'-112' R/W</p>
Alternatives Considered
<p><i>N/A</i></p>
Design Exceptions
<p>None identified that I am aware of.</p>
Public Involvement
<p><i>Over the past 6 years there have been multiple public outreach efforts for plans that include this intersection. This improvement has not been controversial.</i></p>
Risks and Other Information
<p><i>There have been multiple developments proposed in the NE quadrant of the intersection, most of which have not come to fruition. Access has always been a concern. There is an easement that runs along the northern boundary of the corner property; however, retaining the Quince approach may be difficult due to the proposed increased radius on the right turn lane.</i></p> <p><i>The TSP calls for a landscape strip and a sidewalk and there is a project to retrofit this segment of TV Highway with a "boulevard" design. This may be difficult to implement because of a right turn lane.</i></p> <p><i>The Environmental Assessment identified historic trees along the western Quince frontage.</i></p> <p><i>We had discussed constructing the crosswalk on the eastern leg as part of the paving project. Was that completed?</i></p> <p><i>The TVHD irrigation line is identified in the Charter.</i></p> <p><i>Fyi: There is a westbound bus pullout just west of the intersection.</i></p> <p><i>While the southbound right turn lane improves the w/c ratio, it isn't a very heavy movement relative to other movements at this intersection.</i></p>



# DRAFT PROJECT PROSPECTUS

Part 1 Project Request (Page 1 of 3)

Section: OR8 @ Quince St (Forest Grove)		Region: 1	Area:	Key Number: 18003	Jurisdiction: Local
State Highway No.: 0029	Highway Name: TUALATIN VALLEY	Mile Point From: 17.88	To: 17.88	District: 02B Length (mi): 0.00	
<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural	City: Forest Grove	MPO: P	Within UGB: <input type="checkbox"/> Yes <input type="checkbox"/> No	County: Washington	Road/Street Name: Quince Street
Route No.: OR-8	NHS: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HPMS: 2	FC: 14	Applicant (if Other Than State): City of Forest Grove	
US Congressional District: 1	State Senate District: 15	State Rep. District: 29			
<b>Cost Estimates (x \$1,000)</b>		<b>Project Components</b>		<b>Right Of Way</b>	
Preliminary Engineering	\$358	Grading	X	Files (#)	3
Right of Way	\$850	Paving	X	Miles	0.00
Utility Reimbursement	\$700	Structures		Relocations (#)	0
Project Administration	\$200	Signing	X	Acquisitions (#)	0
Roadway	\$903	Signals	X	Easements (#)	1
Structures		Illumination		Work By: State / Consultant / Applicant	
Signals	\$275	ADA Ramps	X	Preliminary Engineering (S.C.A)	S
Illumination		Access Mngmt	X	Construction Engineering (S.C.A)	S
Temporary Protection	\$103	curb/Sidewalks	X	Right Of Way Descriptions (S.C.A)	S
Constr. Contingencies	\$512	Drainage	X	Right Of Way Acquisitions (S.C.A)	S
Constr. Engineering	\$270	<b>Project Categories</b>		<b>Constructed By</b>	
		Environmental Class (1,2,3,PCE)	2	<input checked="" type="checkbox"/> Contract	<input type="checkbox"/> County Force
		Design Category (1-7)	05	<input type="checkbox"/> State Force	<input type="checkbox"/> Other
<b>Total CE and Construction:</b>	\$2,263	Work Category (1-13)	03	<input type="checkbox"/> City Force	
<b>Total Estimate:</b>	\$4,171	Primary STIP Work Type:	ENHANC		
Recommended Let Date By Federal Fiscal Year (Quarter-Year):			2nd Qtr 2017		
PE Fund: UNKNOWN	R/W Fund: UNKNOWN	UR Fund: UNKNOWN	CE-CN Fund: UNKNOWN		
PE EA: C3345202	R/W EA: C3345202	UR EA: C3345202	CE-CN EA: C3345202		
<b>Item</b>	<b>Existing</b>	<b>Proposed</b>	<b>Item</b>	<b>Existing</b>	<b>Proposed</b>
Travel Lanes #	2	3	Average Daily Traffic YR	2012	2037
Structures #	0	0	Throughway Y/N	Y	Y
Signals #	1	1			
Bike Way Y/N	N	Y			
Average Daily Traffic #	31300	38400			



# DRAFT PROJECT PROSPECTUS

Part 1 Project Request (Page 2 of 3)

Section: OR8 @ Quince St (Forest Grove)		Region: 1	Area:	Key Number 18003	Jurisdiction: Local
					District: 02B

### Define The Problem:

Traffic frequently backs up through at least two signal cycles at the intersection of OR-47 and OR-8 due to the lack of a dedicated rightturn lane on OR-47. In addition, large trucks experience difficulty negotiating a right-turn from OR-8 WB due to a substandard turning radius. Constructing the turn lanes will reduce congestion and allow freight truck to negotiate the corner safely.

The 2007 TSP Update Existing Conditions rated this intersection a Level of Service (LOS) of D. LOS for signalized intersections is defined in terms of delay a vehicle experiences in the intersection during a 15 minute period. LOS ratings range A through F. A LOS of D represents a delay between 35 and 55 seconds. Analysis shows by the year 2030 the PM peak hour intersection LOS is projected to deteriorate to LOS E, a delay between 55 and 80 seconds.

Analysis also returned a volume to capacity (V/C) ratio of 0.92 for the intersection. The v/c ratio represents the sufficiency of an intersection to accommodate the vehicular demand. As the v/c ratio approaches 1.0, traffic flow may become unstable, and delay and queuing conditions may occur. Once the demand exceeds the capacity (a v/c ratio greater than 1.0), traffic flow is unstable and excessive delay and queuing is expected. By 2030 the v/c ratio approaches 0.89.

### Describe Proposed Solution - Attach Sketch Map:

The project will construct a standard right-turn lane from westbound OR 8 (Pacific Avenue) to northbound OR 47 (Quince Street), including the closure of several existing driveways. The project will also construct a standard right-turn lane from southbound OR 47 (Quince Street) to westbound Pacific Avenue.

Prepared By: <b>X</b>	Date:	O.T.C. Approval Date:	Program Year:	Approved Funding Amount:
(07-2001)	Project Status:	STIP Approved		Monday, April 7, 2014



# DRAFT PROJECT PROSPECTUS

Part 1 Project Request (Page 3 of 3)

Key Number: 18003	Jurisdiction: Local
----------------------	------------------------

Section: ORS @ Quince St (Forest Grove)	Region: 1	Area:	District: 02B
--	--------------	-------	------------------

### Project Justification

- Improve the operational efficiency of OR47 and OR6
- Improve local connectivity by reducing congestion and delay
- Preserve the prior public investment in the corridor by maintaining existing transportation assets
- Improve local connectivity to nearby employment areas, recreation amenities and tourist facilities and a nearby neighborhood and shopping district
- Reduce travel times for users of the existing transit service on OR-8
- Improve access and mobility for freight movements by improving the existing substandard turn radii
- Extends the westbound bicycle lane through the intersection to separate bicycles from other vehicles

### Additional Information For Projects Requested By Local Jurisdictions

#### Responsible Local Office To Be Contacted For The Following Activities:

(Contact/Office)

(Phone)

- |   |       |       |
|---|-------|-------|
| 1. Public Hearing / Citizen Involvement | _____ | _____ |
| 2. Environmental / Planning             | _____ | _____ |
| 3. Pre-Engineering                      | _____ | _____ |

#### This Official Request is From:

Jurisdiction Name: _____	and/or _____
Represented By: _____	By: _____
Represented By: _____	By: _____
	By: _____

#### Applicable Intergovernmental Agreements:

IGA Number:	Jurisdiction Name:	Agreement Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Administrative Recommendation



# DRAFT PROJECT PROSPECTUS

Part 2 Project Details (Page 1 of 2)

Key Number: <b>18003</b>	Jurisdiction: <b>Local</b>
-----------------------------	-------------------------------

Section: <b>OR8 @ Quince St (Forest Grove)</b>	Region: <b>1</b>	Area:	District: <b>02B</b>
--	---------------------	-------	-------------------------

Enter: S - State C - Consultant A - Applicant E - Existing N - No

ACTIVITY RESPONSIBILITIES	PERMITS and CLEARANCES
---------------------------	------------------------

Surplus Property		Signs (Permanent)	S	Storm Sewer	E	Airport Clearance		Wetlands	
Citizen's Advisory		Striping (Permanent)	S	Landscaping	S	Land Use Actions/Permits		Endangered Species	
Photogrammetry	N	Project Signing	S	Irrigation	S	Flood Plain		Hazmat	
Reconnaissance Survey	N	Detour	N	Borrow Source	N	Building		Historic Resource	
Public Hearing	N	Illumination	S	Material Source	N	Corps Engrs/DSL Removal/Fill		DEQ Indirect Source Air	
Field Survey	S	RR Crossing	N	Disposal Source	N	Coast Guard		DEQ Non-Point Source Water	
Vicinity Map	N	RR Protection	N	Local Agreement	S	Geology and Minerals		Archaeology Survey	
Soils/Geotech Investigation	S	RR Separation	N	Sensitive Land	S	Signal Warrants		Noise Study	
Hydraulic Study	N	RR Encroachment	N	Value Engineering	N	Utilities (see below)		Section f(4)	
Utility Coordination	S	Utility Verif Vert Horiz							

<b>Right-Of-Way</b>					List of Utilities:		
Right-Of-Way Liaison	Y	Access Control (Y/N)	Curr Y	Prpsd Y			
<b>Acquisitions</b>		<b>Relocations</b>					
Simple No.	Complex No.	Business No.	Residential No.				
					Design Standards	Design Speeds	Exception (Y/N)

Suggested Base Design						
Item	New Work Surface (mm)	Over Existing Surface (mm)		Item	New Work Surface (mm)	Over Existing Surface (mm)

Structures										
Structure	Length	Width	Height	Cost		Structure	Length	Width	Height	Cost

Approved Area Manager	Date
-----------------------	------

X



# DRAFT PROJECT PROSPECTUS

Part 2 Project Details Page 2 of 3

Key Number:	Jurisdiction:
18003	Local

Section: OR8 @ Quince St (Forest Grove)

Region:  
1

Area:

District:  
02B

## Segment or Alternative 1:

Comment on Segment or Alternative:

### Existing (below)

Units in:

Comment on Existing:

Bike Path	Side-Walk	Curb Type	Parking	Shoulder/Bikelane	Lane 3	Lane 2	Lane 1	Median	Lane 1	Lane 2	Lane 3	Shoulder/Bikelane	Parking	Curb Type	Side-Walk	Bike Path

### Proposed (above)

Units in:

Comment on Proposed:

## Segment or Alternative 2:

Comment on Segment or Alternative:

### Existing (below)

Units in:

Comment on Existing:

Bike Path	Side-Walk	Curb Type	Parking	Shoulder/Bikelane	Lane 3	Lane 2	Lane 1	Median	Lane 1	Lane 2	Lane 3	Shoulder/Bikelane	Parking	Curb Type	Side-Walk	Bike Path

### Proposed (above)

Units in:

Comment on Proposed:

## Segment or Alternative 3:

Comment on Segment or Alternative:

### Existing (below)

Units in:

Comment on Existing:

Bike Path	Side-Walk	Curb Type	Parking	Shoulder/Bikelane	Lane 3	Lane 2	Lane 1	Median	Lane 1	Lane 2	Lane 3	Shoulder/Bikelane	Parking	Curb Type	Side-Walk	Bike Path

### Proposed (above)

Units in:

Comment on Proposed:

## Segment or Alternative 4:

Comment on Segment or Alternative:

### Existing (below)

Units in:

Comment on Existing:

Bike Path	Side-Walk	Curb Type	Parking	Shoulder/Bikelane	Lane 3	Lane 2	Lane 1	Median	Lane 1	Lane 2	Lane 3	Shoulder/Bikelane	Parking	Curb Type	Side-Walk	Bike Path

### Proposed (above)

Units in:

Comment on Proposed:



# DRAFT PROJECT PROSPECTUS

Part 2 Project Details Page 3 of 3

Key Number: 18003	Jurisdiction: Local
Region: 1	Area: 02B

Section: ORS @ Quince St (Forest Grove)

## Segment or Alternative 5:

Comment on Segment or Alternative:

### Existing (below)

Units in:

Comment on Existing:

Bike Path	Side-Walk	Curb Type	Parking	Shoulder/Bikelane	Lane 3	Lane 2	Lane 1	Median	Lane 1	Lane 2	Lane 3	Shoulder/Bikelane	Parking	Curb Type	Side-Walk	Bike Path

### Proposed (above)

Units in:

Comment on Proposed:

## Segment or Alternative 6:

Comment on Segment or Alternative:

