

## February-09

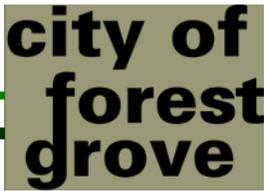
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Planning Comm 7pm <b>CITY COUNCIL WORK SESSION - TBA</b>	2	3	4	5	6
		Fire Bd 7pm	<b>Town Hall Meeting Senator Bruce Starr 6pm - Comm Aud</b>	EDC Noon		<b>COUNCIL WS 8am-10am</b>
	<i>Miller out</i>			<i>Truax out</i>		<b>Coffee Hour</b>
8	<b>CITY COUNCIL</b> 5:45 PM - WORK SESS (B&C Interview) 6:00 PM - WORK SESS (L&P) 7:00 PM - REGULAR MEETING 7:30 PM - WORK SESS (Dev Code) 8:30 PM - WORK SESS (CC Goal Setting) <b>COMMUNITY AUDITORIUM</b>	9	10	11	12	13
		CCI 4pm		PAC 5pm		
<i>Truax out</i>						
15	Planning Comm 7pm <b>CITY COUNCIL WORK SESSION - TBA</b>	16	17	18	19	20
		Senior Ctr Bd 6pm Library 7pm	P&R 7am CFC 5:15pm			
<i>Truax out</i>				<i>Fernhill Wetlands 6pm</i>		
22	<b>CITY COUNCIL</b> 6:00 PM - WORK SESS (Goals/Objectives) 7:00 PM - REGULAR MEETING <b>COMMUNITY AUDITORIUM</b>	23	24	25	26	27
		HLB 7pm	PSAC 7:30am			
<i>Oregon's 150th BD</i>						

## March-09

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	CEP Applications Available	2	3	4	5	6
		<b>COUNCIL WORK SESSION with FG Rural Fire Board 7:00 PM - FIRE CONF RM</b>		EDC Noon		<b>COUNCIL WS 8am-10am</b>
				<b>Washington County Cities JT Legislative Session 6:00 PM - McMenamins</b>		<b>Coffee Hour</b>
8	<b>CITY COUNCIL</b> 6:00 PM - JT WORK SESS (PC - Reserves) 7:00 PM - REGULAR MEETING <b>COMMUNITY AUDITORIUM</b>	9	10	11	12	13
Daylight Savings		CCI 4pm		PAC 5pm		
<i>Mayor Kidd out until 21st</i>		<i>Truax out until 21st</i>		<i>Sykes out</i>		
15	Planning Comm 7pm <b>CITY COUNCIL WORK SESSION - TBA</b>	16	17	18	19	20
		Senior Ctr Bd 6pm Library 7pm	P&R 7am CFC 5:15pm	<b>Fernhill Wetlands 6pm</b>		
<i>Sykes out until 18th</i>		<i>Mayor Kidd and Truax until 21st</i>		<i>Thompson out until 29th</i>		
22	<b>CITY COUNCIL MEETING RESCHEDULED TO MARCH 30</b>	23	24	25	26	27
		HLB 7pm	PSAC 7:30am			
<i>Thompson out</i>						
29	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING <b>COMMUNITY AUDITORIUM</b>	30	31			
		CEP Applications Due				

## April-09

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			<b>City Day at Capitol</b>			<b>COUNCIL WS 8am-10am</b>
			Water Providers EC 5:30 pm	EDC Noon		<b>Coffee Hour</b>
5	Planning Comm 7pm <b>CITY COUNCIL WORK SESSION - TBA</b>	6	7	8	9	10
		Fire Bd 8pm		PAC 5pm	JWC Noon	
<i>Mayor Kidd out</i>						
12	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING <b>COMMUNITY AUDITORIUM</b>	13	14	15	16	17
		CCI 4pm	<b>1st Qtrly Disclosure Due Jan 1 - Mar 31 Rpt Period</b> P&R 7am CFC 5:15pm	<b>Budget Committee Informational Meeting 7:00 pm - Comm Aud</b>		
<i>Mayor Kidd out</i>				<i>Fernhill Wetlands 6pm</i>		
19	Planning Comm 7pm <b>CITY COUNCIL SPECIAL MEETING (CEP Interviews) 6:00 PM - COMMUNITY AUDITORIUM</b>	20	21	22	23	24
		Senior Ctr Bd 6pm Library 7pm	PSAC 7:30am			
<i>Mayor Kidd out</i>						
26	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING <b>COMMUNITY AUDITORIUM</b>	27	28	29	30	
		HLB 7pm		<b>Council's CEP Evaluations Due to Staff</b>		
<i>Mayor Kidd out</i>						



# FOREST GROVE CITY COUNCIL

## Monday, February 23, 2009

6:00 PM – Work Session (Council Goals/Objectives)  
7:00 PM – Regular Meeting

Community Auditorium  
1915 Main Street  
Forest Grove, OR 97116

Thomas L. Johnston  
Victoria J. Lowe  
Camille Miller

Richard G. Kidd, Mayor

Ronald C. Thompson  
Peter B. Truax  
Elena Uhing

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

→ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

→ **Citizen Communications** – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

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

## A G E N D A

---

6:00      WORK SESSION: COUNCIL GOALS/OBJECTIVES FOR FISCAL YEAR 2009-10

The City Council will convene in the Community Auditorium - Conference Room to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.