### Existing (below)

Units in:

Comment on Existing:

Bike Path	Side-Walk	Curb Type	Parking	Shoulder/Bikelane	Lane 3	Lane 2	Lane 1	Median	Lane 1	Lane 2	Lane 3	Shoulder/Bikelane	Parking	Curb Type	Side-Walk	Bike Path

### Proposed (above)

Units in:

Comment on Proposed:

## Segment or Alternative 7:

Comment on Segment or Alternative:

### Existing (below)

Units in:

Comment on Existing:

Bike Path	Side-Walk	Curb Type	Parking	Shoulder/Bikelane	Lane 3	Lane 2	Lane 1	Median	Lane 1	Lane 2	Lane 3	Shoulder/Bikelane	Parking	Curb Type	Side-Walk	Bike Path

### Proposed (above)

Units in:

Comment on Proposed:

## Segment or Alternative 8:

Comment on Segment or Alternative:

### Existing (below)

Units in:

Comment on Existing:

Bike Path	Side-Walk	Curb Type	Parking	Shoulder/Bikelane	Lane 3	Lane 2	Lane 1	Median	Lane 1	Lane 2	Lane 3	Shoulder/Bikelane	Parking	Curb Type	Side-Walk	Bike Path

### Proposed (above)

Units in:

Comment on Proposed:

## Sign Guidelines - Metro MTIP

**Road-related** (Boulevard, Capacity, Green Street Demonstration, On-street Bicycle, Pedestrian, and Reconstruction projects) if construction signs utilized:

### *Construction Phase Only*

Sign Material: Plywood or sheet aluminum, high intensity sign sheeting

Sign Background: white, reflective sheeting

Sign Message and Border: blue, reflective sheeting

Standard Sign Size: Posted speeds equal or less than 25 MPH, 30 inches by 30 inches  
Posted speeds more than 25 MPH, 36 inches by 36 inches

Text Size: Posted speeds equal or less than 25 MPH, 4 inches or more  
Posted speeds more than 25 MPH, 5 inches or more

Content: Metro logo displayed with that of project sponsor. Include text:  
"This project funded as a partnership of <insert agencies> and Metro"

Sign Mounting: Ground mounted signs not protected by guardrails or barriers should be installed on breakaway posts. Any sign support that could be struck by a vehicle should be of breakaway type: 4" by 4" wood posts are considered to be breakaway.

### **Multi-Use Trail Projects: *Permanent Sign***

Sign Material: Any permanent material

Sign Size: 18 inches by 24 inches to 36 inches by 24 inches

Text Size: 1 inch or larger

Content: Metro logo displayed with that of project sponsor. Include text:  
"This project funded through a partnership of <insert agencies> and Metro"

Sign Location: Key trailhead access points

### **References and Support**

ODOT Sign Design Manual and Sign Policy Guidelines:

[www.odot.state.or.us/traffic](http://www.odot.state.or.us/traffic)

Julia Wellner; ODOT Sign Engineer 503-986-3610

ODOT Sign Shop, 503-986-2805

Public agencies may use the ODOT Sign Shop. List of private sector sign companies available from ODOT

This page is intentionally blank.

Date: May 11, 2015

**REPORT AND RESOLUTION AUTHORIZING THE CITY MANAGER PRO TEM  
TO EXECUTE A NEW NORTHWEST INTERGOVERNMENTAL ENERGY SUPPLY  
("NIES") RESOURCE AGREEMENT FOR A MARKET PURCHASE**

**PROJECT TEAM:** George Cress, Director Light & Power  
Paul Downey, Administrative Services Director  
Thomas E. Gamble, City Manager Pro-Tem

---

**ISSUE STATEMENT:** The City of Forest Grove has a need for 2 aMW of Tier Two power in both FY2018 and 2019 to fulfill its obligation under the BPA power purchase contract. Current electric power market prices are very low and actually below Tier 1 prices. The City has the opportunity to purchase non-federal power along with other NIES public utilities, at or below BPA FY 2018 projected Tier 1 rates.

**BACKGROUND:** The City is entitled to purchase wholesale power from BPA on a preferential basis pursuant to the Pacific Northwest Power Planning and Conservation Act. In addition, the City has a signed Contract High Water Mark Contract Load (CHWML) with BPA for the period commencing October 1, 2011 and ending September 30, 2028. This contract load amount is currently 26.279 average mW for FY 2016-FY2018. This power is referred to as Tier 1 under the contract with BPA. Contract BPA Tier 1 load amounts for 2013-2015 was 27.275 aMW.

The City may need to acquire wholesale power to serve its end-use customers in addition to the power purchased from BPA. With load growth from new housing and Chaucer Foods, the current BPA load forecasts show Forest Grove with 2.820 and 2.965 aMW of forecasted above Rate Period High Water Mark (RHWML) or above Tier 1.

During the 2015 through 2019 period, Forest Grove has committed to provide 1 aMW of non-Federal power (if needed) for purchases above the City's CHWML. On September 12, 2011 the City joined with other public power providers in the Northwest to secure long-term power resources for its members. This group is called Northwest Energy Management Services (NEMS). NEMS provides administrative and support services to NIES. In addition, NEMS negotiates and manages non-federal power supply. The City has committed to purchase 1 aMW from NEMS for the period of FY2015-FY2019.

Indicative pricing for the 2018-2019 rate period are priced at \$32.92 and \$34.73/MWh, respectively. This is near BPA's proposed BP-16 Tier One Rate of \$33.50/MWh, and if you assume a 5% rate increase from one rate period to the next, then that means the current indicative pricing will be below the BP-18 Tier One Rate at \$35.18/MWh. Given this situation there are several members of both NIES and Northwest Energy Supply Cooperative ("NESC") who are considering or have made a market purchase for the 2018-2019 timeframe.

Assuming the load forecast holds up, the first whole MW will be served by non-federal resources (current NIES contract for 1 MW). So this gives the City a 1 MW non-federal obligation in both 2018-2019.

**Issues to Consider:** There are potential benefits and risks of purchasing now or waiting until A-RHWMLs are fixed.

- When making a purchase before need is certain, there is a possibility the A-RHWML may not materialize. In this scenario, the City will have to remarket the purchase, which may result in additional costs if market prices have decreased after the purchase was made. If the City remarkets its purchase and market prices have increased after the purchase was made, then the City would realize net revenue from the remarketing.

**FISCAL IMPACT:** The Light and Power FY2016 Proposed Budget contains membership fees for NIES of \$10,878. An additional not-to-exceed administrative fee of \$500 from NIES would apply to this purchase. The fiscal impact of the power purchase will not be fully known until the power purchase transaction is completed as discussed in the Issues to Consider paragraph above.

**STAFF RECOMMENDATION:** Staff recommends the City Council authorize the City Manager Pro Tem to execute on behalf of the City a new NIES resource agreement for a market purchase.

## NORTHWEST INTERGOVERNMENTAL ENERGY SUPPLY

**To:** NIES Board of Directors  
**From:** Blake Weathers  
**Re:** Proposed NIES-Owned Resource Agreements  
**Date:** March 27, 2015

---

On April 1<sup>st</sup>, NEMS staff will present three Resource Agreements to the NIES Board of Directors to consider and potentially take action. The proposed Resource Agreements are with City of Cheney (Cheney), City of Forest Grove (Forest Grove), and Northern Wasco PUD (NWCPUD), who are all NIES members. Cheney has already received approval from its City Council to move forward with a purchase, and NWCPUD and Forest Grove have notified NEMS of their desire to enter into a market purchase during BPA FY2018-2019. The proposed purchase amounts are as follows:

NESC Member	BPA FY2018	BPA FY2019
Cheney	1 MW	1 MW
Forest Grove	1 MW	1 MW
NWCPUD	2 MW	2 MW

NEMS is proposing three separate Resource Agreements for these members (i.e., Resource Agreement #2015-01, #2015-02, and #2015-03). The reason for this is Cheney has already received approval to proceed with a market purchase while NWCPUD and Forest Grove have yet to gain approval from their respective Board and City Council. By using separate agreements, NIES will have the flexibility to enter into market purchase transactions for an individual member while the other participating members move towards gaining the necessary approvals. Furthermore, it is also worth noting that the Resource Agreements are identical to the NESC Resource Agreements that were approved by the NESC Board of Directors in December 2014 except for the participating utilities, MW amounts, and Percentage Cost Responsibilities.

If the Resource Agreements are approved and executed, here are some practical considerations for the NIES Board to consider:

- Per section 2.1 and 3 of the Agreement, a Resource Committee is established and is the decision making body to either approve or reject NIES' resource acquisition.
- The Voting Rights in the Resource Committee will be established based on the each participating member's Percentage Cost Responsibility (PCR) as stated in these agreements. Since each Resource Agreement will have only one Participating Member, then they will represent 100% of the PCR and Voting Rights on each respective Resource Committee.
- NEMS staff will work directly with Shell and the Resource Committee to determine when to purchase and at what price. The Resource Committee has a fairly short turnaround time of two days to approve a confirmation agreement from Shell.

- Each Resource Agreement contains provisions in section 2.3 to recover Specific Resource Investigation Costs. This means that the NEMS staff time spent acquiring a market purchase from Shell would be paid directly by Cheney, Forest Grove and NWCPUD and would be used as revenue to offset NEMS' A&G costs in 2016. All that said, the amount of staff time needed to acquire market purchases is small, and NEMS staff does not expect the investigation costs to exceed \$500 per agreement.

We look forward to discussing the Resource Agreements with the NIES Board of Directors. If approved, then NEMS staff will work directly with Cheney, NWCPUD, Forest Grove, and the President of the NIES Board to execute the agreement.

RESOLUTION NO. 2015-33



**RESOLUTION AUTHORIZING THE CITY MANAGER PRO TEM  
TO ENDORSE THE RESOURCE AGREEMENT BETWEEN THE CITY OF FOREST  
GROVE AND NORTHWEST INTERGOVERNMENTAL ENERGY SERVICES (NIES)  
FOR A MARKET PURCHASE FOR THE PERIOD 2018-2019**

**WHEREAS**, the City of Forest Grove (City) owns and operates an electric utility which must purchase wholesale power in order to provide service to customers within the City and some surrounding area; and

**WHEREAS**, the City of Forest Grove is a member of the Northwest Intergovernmental Energy Supply ("NIES"), an inter-governmental entity formed and existing pursuant to Oregon Revised Statutes, Chapter 190; and

**WHEREAS**, Northwest Energy Management Services ("NEMS"), is a Cooperative under Oregon Revised Statutes, Chapter 62; and

**WHEREAS**, the City and NIES are currently parties to a Joint Resources Planning and Acquisition Agreement ("JRPAA"), which provides the basis by which NIES and NEMS would help the City meet its wholesale power needs that are not being served by the Bonneville Power Administration ("BPA"); and

**WHEREAS**, the City has a projected need for 1 aMW of Tier Two power in both 2018 and 2019 to fulfill its obligation under the BPA contract; and

**WHEREAS**, current market prices are very low and actually below Tier One prices; and

**WHEREAS**, the City of Forest Grove City Council wishes to authorize its City Manager Pro Tem to complete and to execute a Resources Agreement for a market purchase for 2018 and 2019 near or below forecast Tier One prices.

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

**Section 1.** The City Council of the City of Forest Grove hereby approves the Resource Agreement between the City of Forest Grove and NIES for the purpose of purchasing Tier Two Power in 2018 and 2019 (attached as Exhibit A).

**Section 2.** The City Manager Pro Tem is hereby authorized to endorse the Resource Agreement (attached as Exhibit A) on behalf of the City of Forest Grove.

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

**PRESENTED AND PASSED** this 11<sup>th</sup> day of May, 2015.

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

**APPROVED** by the Council President this 11<sup>th</sup> day of May, 2015.

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

This page is intentionally blank.

**RESOURCE AGREEMENT**  
**FOR**  
**NORTHWEST INTERGOVERNMENTAL ENERGY SUPPLY**  
**RESOURCE #2015-02**

THIS RESOURCE AGREEMENT (“Agreement”), dated as of \_\_\_\_\_ is entered into by and between Northwest Intergovernmental Energy Supply (“NIES”), an Oregon intergovernmental entity and City of Forest Grove, an Oregon municipality (hereafter “Member”).

**RECITALS**

WHEREAS:

- A. NIES and Member are Parties to a Joint Resource Planning and Acquisition Agreement (“JRPAA”) dated \_\_\_\_\_, pursuant to which a Member may agree to participate in a NIES-Owned Resource pursuant to the terms and conditions of a Resource Agreement; and
- B. Member wishes to participate in a NIES-Owned Resource for BPA Fiscal Year 2018 and 2019 (October 1, 2017-September 30, 2019) in the amount of 1 MW per year (“Resource”); and
- C. NIES will exercise its best efforts to acquire a Resource meeting Member’s criteria; and
- D. If NIES can acquire a Resource that is acceptable to Member, then the Parties desire to establish a Fixed Purchase Amount and a Percentage Cost Responsibility for NIES-Owned Resource #2015-02 for purposes of the JRPAA.

NOW THEREFORE, NIES and Member agree as follows:

## AGREEMENT

1. **Definitions.** All capitalized terms used herein shall have the respective meanings set forth in the JRPAA, as applicable, unless the context in which such term is used clearly requires otherwise.

### 2. **Member Rights.**

2.1. Member's Purchase Obligation Contingent Upon Resource Price. NIES shall use its best efforts to locate and acquire a Resource to serve the Member's Fixed Purchase Amount in section 2.2 on terms and conditions that are acceptable to Member, in its sole discretion. If NIES cannot acquire a Resource that is acceptable to Member, then Member shall have no Fixed Purchase Amount obligation under this Agreement. If NIES locates a Resource that is acceptable to Member, then NIES shall provide written or electronic notice to Member's Representative and the Resource Committee established pursuant to Section 3 below. The Resource Committee shall vote to either approve or reject NIES' acquisition of the Resource no more than two (2) business days following written or electronic notice of Resource availability. Upon approval of the Resource Committee, NIES shall prepare a written confirmation memorializing the price, quantity, duration, point of delivery and other applicable terms and conditions of the Resource. NIES shall acquire the Resource and Member's Fixed Purchase Amount with respect to such Resource shall be as set forth below in Section 2.2.

2.2. Member's Fixed Purchase Amount. In the event that NIES acquires a qualifying Resource pursuant to Section 2.1 above, Member hereby agrees that its Fixed Purchase Amount shall be the amount stated in the table below.

BPA FY	2018	2019
aMW	1.0	1.0

2.3. Member's Share of Specific Resource Investigation Costs. NIES and Member agree that Member shall be responsible for all Specific Resource Investigation Costs incurred by NIES in investigation and acquiring the Resource. Member shall be responsible for such costs even if Member does not agree to purchase the Resource pursuant to this Agreement. Such Specific Resource Investigation Costs shall be payable upon invoice by NIES. Notwithstanding the forgoing, Member and NIES agree that Member's Specific Resource Investigation Costs under this Agreement shall not exceed \$500.00 unless Member agrees in writing to incur any additional Specific Resource Investigation Costs.

2.4. Member's PCR. Member's PCR shall be its proportionate share of the total Fixed Purchase Amount in NIES-Owned Resource #2015-02. Member hereby agrees to the following Percentage Cost Responsibility in the amounts stated in the table below:

BPA FY	2018-2019
PCR	100%

2.5. Member's Voting Rights. Member's Voting Rights for NIES-Owned Resource #2015-02 shall be equal to its PCR in section 2.4.

### 3. Resource Committee.

3.1. Establishment of Resource Committee. NIES and Member agree that, upon execution of this Agreement, a Resource Committee shall be established for this NIES-Owned Resource #2015-02 in accordance with the provisions of the JRPAA.

3.2. Appointment of Representative on Resource Committee. Member will appoint a Participating Member Representative to participate on the Resource Committee for NIES-Owned Resource #2015-02 in accordance with the provisions of the JRPAA.

3.3. Notice of Resource Committee Vote. NIES shall provide Member written or electronic notice at least two (2) business days before any Resource Committee vote to acquire a Resource for NIES-Owned Resource #2015-02.

### 4. Representations.

4.1. Member Representations. Member represents and warrants as follows:

- (i) Member has the corporate power and authority to execute and deliver this Agreement.
- (ii) The execution and delivery by Member of this Agreement and the performance by Member of the actions contemplated on its part hereby have been duly authorized by the City Council of the Member.
- (iii) This Agreement has been duly executed and delivered by the Member and is a valid and binding agreement of the Member, enforceable against the Member in accordance with its terms, subject only to limitations on enforceability imposed by (i) applicable bankruptcy, insolvency, reorganization, moratorium, or similar laws affecting creditors' rights generally, and (ii) general equitable principles.

4.2. NIES Representations. NIES represents and warrants as follows:

- (i) NIES has the corporate power and authority to execute and deliver this Agreement.
- (ii) The execution and delivery of this Agreement by NIES and the performance by NIES of the actions contemplated on its part hereby have been duly authorized by the Board of Directors of NIES.
- (iii) This Agreement has been duly executed and delivered by NIES and is a valid and binding agreement of NIES, enforceable against NIES in accordance with its terms, subject only to limitations on enforceability imposed by (i) applicable bankruptcy,

insolvency, reorganization, moratorium, or similar laws affecting creditors' rights generally, and (ii) general equitable principles.

## 5. Miscellaneous.

- 5.1. Effective Date. The effective date of this Agreement shall be \_\_\_\_\_.
- 5.2. Termination Date. This Agreement shall terminate on September 30, 2019.
- 5.3. Binding Effect; Assignment. This Agreement shall be binding upon and inure to the benefit of NIES and Member and their respective successors and permitted assigns. Member may not make any transfer or assignment of this Agreement, other than an assignment for security, without NIES' prior written consent. Any assignment made without a consent required hereunder shall be void and of no force or effect.
- 5.4. Amendments. This Agreement may be amended by agreement between NIES and Member, but no such amendment to this Agreement shall be effective unless it is in writing, executed by both Parties.
- 5.5. Entire Agreement; Waiver. This Agreement, together with the JRPAA, constitutes the entire agreement between the Parties hereto relating to the subject matter contemplated by this Agreement and supersedes all prior agreements, whether oral or written.
- 5.6. Conflicts. In the event of any conflict between the provisions of this Agreement and the JRPAA, the provisions of the JRPAA shall govern.
- 5.7. Counterparts. This Agreement may be executed in multiple counterparts to be construed as one.
- 5.8. Severability. If any part, term, or provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be unenforceable.
- 5.9. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oregon.
- 5.10. JRPAA Effective. NIES and Member agree that this Agreement does not amend or revise the JRPAA and the terms and conditions of the JRPAA shall remain in full force and effect during the term of this Agreement.

IN WITNESS WHEREOF, the NIES and the Member have caused this Agreement to be executed, attested, sealed and delivered by their respective duly authorized officers as of the day and year first written above.

City of Forest Grove	Northwest Intergovernmental Energy Cooperative
Date: May 11, 2015	Date:
By: Thomas E. Gamble	By: Dwight Langer
Its: City Manager	Its: President

This page is intentionally blank.

9.

# **LIBRARY DEPARTMENT**

## **WORK PLAN**

**FY 2015-16**

# Forest Grove City Library

Department Work Plan  
FY 2015-16



# Usage Statistics

- Use statistics 2013-2014 (from 2014 Oregon State Library Report)
  - 383,207 items checked out
  - 16,340 e-book items checked out
  - 14,730 reference questions answered
  - 27,014 number of public internet use sessions
  - 46,081 number of public wireless sessions
  - 165,175 persons came into the library
  - 133,063 items borrowed for Forest Grove patrons
  - 114,522 Forest Grove items shipped to other libraries
  - 13,276 registered borrowers
  - 74 volunteers working 3,611 hours

# Complete Library Strategic Planning Process

- Start Date: Already Underway
- Develop timeline: 9/12 and 10/17
- Create Steering Committee
- Identify facilitator: Tom Beck
- Identify staff roles and responsibilities
- Conduct Inventory of Library Collection
- Triage and implement plan; develop budget priorities

# Develop and implement COOP plan

- Start Date: Already underway
- Staff training
- Design plan esp. staff roles and responsibilities
- Implement plan

# Actively participate in development of 2015 WCCCL levy

- Start Date: Already in progress
- Decision re: increase in amount of levy
- Decision re: distribution to member libraries
- Completion Date: May, 2015

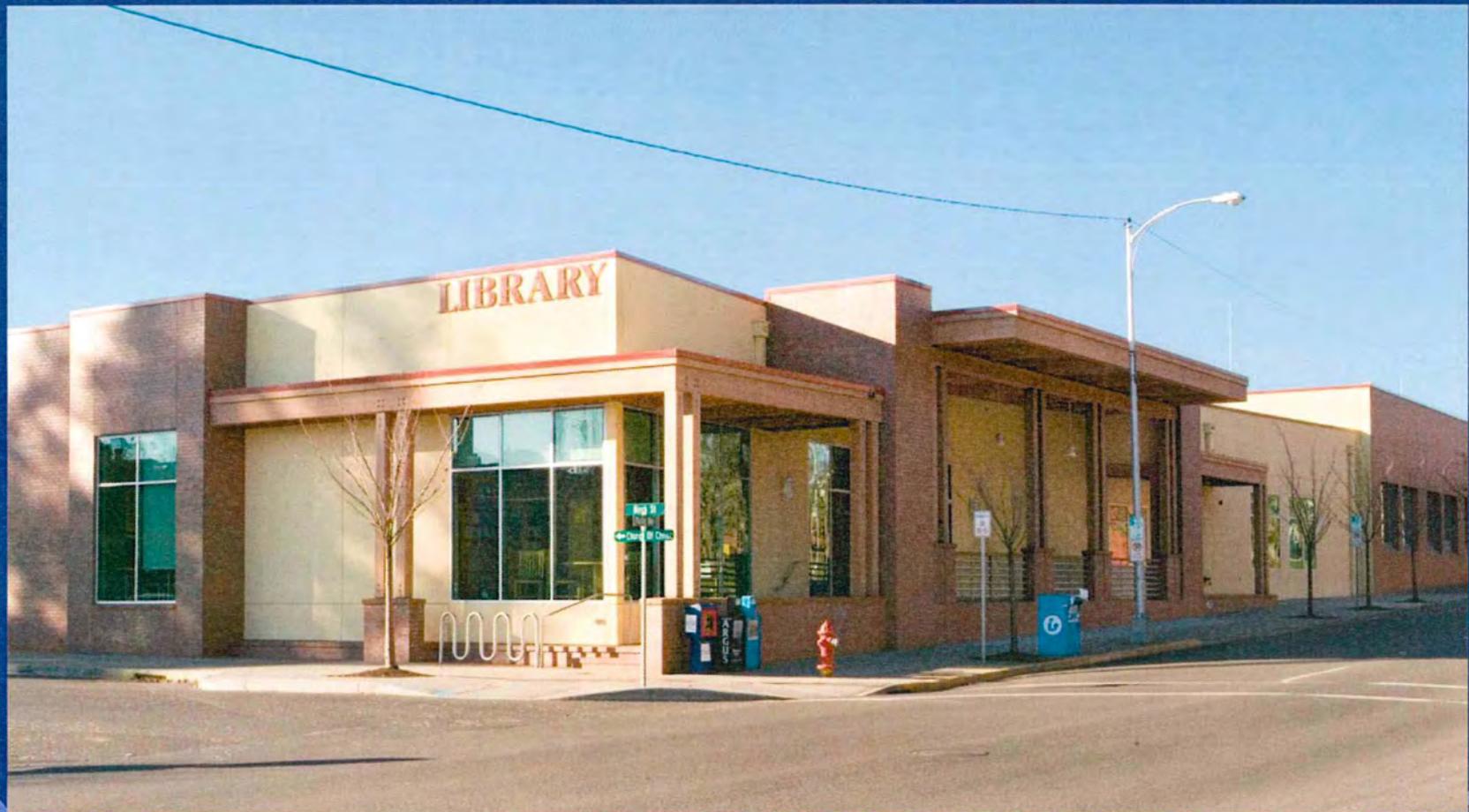
# Unfinished Business

- Rogers Room purchases and policy
- Children's Area: purchases and policy
- History Room: purchases and policy
- Diaper changing station
- Adult Fiction furnishings
- Post RFID evaluation
- Safety and Security : policies, procedures, training

## Maintain the quality of the department's staff and working environment via:

- Staff training and continuing education
- Recognition and celebration of staff and volunteers
- Attention to facility repair and maintenance





**POLICE DEPARTMENT**

**WORK PLAN**

**FY 2015-16**

The logo consists of a vertical black line intersecting a horizontal black line. To the left of the intersection, there are three overlapping squares: a blue one at the top, a red one in the middle, and a yellow one at the bottom. The text "Forest Grove Police Department" is written in a blue, italicized serif font to the right of the logo.

*Forest Grove Police  
Department*

---

**2015-2016 Work Plan**

**Chief Janie Schutz**



## *Foundational Activities*

- Patrol Activities – Response to criminal activities and other events
- Investigative Activities – Detectives
- Administrative Activities – Management of Department Resources
- Evidence/Property Management-Branching into Grant Writing
- Records Management-RegJIN

# *Community Outreach*



## Council Goal 1

**Promote Safe, Livable and Sustainable Neighborhoods  
and a Prosperous Dynamic, Green City.**

- **Working to strengthen and sustain the old and the new formats for Neighborhood Watch**
- **Continued support and resources to our Code Enforcement Program**
- **Partnering with PSAC in bring a new format to National Night Out**
- **Citizen's Academy**
- **Coffee with a Cop**
- **Virtual Ride-Along**

# Administration



## Council Goal 2

**Promote a Prudent Financial Plan to Maintain Effective Service Levels of a Full-Service City.**

- **Continued work with the City for a Police Department Facility Implementation Plan**
- **Staffing to meet the call load and community expectations for Forest Grove residents**
- **Work toward the establishment of a Strategic Planning Process**
- **Training Management / Professional Development – Succession Planning Process**
- **Meeting Equipment and Technology Needs for the Future**
- **Grant Management and Research**

# Training



## Council Goal 3

Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs.

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

# Collaboration

## Council Goal 3

Promote the Interests and Needs of Forest Grove in Local, State, and National Affairs.



- **Work with the League of Oregon Cities to help provide insight into mental health crises and its ties to poverty and homelessness**
- **Mental Health Training and Awareness for police officers**
- **OACP Board Membership- Governor's Appt. to State Committee**
- **Chair of Law Enforcement Executive Council – Washington County**
- **Major Crimes Team / Child Abuse MDT / Elder Abuse MDT**
- **IGET- Possibility of a Future Gang Liaison Position**
- **School Resource Officer**
- **Work with City Club, Rotary, Lions, Elks, etc.**

# Questions



# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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

<b>Department(s) Assigned:</b>	Police Department
<b>Lead Person(s) Assigned:</b>	Chief Janie Schutz
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Goal 1
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Community Outreach – The Old and New Formats for Neighborhood Watch

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

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

The department has an on-going community outreach program in recognition of the critical relationship between the community and the department.

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

- The police department is taking a significant step in community outreach in revamping of the Neighborhood Watch (NW) program to include the traditional face to face meetings of neighbors and the new social media concept called Nextdoor.
- While the program has existed for years, the agency now has a dedicated staff member with greater accountability to program success and more time to devote to related tasks.

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

- Map out the City into new neighborhood boundaries.
- Set-up meetings with existing NW Captains and insure their continued interest and commitment to their positions.
- Utilize current NW groups and/or active participants in seeking their input and assistance in educating new NW groups and participants.
- Utilize new social media tools such as [www.nextdoor.com](http://www.nextdoor.com) for implementation of better communication and information sharing amongst NW participants.
- Contact residences within established NW boundaries and solicit interest in being participants in a NW program. Referrals to boundary Captains to be made at that time along with a brochure offered to each resident.
- Maintain a quarterly newsletter which will be disseminated to NW Captains and participants providing crime trends and helpful tips on livability and safety.

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

- As events grow in size and complexity, they may require additional resources.
- Operational and training requirements may conflict with community outreach events, requiring a reassessment and deployment of department resources.

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

\$500-\$800 a year for postage and other small equipment

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

Success in the NW program will be measured by feedback of NW participants, the number of activities/events planned and by the number of groups and participants that join NW.

**Timeframe to Complete:**

1-3 years

3-5 years

5-10 years +

Ongoing

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

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

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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

<b>Department(s) Assigned:</b>	Police
<b>Lead Person(s)/Organization(s):</b>	Chief Janie Schutz and Capt. Kevin Ellingsburg
<b>List Goal Number Assigned:</b>	Council Goal 2
<b>Describe Objective/Project:</b>	Police Department Facility Implementation

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

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

The current police department consists of a 12,868 sq. foot building, built in 1978 with Federal grant monies. The facility currently houses a staff of 34 employees and the collective work stations that are associated with the same. Along with the needed work spaces; to include locker rooms, break area, storage space, etc., the current department also houses a secure evidence room that has recently been updated within the past two years. All available space is being utilized within the police department at this time.

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

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

The City has started a process to appropriately address the facility needs of the Police Department. They have hired McKenzie Architecture and Engineering who are well versed in the planning and building of public safety buildings. As of this point in time, McKenzie has already submitted an initial Facility Review and will continue in refining exactly what the needs are of the department.

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

- Determine when funding will become available to build an appropriate timeline of events to take place for an actual building to begin.
- Work closely with McKenzie Engineering, City officials, and Police Department administrators on the priorities of all regarding space and technology upgrades.
- Advise PSAC regarding the project for support and guidance.
- Produce a document outlining the proposal, estimated costs, time for acquisition and construction as well as funding opportunities and options.
- Determine if the City should build a facility annex, remodel the existing facility or build a new facility.
- Determine if any State or Federal grant funding is available.
- Receive City and Council support for the project.

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

1. Lack of funding

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

Initial contract with McKenzie Engineering approximately \$40K.

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

This project would be successful if, by the end of the 2015-2016 fiscal year the Police Department is able to produce a comprehensive plan detailing the options, requirement and funding concerns. This plan would include an overview of the current status of the facility as well as what elements would be included in an upgraded or new facility.

**Timeframe to Complete:**

1-3 years

3-5 years

5-10 years +

Ongoing

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

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

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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

<b>Department(s) Assigned:</b>	Police Department
<b>Lead Person(s) Assigned:</b>	Chief Janie Schutz
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Goal 2
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Continue with a strong presence in relation to Code Enforcement in the Forest Grove.

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

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

Code Enforcement works in partnership with the citizens of Forest Grove to promote and maintain a safe and desirable living and working environment. We help maintain and improve the quality of our community by enforcing laws and codes targeted to solve specific problems within the community.

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

The City of Forest Grove hired a full-time Code Enforcement officer approximately one year ago this past January. There was a learning curve which was alleviated to point by our department developing and implementing a Code Enforcement/Community Service Officer training manual, which has been very effective.

Typically, our Code Enforcement Officer will visit the site where a violation has been reported usually within 24- 48 hours of the City receiving the complaint. The Officer will evaluate the situation, possibly take pictures, and determine whether a violation has occurred. If a violation has occurred, Code Enforcement staff will begin the compliance process.

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

Have staff that is properly trained and motivated to work in the area of Code Enforcement.

Be prepared to send to training as necessary for one to become versed in the City's municipal codes and ordinances.

Treat all violations as important to attend to.

Enlist the assistance of the patrol staff as necessary to ensure compliance of our citizens and the safety of our Code Enforcement officer, as this is a non-sworn position.

Work with the City's Legal Counsel and City Recorder to ensure that various ordinances are updated as needed.

Be prepared to receive criticism and complaints from certain members of the populace.

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

There are numerous code violations throughout the city and proper time management will be essential. There is the potential that the City will incur costs as the procedures for code enforcement are properly carried out.

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

The cost of one full-time non-sworn employee along with residue costs of proper enforcement.

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

Will should be able to chart the number and type of citizen complaints in regards to code violations and watch to see if complaints go down, and even if complaints do not go down, are our citizens satisfied with the service they see from our Code Enforcement officer.

**Timeframe to Complete:**

1-3 years

3-5 years

5-10 years +

Ongoing

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

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

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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

<b>Department(s) Assigned:</b>	Police Department
<b>Lead Person(s) Assigned:</b>	Chief Janie Schutz
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Goal 3
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Promote Interests/Training in the areas of Poverty, Homelessness, and Mental Health.

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

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

In Forest Grove, police serviced 23,514 calls in 2013. Of those, 63 percent were self-initiated and 37 percent were 911 or non-emergency calls. While it is challenging to precisely say how many of these calls involved the mentally ill, estimates put it at 30%-40%. To say this has reached levels that are epidemic still underscores the real impact to first responders. Twenty years ago, calls involving the mentally ill were more of an anomaly. An officer would typically respond to such a call on a monthly basis. Fast forward to today, officers are dealing with these calls daily. Increases in personnel over the years have failed to adequately cover staffing levels in proportion with the increase in these calls. Even a single Peace Officer Hold or "POH" on an individual demonstrating a risk to themselves or others takes a police officer off the street for 1-2 hours. When this forces staffing go below established limits, officer and community safety is compromised with the reduced staffing. The problem is that matters involving a POH are far too common. Since January 2014, police have accompanied over 60 people to the hospital on such a hold which also involves ambulance transport. A POH also requires a detailed report that further impacts the time needed for other community law enforcement duties.

When a person doesn't meet the criteria for a hold but is still acting out, police often solve the problem with an arrest, typically for charges like disorderly conduct, criminal mischief and criminal trespass. As a result, local jails are increasingly becoming the unfortunate holding place for the mentally ill.

All this is in part due to the deinstitutionalization of the state mental health system. While the closure of state institutions resulted in the release of many who shouldn't have been locked up; it's also left countless others struggling to get by and often falling through the cracks with very limited available outpatient options.

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

The Oregon State Legislature is in the process of dealing with a myriad of bills dealing with the questions of mental health, poverty, and homelessness. In a culture where the state has in the past condoned the deinstitutionalization of the state mental health system, it will be incumbent on them to determine how to provide the resources necessary to assist those in our population who have been less fortunate.

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

Stay current with local and state legislators in order to understand how the various bills before them will affect the lives of those in Forest Grove.

Assist with our knowledge of calls and call types to determine what resources would best be suited to our area and to determine how to bring those resources here.

Support law enforcement training in the areas of community conscious policing which in turn will aid police in their understanding of the issues and their support on how to try to curb an ever-growing problem.

Do things one day at a time and one step at a time. Be prepared to assist individuals as necessary to secure their safety. Look to enlist the help of the faith-based community and local community organizations for their ideas, manpower, and ultimately their possible financial resources.

Encourage the hiring of more Mental Health case workers.

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

Oregon has a long history of being very concerned for the individual rights of a person. If a person chooses to not take their medicine, or they want to live in a tent, then there possibly will be no outlets to provide them appropriate resources.

Financial commitment to help find food and shelter for people.

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

As a state, the costs are in the millions to try in erect a program to assist those in need and to monitor that the resources are being used for what they were intended to be used for.

As a community, the costs many times are unseen and unreported due to some of the thefts, trespasses, etc. that come with a high level of transient population.

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

Work at monitoring the legislative process to determine if the civil commitment process is working.

Track the training that our officers have each year in dealing with the problems listed.

Educate the public and city officials as to the level of the problem for the City of Forest Grove.

**Timeframe to Complete:**

1–3 years

3–5 years

5–10 years +

Ongoing

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

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

**ENGINEERING /  
PUBLIC WORKS  
DEPARTMENT**

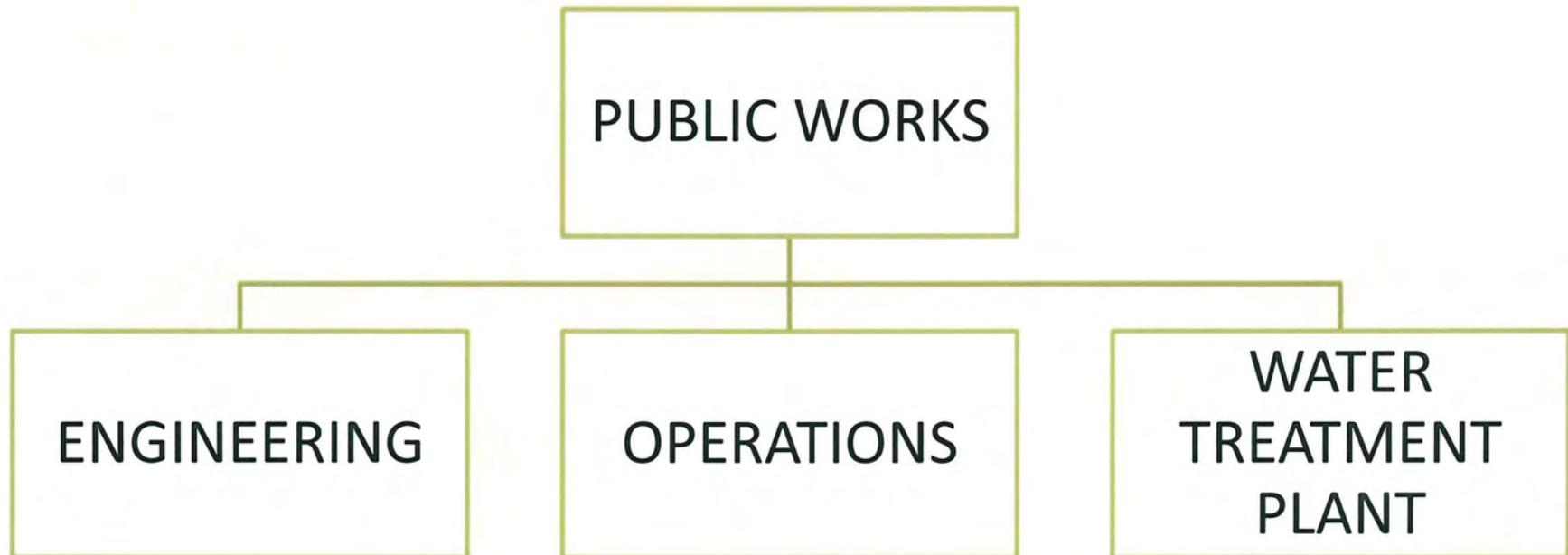
**WORK PLAN**

**FY 2015-16**



07/07/2014 12:02

# DIVISION



# PUBLIC WORKS 18-MONTH WORK PLAN – 2015/2016

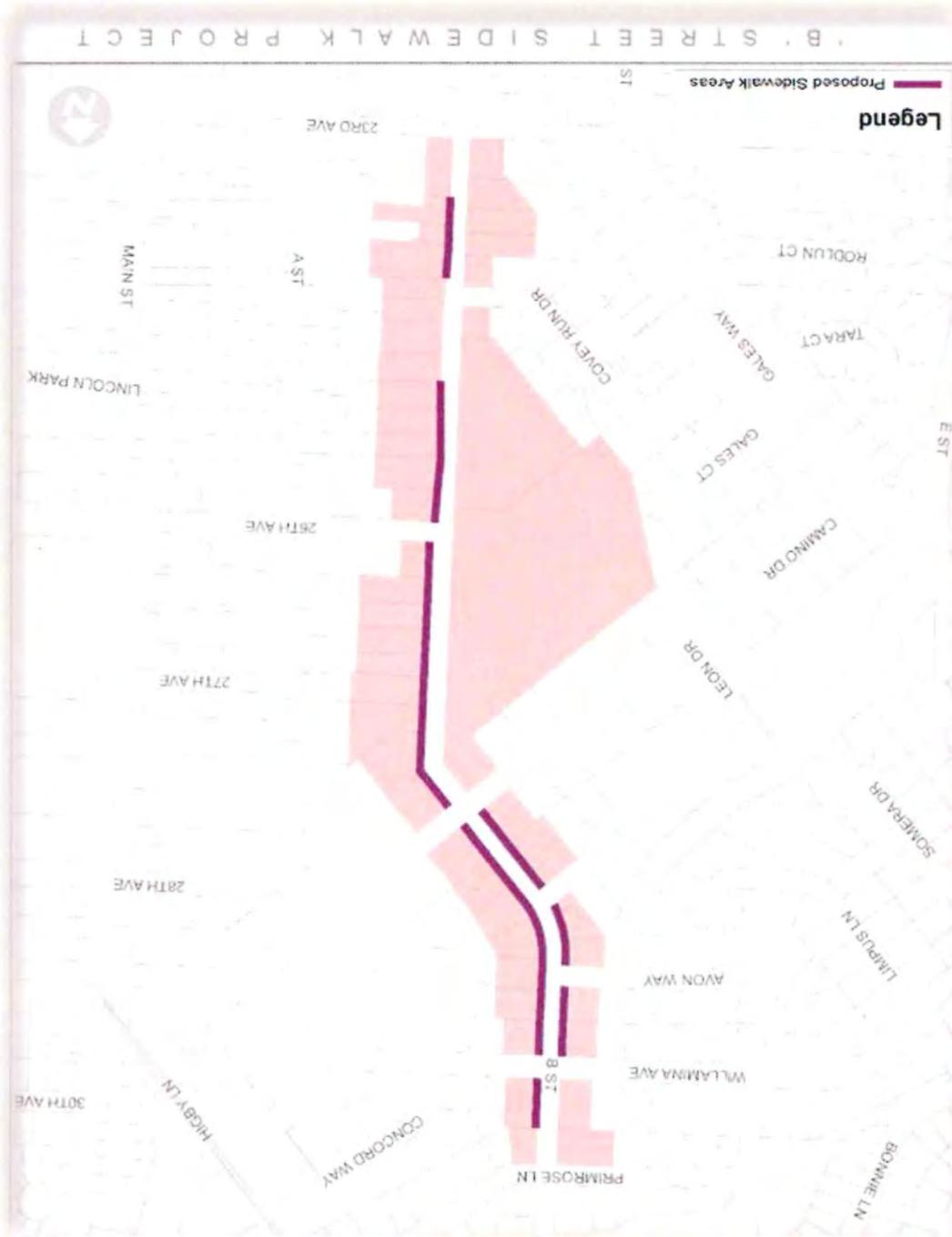
1. B STREET SIDEWALKS - SRTS
2. DAVID HILL ROAD EXTENSION TO HIGHWAY 47
3. FIRWOOD LANE NEW SEWER & STORM DRAINAGE
4. 26<sup>TH</sup> AVENUE REIMBURSEMENT DISTRICT
5. 19<sup>TH</sup> AVENUE EXTENSION – GALES CREEK TERRACE
6. 23<sup>RD</sup> AVENUE I&I PROJECT – CWS
7. RSA – HIGHWAY 47 SOUTH BYPASS

# B STREET SIDEWALKS

- Grant Project - Safe Routes to School Program
- Construction Bidding - May
- Construction Anticipated – Summer 2015
- Project Cost Detail:

Original Grant Funds (ODOT)	\$350,000
Original City Match	\$50,000
Additional Grant Funds (ODOT)	\$31,000
Additional Grant Funds (SBPP) - Amendment No. 2	\$35,000
Additional City Match Obligation	\$65,000
<b>Total Estimated Project Cost</b>	<b>\$531,000</b>





# DAVID HILL ROAD EXTENSION

- The David Hill Road project is part of the Major Streets and Transportation Improvement Program (MSTIP 3d) and as such is approved and funded. The City desires to install public utilities as part of this project as follows: new waterline, sanitary sewer line, and electrical facilities.
- City will be responsible for infrastructure costs for waterline installation, sanitary sewer installation, and electrical facilities installation (*not including illumination*) at a total cost of approximately \$232,000.00.

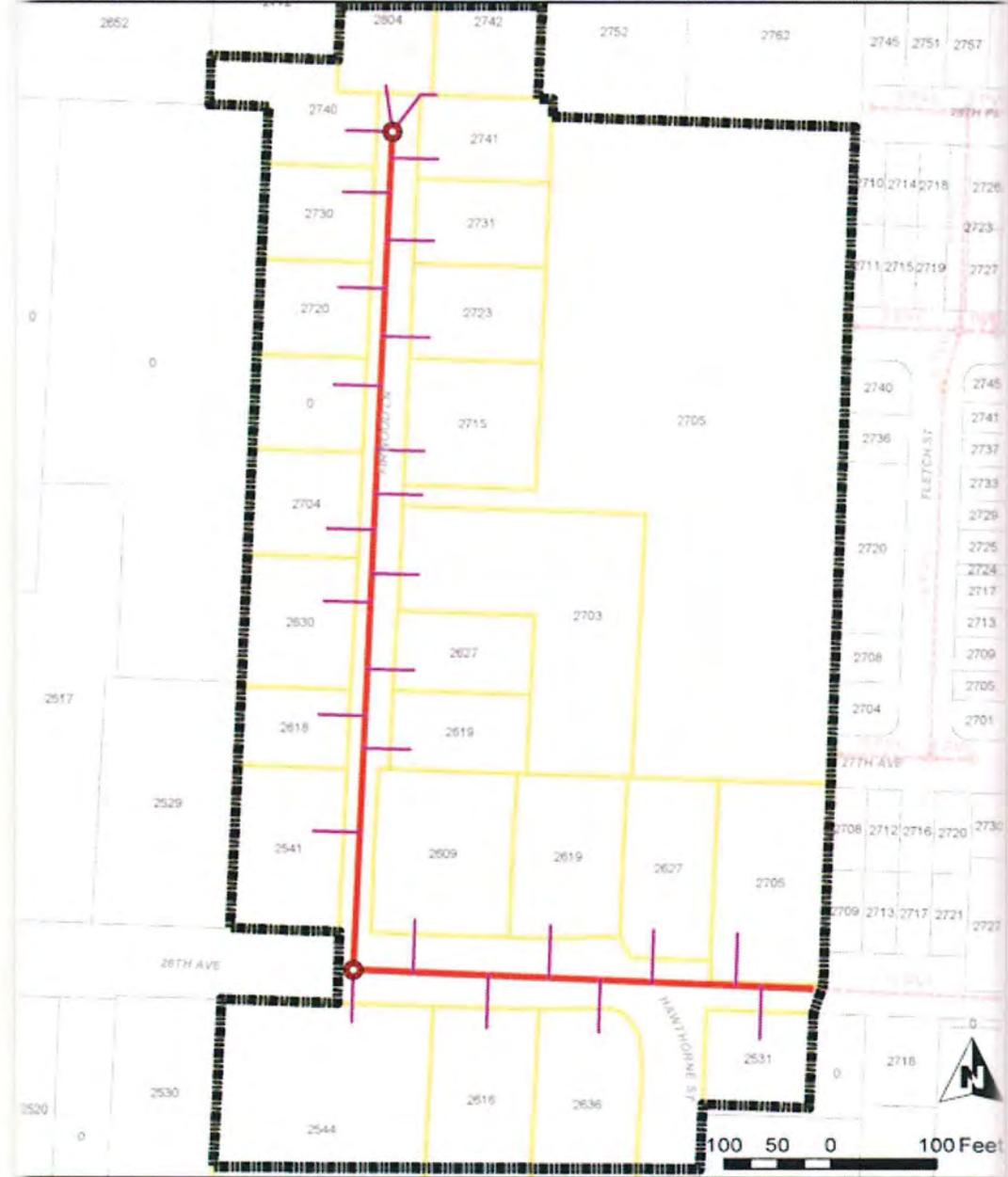


# FIRWOOD LANE SANITARY SEWER

- The homes Firwood are on septic systems and it would benefit the City and the residents if they were connected to the sewer system.
- The City received a CBDG to help construct and install a sanitary sewer system.
- The grant will cover \$240,000 of the construction costs.
- The total project cost is \$565,000.

<b>Task Item</b>	<b>CDBG Share</b>	<b>Match Share</b>	<b>Comments</b>
<b>SEWER PIPE AND LATERAL CONSTRUCTION</b>	\$115,000	\$135,000	Match from City Sewer SDC Fund
<b>PROPERTY OWNER PLUMBING 25 PROPERTIES</b>	\$125,000	0	Allowance of \$5,000 per Property
<b>PROPERTY OWNER SDC CHARGE \$5,000 PER PROPERTY</b>	0	\$125,000	SDC can be Financed over 10 years
<b>ENGINEERING/DESIGN</b>	0	\$35,000	In-kind City staff
<b>ROAD OVERLAY</b>	0	\$20,000	From County to City
<b>PROJECT MANAGEMENT AND ADMINISTRATION</b>	0	\$10000	In-kind City staff
<b>TOTAL</b>	\$240,000	\$325,000*	*Plus small amount for grant management

# 2015 Forest Grove CDBG Firwood Lane Sewer Project Area Map



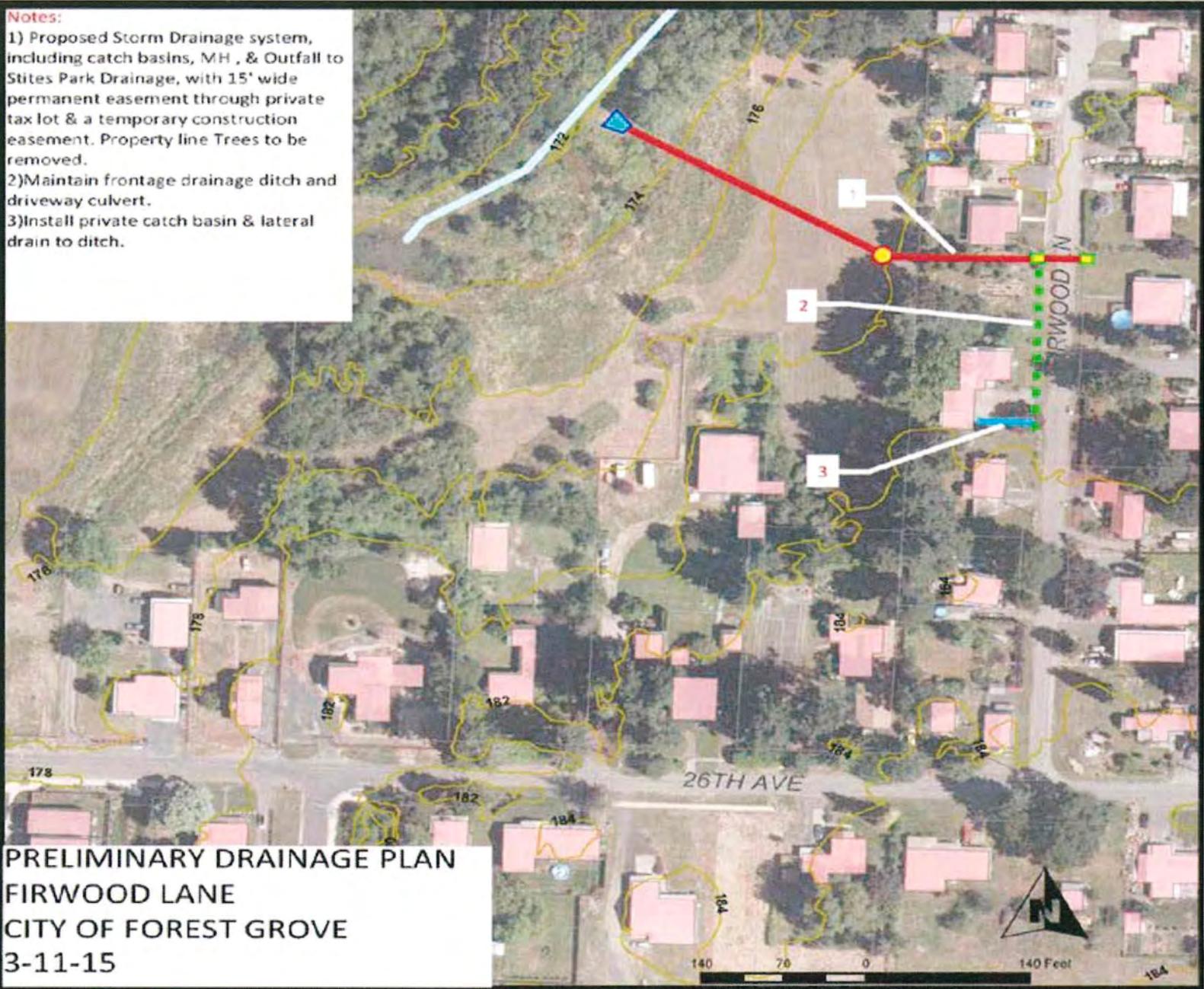
Proposed Sewerline    Proposed Service Lateral    Proposed MH    Project Area

# FIRWOOD LANE STORM DRAINAGE

- Firwood Lane is a residential street with runoff currently flowing southwest to the north end where a private drainage system is collecting stormwater and directing it further northwest to the Stites Park Drainage System.
- The proposed storm drainage plan is displayed next.

**Notes:**

- 1) Proposed Storm Drainage system, including catch basins, MH, & Outfall to Stites Park Drainage, with 15' wide permanent easement through private tax lot & a temporary construction easement. Property line Trees to be removed.
- 2) Maintain frontage drainage ditch and driveway culvert.
- 3) Install private catch basin & lateral drain to ditch.

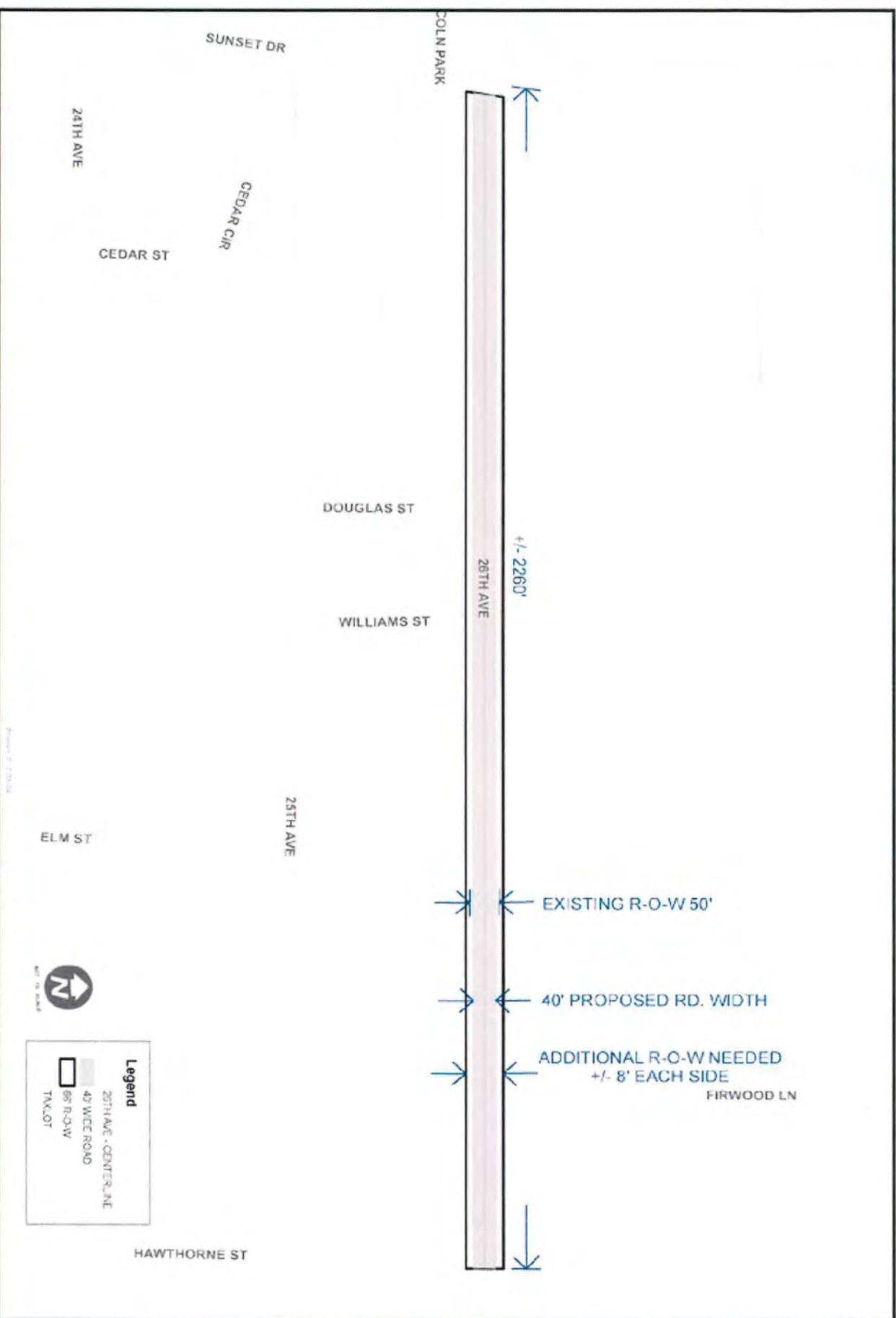


**PRELIMINARY DRAINAGE PLAN  
FIRWOOD LANE  
CITY OF FOREST GROVE  
3-11-15**

# 26<sup>th</sup> AVENUE REIMBURSEMENT DISTRICT

- Feedback provided from Open House resulted in a need for full street improvements including storm drainage and sanitary sewer system.
- The design work has been estimated at \$330,000 with total construction around \$3M.
- Citizens are willing to participate in a long term payment plan for some improvements.

CITY OF FOREST GROVE - 26TH AVE PROPOSED CONSTRUCTION





Copyright

# 19<sup>TH</sup> AVENUE EXTENSION

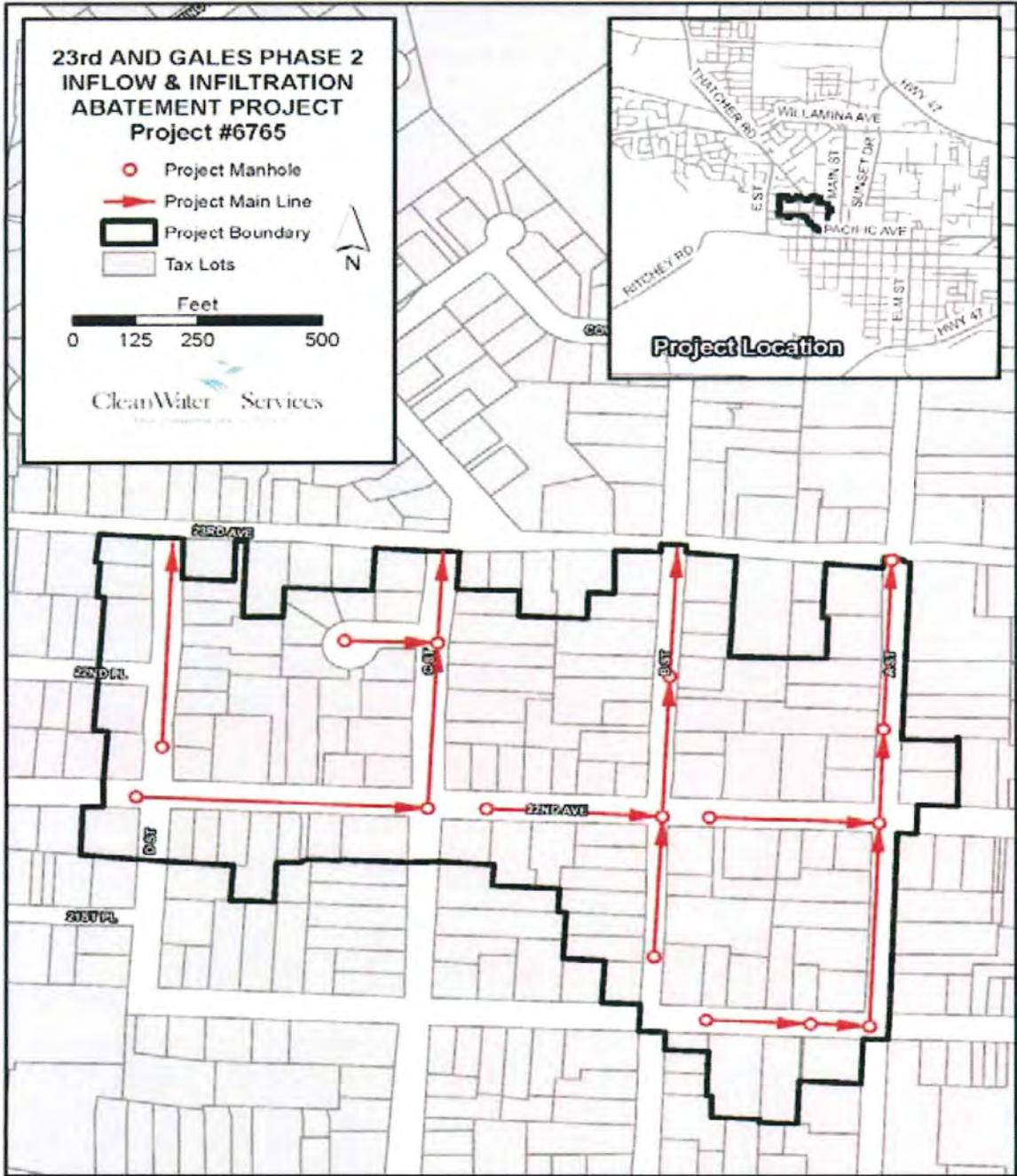
- This project is dependent on Gales Creek Terrace subdivision submittal.
- 19<sup>th</sup> Avenue looking west and east from D Street.



# 23<sup>RD</sup> AVENUE I&I PROJECT

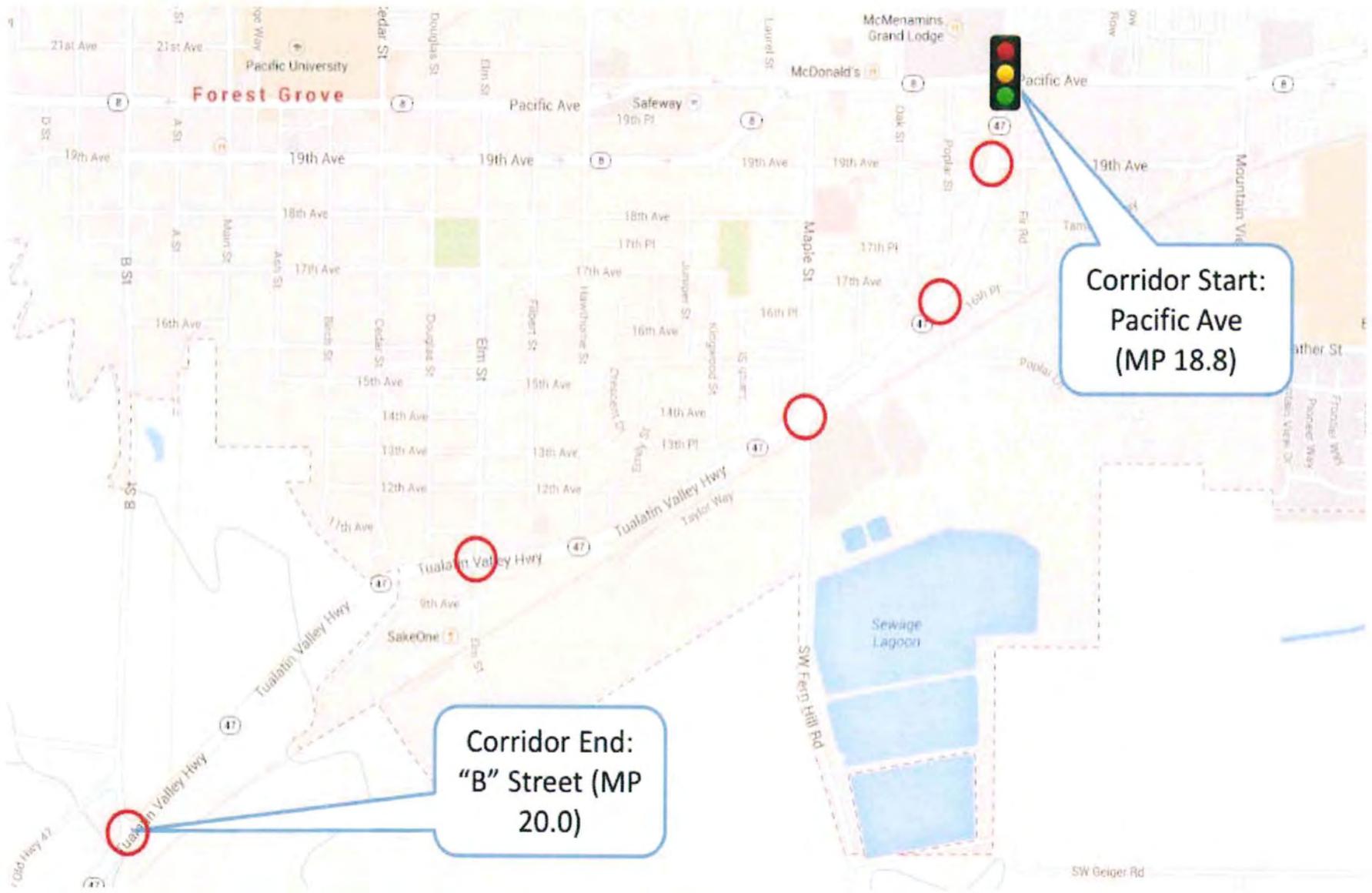
## PHASE TWO

- Coordinate sanitary sewer rehab project with Operations and Clean Water Services.
- Phase two consists of work south of 23<sup>rd</sup> Avenue including 22<sup>nd</sup> Avenue between A Street and D Street.
- The mainline and laterals (up to 5ft of house) will be replaced.
- The project starts in May and will last for approximately 8 weeks.



# HIGHWAY 47 / FERN HILL

- A work session is set for May 5 with all the key stakeholder's.
- The work session will include in-depth review of the recent Road Safety Audit that was completed last November.
- The Audit was conducted by the following team members: ODOT Region 1 & 4, Kittelson & Associates, Washington & Clackamas County, and City staff.



Corridor Start:  
Pacific Ave  
(MP 18.8)

Corridor End:  
"B" Street (MP  
20.0)

# THE END



This page is intentionally blank.

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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

<b>Department(s) Assigned:</b>	Engineering; Economic Development
<b>Lead Person(s) Assigned:</b>	Rob Foster
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Goal 8
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Grovelink Transit Bus Stops – (grants for benches)

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

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

The Grovelink Bus service has been in operation for approximately two years. The route through town has been established and is not likely to change. Signage for the stops have been installed at all the bus stops, however benches do not exist. It is anticipated that this service will continue for several years.

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

The bus route has been established and signage has been installed at each stop. There are no benches at any of the stops. Staff anticipates applying for grant money to pay for benches at the bus stops

City staff applied for a Metro grant through the Regional Travel Options program. These Travel Options grants are designed to fund projects that improve air quality and increase mobility via biking, walking, ride sharing, telecommuting and public transit. A total of \$2.1 million in federal transportation funding is available to government agencies and nonprofit organizations across the region. Metro will fund projects that improve air quality, improve health, and reduce drive-alone trips and auto traffic.

Every two years, the RTO program elicits project proposals. Projects are scored and ranked against criteria which carry out the goals and objectives of the 2012-2017 RTO strategic plans. Projects must be in the urbanized areas of Clackamas, Multnomah and Washington counties. Grants are funded on a two-year cycle primarily by the U.S. Department of Transportation. The minimum grant size is \$50,000. The application was filed in December 2014 and grant awards will be announced in March 2015. Funding will be available in July 2015 with the projects completed by 2017.

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

1. Identify which stops are busiest and survey riders
2. Determine if benches are needed and if there is sufficient ROW for installation
3. Determine funding source and amount of funds available
4. Install improvements

*Note: CCI has discussed the idea of holding a public meeting to get feedback. If this happens then this input will be used in the decisions.*

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

1. Funding from grants
2. Adequate ROW

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

Benches - \$750

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

1. Survey bus riders and measure satisfaction

**Timeframe to Complete:**

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

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

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

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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

<b>Department(s) Assigned:</b>	Public Works/Engineering
<b>Lead Person(s) Assigned:</b>	Rob Foster
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Objective 9
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Local Improvement Districts (LID)

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

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

Results from a citizen open house event and surveys during a 2013 annexation process provided feedback on what citizens around 26<sup>th</sup> Avenue and Willamina Avenue would like to see improved and their level of interest in funding improvements in these areas.

During the open house, staff reviewed the basic information on what improvements are needed in each of these newly annexed areas and what resources are available. Based on the feedback during the meetings and results from citizen survey, the participants want to see improvements to a full collector street standard with sidewalks including storm drainage and sanitary sewer on 26<sup>th</sup> Avenue. Citizens would be willing to consider participation in a long term payment plan such as a Local Improvement District. Project design work would include:

- Improve 26th Avenue (Hawthorne to Sunset - 2300LF) to a collector street standard
- Improve Willamina Avenue (Sunset to Main - 1100LF) to a collector street standard (includes storm drainage improvements)
- Sewer and storm drainage is needed on 26th Avenue between Hawthorne and Elm (950FT)
- Sewer on Willamina Avenue between Raymond and Sunset (400LF)

The Engineering Department has completed a preliminary cost estimate for this project. No other work has been completed.

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

City Engineering staff have been working on a schematic drawing of the project and cost estimate. These are preliminary documents and are very rough estimate of the project. They will be used to develop a scope of work for contract documents.

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

- 1) Obtain City Council authorization to proceed.
- 2) Notify property owners in proposed district.
- 3) Design project and estimate cost.
- 4) Notify property owners of specific assessments.
- 5) Obtain Council approval to proceed.
- 6) Construction and assessment.

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

The primary barrier will be the specific assessment to the benefiting property owners. The project probably will not proceed if opposition to the assessment is significant.

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

Rough estimates put the cost of 26<sup>th</sup> Avenue from Hawthorne Street to Sunset Drive at \$2.6M.

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

Success will easily determine if the roadway is improved and pedestrian access is available off the roadway pavement.

**Timeframe to Complete:**

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

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

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

# DEPARTMENT ACTION PLAN WORKSHEET – ONGOING

FISCAL YEAR 2014-15

## Department Work Plan and City Council Goal Objectives

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

<b>Department(s) Assigned:</b>	Public Works, Community Development, and Economic Development
<b>Lead Person(s)/Organization(s):</b>	Rob Foster, Jon Holan, Jeff King
<b>List Goal Number Assigned:</b>	Goal 1 (4)
<b>Describe Objective/Project:</b>	Continue Downtown Revitalization Efforts (Identify Town Center Plaza and Downtown Corridor Traffic Flow)

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

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

In 2009, the City responded to a request from Pacific University to convert College Way to a one-way southbound street. The City, in addition, included Council Street since it functioned with College Way for downtown circulation, and at the time was designated as one-way northbound. The two roads were converted to one-way southbound and College Way then added diagonal parking on the east side of the street.

The Public Safety Advisory Committee (PSAC) would like to review the possibility of reversing the one-way direction to northbound. This could possibly improve the response time from the Fire Station to Sunset Drive.

Currently, College Way and Council Street are one-way, southbound, streets.

To address the Council's goal the City's Engineering Department engaged the services of a traffic engineering firm Kittelson & Associates to study of the potential impact to emergency vehicles. The Kittelson & Associates memorandum dated October 5, 2012 addresses these issues and assessed the impacts of converting both College and Council Street to one-way northbound. It evaluated traffic operations on the adjacent transportation system (at 13 key intersections) as well as the potential impacts associated with emergency access. It also looked at theoretical travel times for three possible routes from the Ash Street Fire Station to Sunset Drive. In addition study evaluated pedestrian circulation, and vehicular access and circulation within the downtown area. The Kittelson study concludes by recommending that the traffic direction on College Way remain southbound given that no significant improvements can be provided by other options. In addition improvements can be made to the existing Cedar Street route.

The findings from the study were presented to three key stakeholders (Public Safety Advisory Committee, Economic Development Commission, and the Rural Fire Board) as well as Pacific University. A workshop was held with the City Council on October 22, 2013.

The consensus of Council was to support existing patterns. A future open house is scheduled but staff is unclear of desired outcome. Further Council direction is requested.

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

Kittelson & Associates is currently preparing a traffic study report from recent observations performed by their staff.

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

1. Form Ad-Hoc Committee to review the request and make recommendations to the Manager and Council (PSAC, Pacific University, City Club, Chamber of Commerce, City's TCRB)
2. Hire employee traffic consultant to update original traffic study to determine impacts to surrounding street

network.

3. Receive recommendation(s) from Ad-Hoc Committee.
4. Prepare Staff Report and recommendation(s) to City Council.
5. Council decision on travel direction on College Way.
6. Make necessary changes from Council decision.

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

- The users of the street system each have a separate and different need and expectation for travel. It may be difficult to get a clear consensus.
- The flow of traffic in the downtown area and economic benefit to businesses is greatly influenced by the direction of travel on College Way and Council Street.
- The direction of travel on College Way will influence traffic patterns and volumes on the surrounding streets and intersections. This can either increase or decrease safety at intersections.
- The Forest Grove Fire Station is located at the corner of 19th and Ash St. and when they are required to respond to the Sunset Drive area they currently have two options, Main Street, or Cedar Street. The PSAC has indicated that the response time might be shortened if College Way was made available for north bound traffic.

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

Traffic Study - \$40,000

Conversion of signal and traffic control devices - \$50,000

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

- The planned Ad Hoc committee has not been formed yet.
- Internal staff discussions have continued on the details needed to proceed.
- A map of the downtown area and key intersections has been prepared.
- A meeting was held on site with the traffic consultant to review the elements needed in a study.
- Traffic consultant is developing a scope of services contract for a traffic flow study with cost proposal.
- Community Development Department began a Downtown Planning Project which is funded through Metro's Transit Oriented Development program. This project will look at the vitality of businesses in the downtown area and will include traffic access. Initial thought by staff was to coordinate this work with the traffic study however the schedule for the Downtown Planning Project is longer and there is desire to conclude the traffic flow study soon.
- A meeting with the Public Safety Advisory Committee is planned to review their concerns about the current one-way.

**Timeframe to Complete:**

1-3 years

3-5 years

5-10 years +

x

Ongoing

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

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

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2014-15

## Department Work Plan and City Council Goal Objectives

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

<b>Department(s) Assigned:</b>	Public Works
<b>Lead Person(s)/Organization(s):</b>	Rob Foster/Nick Kelsay
<b>List Goal Number Assigned:</b>	Department Goal
<b>Describe Objective/Project:</b>	19 <sup>th</sup> Avenue Extension

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

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

The City's Transportation System Plan identifies the extension of 19th Avenue from 'B' Street west to connect with 'E' Street at the intersection of 'E' Street and Pacific Avenue as a necessary improvement needed to alleviate sub-par level of service at the intersection of 'B' Street and 19th Avenue as further development occurs to the west.

There is interest in development of the Gales Creek Terrace area west of 'B' Street and south of Pacific Avenue. The full build-out of this development will put additional strain on the 'B' Street and 19th Avenue intersection. 19th Avenue is currently sufficiently improved from 'B' Street to 'C' Street but unimproved from 'C' Street through to 'E' Street. With this new residential development it is important to improve 19<sup>th</sup> Avenue from C Street to D Street as a collector road to provide adequate access. This will complete the first portion of 19<sup>th</sup> Avenue as listed in the TSP. The remaining connection to E Street will occur sometime in the future when that property redevelops.

In addition it is anticipated that ultimately 300 new homes could be built in the Gales Creek area. The traffic from these homes most likely will generate the Signal Warrants for a signal light at 19<sup>th</sup> Avenue and B Street. When the warrants are met the City can make the intersection improvements with the TDT funds generated from the development.

The Engineering Department has completed a cost estimate for construction of this project. It is scheduled to coincide with the Gales Creek Terrace Development project. Staff is waiting to receive confirmation of the development schedule.

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

As of April 2014 Gales Creek Terrace is in the development permit stage of the City approval process with an incomplete application. It is anticipated that this application will go through the City's Planned Development process in the fall of 2014.

The first two phases of Gales Creek Terrace will include 100 single family homes and will utilize 19<sup>th</sup> Ave. from C Street to D Street for access. The City is considering completing this section with transportation funds collected from the development (TDT).

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

1. Gales Creek Terrace receives development approval from the City.
2. Phase (I) 50 are constructed and utilize 18<sup>th</sup> Avenue and D Street for access.
3. City receives TDT money from development.
4. City Engineering Department begins design of collector road.
5. ROW acquisition
6. Road construction completed with TDT funds.

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

ROW acquisition between 'C' Street and 'D' Street, a house currently sits in the path of the future roadway.  
Funding.

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

The engineering estimate for the collector road from C Street to D Street is approximately \$800,000. This does not include ROW acquisition or signal light costs.

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

Ribbon cutting.

**Timeframe to Complete:**

X 1–3 years                      x 3–5 years                      5–10 years +                      Ongoing

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

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

# DEPARTMENT ACTION PLAN WORKSHEET – ONGOING

FISCAL YEAR 2014-15

## Department Work Plan and City Council Goal Objectives

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

<b>Department(s) Assigned:</b>	Public Works
<b>Lead Person(s)/Organization(s):</b>	Rob Foster/Nick Kelsay
<b>List Goal Number Assigned:</b>	Goal 1 (12)
<b>Describe Objective/Project:</b>	David Hill Road Extension to Hwy 47 Intersection

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

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

*Project History*

City staff supported the Mayor’s efforts to include David Hill Rd. on the County’s Major Street and Transportation Improvement Program (MSTIP). Through the Washington County Coordinating Committee (WCCC) the City was able to have David Hill Rd. added to the list of projects that will be funded in the next five year cycle. Currently David Hill Rd. is scheduled for construction in year 2018 with design work starting in 2016. This roadway connection to Hwy 47 will provide access to the highway for the north section of town and is necessary for the development of that area. Staff, the City Manager, and the Mayor are working with Washington County to look for ways the project can be constructed earlier that 2018.

Washington County DLUT has started preliminary engineering for the project with anticipation of construction starting in 2018. If funding is available before that – there is a chance the project could be advanced. The proposed residential development, Silverstone, is adjacent to this location and could help move the project forward sooner.

Washington County has retained the services of CH2MHill to provide preliminary design work on the section of David Hill Road from Hwy 47 to the west near the Brooke Street connection. CH2MHill has completed the 30% design plans per the County Contract. Construction was slated for 2018 but has since been fast tracked to correspond with improvements to the Purdin Road/Hwy 47 intersection improvements tentatively scheduled for late 2016/2017. City staff working with Washington County and Venture Properties (Silverstone Developer)

to insure required infrastructure (*i.e. water, power, and sewer*) is installed as part of the project. Project Open House was held the evening of December 11, 2014 with 72 people attending.

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

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

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

1. Obtain funding
2. IGA with County
3. Meet with neighboring property owners to review proposed design.
4. Design
5. Right of Way acquisition
6. ODOT approval
7. Construction will depend both on the MSTIP funding schedule and ODOT approval of the intersection design at Hwy 47. It could be as soon as 2015 or as late as 2018.
8. Ribbon Cutting

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

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

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

The estimated cost identified in the City's TSP is \$7.1 M. Funded through the County MSTIP program.

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

Ribbon cutting.

**Timeframe to Complete:**

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

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

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

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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

<b>Department(s) Assigned:</b>	Community Development; Engineering
<b>Lead Person(s) Assigned:</b>	Jon Holan, Rob Foster
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Ongoing/Long-Term Objective 12
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Transportation – Highway 47

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

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

Highway 47 south from OR8 to B Street is a long stretch of highway with high speeds and dangerous intersections. Staff has been working for several years to improve safety by slowing speeds and improve traffic control systems at the intersections. Recent attempts to reduce speed at Fern Hill Road have been dumped by the State Speed Review Board. Following that discussion the City and ODOT facilitated a Road Safety Audit (RSA). This audit produced a report that listed low, medium and high cost improvements.

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

The Road Safety Audit is completed and a work session with Council and important stakeholders have been set for May 5.

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

- 1) Identify the best improvements.
- 2) Obtain funding for improvements.
- 3) Design and construct.

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

This effort to improve safety along Highway 47 involves many elements. Each element has the potential to be a barrier. Selecting the best safety improvement may not have consensus. Funding the improvements could also be a barrier.

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

Cost estimates have not been determined. However, they could range from \$10,000 in pavement markings to \$7.0M intersection signalization.

**6. How will you determine when objective/project is completed and how will you measure if successful?**  
Crash rates at the Fern Hill Road intersection have been high. A reduction in these rates will be a huge success.

**Timeframe to Complete:**

1-3 years

3-5 years

X

5-10 years +

Ongoing

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

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

# DEPARTMENT ACTION PLAN WORKSHEET

FISCAL YEAR 2015-16

## Department Work Plan and City Council Goal Objectives

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

<b>Department(s) Assigned:</b>	Water Treatment Plant; Engineering
<b>Lead Person(s) Assigned:</b>	Rob Foster
<b>List Goal Objective # (as shown on the spreadsheet):</b>	Ongoing/Long-Term Goal 11
<b>Describe Objective/Project (title as shown on the spreadsheet):</b>	Conduct 5-YR Water Treatment Plant Upgrade Plan

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

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

Forest Grove has critical City-owned water infrastructure including treatment plant systems and storage reservoirs that were designed and constructed in as late as 1940's. The City relies on two main water supply pipes, one from City watershed and the other from the Joint Water Commission system. These key water infrastructures serve a majority of the municipal water supply to the City and are an essential link in the water system to supply water for fire suppression. They are also critical in the aftermath of a natural disaster. The City is subject to natural disasters including landslides, liquefaction, and earthquakes.

The purpose of this water system study is to ensure the safe provision of water following a natural disaster event. This purpose can be realized through the following goals:

- Providing adequate post-disaster water supply throughout service area,
- Reducing disaster damage to facilities,
- Ensuring minimum level system functionality and rapid system recovery,

Within these goals reside the characteristics of resilience: reduced failure probability, reduced consequences from failures, and reduced time to recovery. A consultant will provide the City with an integrated approach to develop a water system that can perform adequately following a disaster. This information will also help the City coordinate and make decisions on other projects including:

- Joint Water Commission improvements and expansion decisions.
- City reservoir expansion improvement needs.

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

This study is in preliminary approval phase. Both cost and schedule are not known.

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

1. Identify study scope and cost
2. Identify how study will be funded
3. Identify when funds will be available
4. Develop schedule
5. Select professional consultant through RFP process
6. Complete study

City staff has done some initial investigation into how a water system vulnerability analysis should be structured. It is recommended by consultants to perform an analysis of City water system reliability and resiliency. The following draft scope example needs to be developed further including Rob, Paul, and Rich.

- ✓ Identify critical infrastructure with a high consequence of failure, critical water users, and recommended improvements to create a resilient "backbone" of storage and transmission infrastructure that has the capability to move water throughout the City during and after a large seismic event. Develop a network that establishes the key transmission system backbone, followed by a smaller transmission/distribution grid within that, and then by a smaller distribution grid within that, creating a resilient pipeline system that can be phased in over time by the City.
- ✓ Perform a seismic assessment of the City's critical infrastructure and recommend mitigation strategies to address any deficiencies. Incorporate previous seismic assessments of City facilities and improvements that have been completed. This task is not intended to include detailed structural assessments and seismic loading analyses, but such analyses shall be included in the recommendations if warranted.
- ✓ Identify and evaluate levels of service that the City can provide under different scenarios (normal operations vs. emergency situations).
- ✓ Develop an emergency water supply plan for hospitals and other critical customers. Goal is to have at least two ways to supply critical customers such as hospitals.
- ✓ Identify critical infrastructure within areas of steep slopes, geohazards, and other vulnerable areas and recommend mitigation strategies. Evaluate seismic hazard mapping prepared by DOGAMI and/or others and create a geohazards GIS map layer for the City that identifies different types of geohazards and different seismic response zones related to expected seismic events. The intent is to be able to use this to be able to select an appropriate level of pipe installation standard for the different types of geohazards, seismic response zones, and criticality of the pipe.
- ✓ Evaluate potential for emergency water supplies to and from neighboring water providers including potential capacity and HGL of connection points.
- ✓ Establish policies for installing seismic valves, other isolation valves within the transmission and distribution systems, and appurtenances to accommodate emergency water distribution at storage facilities.
- ✓ Identify key storage reservoir locations (other than existing storage reservoir locations) within City based on critical need following a seismic event (e.g. at Hospitals, at the City Headquarters, etc...). Identify strategies to provide storage at these locations.
- ✓ Detailed evaluation of specific pipelines or other water-related infrastructure. For example, how the reservoir at the water treatment plant will respond to seismic events.

### 4. List potential barriers or challenges:

1. Funding source
2. Cost prohibitive

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

Study: \$200,000. (a similar vulnerability study was done for the JWC in 2008)

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

1. City's water system can perform adequately following a disaster
2. Providing adequate post-disaster water supply throughout service area
3. Reducing disaster damage to facilities
4. Ensuring minimum level system functionality and rapid system recovery

**Timeframe to Complete:**

1-3 years

3-5 years

X 5-10 years +

Ongoing

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

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

This page is intentionally blank.

**ADMINISTRATIVE SERVICES  
DEPARTMENT**

**WORK PLAN**

**FY 2015-16**

# Administrative Services FY 2015-16 Major Work Tasks

Paul Downey, Director  
Brenda Camilli, HR Manager  
Michael Nolop, IT Manager

# Finance/Budget Major Tasks

- \* Complete review of EDEN software and determine replacement options. If to be replaced, select replacement option.
- \* Complete debt issuance for purchase of substation transformers
- \* Complete written financial policies including updating purchasing policies and submit for Council approval.
- \* Ongoing activities
  - \* Preparation of annual budget
  - \* Annual financial audit by independent auditors
  - \* Long-term Financial Planning

# Management Major Tasks

- \* With L&E, develop process to define what it means for Forest Grove to be a full-service City.
- \* Complete research on implementing on-line utility billing
- \* Complete Police Facility review
- \* Times Litho property redevelopment
- \* Code updates – Chapter 5 and Utility Billing
- \* Review updating Waste Management Franchise

# Human Resources Major Tasks

- \* Complete negotiations for Police and Firefighters Associations
- \* IBEW contract negotiations
- \* Non-represented salary survey
- \* Review health benefit plans with representatives from employee groups
- \* Complete revision of employee handbook and distribute to staff
- \* Revise City Safety Program Policies/Manual
- \* Continue implementing HR Record Management Program
- \* Ongoing activities
  - \* City-wide employee and manager training
  - \* Continue to expand volunteer opportunities

# IT Major Tasks

- \* GIS data conversion and implementation of City-wide GIS program
- \* Automate, streamline, and document IT processes
- \* Organize server/data rooms for efficiency
- \* Ensure Criminal Justice Information Systems (CJIS) compliance /prepare for CJIS audit in April 2016
- \* Complete disaster recovery site
- \* Research, plan, and test thin client system to replace desktop PCs

**LEGISLATIVE AND EXECUTIVE  
DEPARTMENT**

**WORK PLAN**

**FY 2015-16**



# **2015-16 WORK PLAN LEGISLATIVE & EXECUTIVE**

City Council Meeting Presentation

APRIL 27, 2015

Tom Gamble, City Manager Pro-Tem

# SUCCESSION PLANNING

---



# YOUTH REPRESENTATION



# COUNCIL VISIBILITY

---

- Ensure excellent communications for Community and Council meetings and events. Website and media.
- Plan for attendance at various and numerous events.

# FULL-SERVICE CITY DEFINITION

---

- Determine community standards and expectations of “full service”.
  - Provide method(s) for gathering data and input.
  - Determine/review departmental current service level standards and priorities
  - Evaluate existing standards.
  - Consider budget impacts.

# LOCAL OPERATING LEVY

---

- Review and update five year projections.
- Evaluate services levels based on “full service city” definition.
- Determine change in conditions and priorities from past levy amount.
- Recommend future levy amount based on data from full service city study.

# QUALITY OF LIFE

---

- Work with regional partnerships and local interests on sustainable practice initiatives.
- Support Parks, Trail and Open Space Master Plan and Community Center Study

# LOCAL, STATE, REGIONAL, NATIONAL PARTICIPATION

---

- Support and be involved in Legislative Agenda and Priorities at all levels

This page is intentionally blank.