---

7:00      1. REGULAR MEETING: Roll Call and Pledge of Allegiance

**FOREST GROVE CITY COUNCIL AGENDA  
FEBRUARY 23, 2009  
PAGE 2**

- 
- |  |      |       |  |
|--|------|-------|--|
|  |      | 2.    | <u>CITIZEN COMMUNICATIONS</u> : Anyone wishing to speak to Council on an item <u>not on the agenda</u> may be heard at this time. <i>Please sign-in before the meeting on the Citizen Communications form posted in the foyer.</i> In the interest of time, please limit comments to two minutes. Thank you. |
|  |      | 3.    | <u>CONSENT AGENDA</u> : See Page 3 and Page 4  |
|  |      | 4.    | <u>ADDITIONS/DELETIONS</u> :   |
|  |      | 5.    | <u>PRESENTATIONS</u> :   |
| Colleen Winters<br>Library Director              | 7:10 | 5. A. | <ul style="list-style-type: none"> <li>• Oregon Reads 2009</li> </ul>  |
| Jeff King<br>Economic Development<br>Coordinator | 7:15 | 5. B. | <ul style="list-style-type: none"> <li>• Destination Branding and Marketing Strategy Update</li> </ul>   |
| Jon Holan<br>Community<br>Development Director   | 7:45 | 6.    | <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2009-01 ADOPTING THE CITY OF FOREST GROVE DEVELOPMENT CODE, FOREST GROVE CODE, CHAPTER 9, SECTION 10.1.000-10.12.210</u>  |
| Jon Holan<br>Community<br>Development Director   | 8:00 | 7.    | <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2009-02 ADOPTING COMPREHENSIVE PLAN TEXT AND MAP AMENDMENTS, FILE NO. CPA-08-01</u>   |
| Jon Holan<br>Community<br>Development Director   | 8:15 | 8.    | <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2009-03 ADOPTING ZONING MAP AMENDMENTS, FILE NO. ZC-08-01</u>   |
| Jon Holan<br>Community<br>Development Director   | 8:30 | 9.    | <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2009-04 REPEALING AND REENACTING CHAPTER 9 OF THE FOREST GROVE CODE, ENTITLED BOARDS AND COMMISSIONS AND MISCELLANEOUS PLANNING PROVISIONS, FOREST GROVE CODE SECTION 9.000-9.810</u>   |
| Jon Holan<br>Community<br>Development Director   | 8:45 | 10.   | <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2009-05 ADOPTING CITY OF FOREST GROVE DESIGN GUIDELINES</u>   |
| Michael Sykes<br>City Manager                    | 9:00 | 11.   | <u>RESOLUTION NO. 2009-15 ADOPTING CITY COUNCIL GOALS FOR FISCAL YEAR 2009-10</u>  |

---

Mayor Richard Kidd	9:10	12.	<u>ADOPT CITY COUNCIL TEAM AGREEMENT FOR 2009</u>
Paul Downey Administrative Services Director	9:15	13.	<u>QUARTERLY FINANCIAL REPORT FOR PERIOD ENDING DECEMBER 31, 2008</u>
Michael Sykes City Manager	9:30	14.	<u>CITY MANAGER'S REPORT:</u>
	9:45	15.	<u>COUNCIL COMMUNICATIONS:</u>
	10:00	16.	<u>ADJOURNMENT</u>

---

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 Regular Work Session (B&C Interview) Meeting February 9, 2009.
- B. Approve City Council Work Session (L&P) Meeting Minutes of February 9, 2009.
- C. Approve City Council Regular Meeting and Work Session (Development Code Review and City Council Goal Setting) Meeting Minutes of March 9, 2009.
- D. Accept Committee for Citizen Involvement Meeting Minutes of January 13, 2009.
- E. Accept Public Arts Commission Meeting Minutes of December 11, 2008, and January 8, 2009.
- F. Community Development Department Monthly Building Activity Informational Report for January 2009.
- G. Fire Department Monthly Report for January 2009.
- H. Library Department Monthly Circulation Statistics Report for February 2009.
- I. Police Department Monthly Statistics Report for January 2009.
- J. RESOLUTION NO. 2009-14 MAKING APPOINTMENT TO THE COMMITTEE FOR CITIZEN INVOLVEMENT (JOSIAH BARTLETT, TERM EXPIRING DECEMBER 31, 2011).

Consent Agenda - Continued:

**K. ENDORSE LIQUOR LICENSE APPLICATION RENEWALS FOR 2009:**

- Ballad Town Billiards, 2036 Pacific Avenue (Limited On-Premises Sales)
- Circle Inn Tavern, 3007 Pacific Avenue (Limited On-Premises Sales)
- Cork and Barrel Wine Shop, LLC, 2004 Main Street (Off-Premises Sales)
- Cornerstone Pub and Grill, 2307 Pacific Avenue (Off-Premises Sales)
- Diamond Palace Restaurant, 1921 Main Street (Full On-Premises Sales)
- El Torero Restaurant, 3300 Main Street (Full On-Premises Sales)
- Forest Grove Elks Lodge #2440, 2810 Pacific Avenue (Full On-Premises Sales)
- Forest Grove Food Market (DBA: David Ok Market), 2248 Main Street (Off-Premises Sales)
- Forest Grove Sushi, 1905 Birch Street (Off-Premises Sales)
- Forest Grove Theater, 1911 Pacific Avenue (Limited On-Premises Sales)
- Forest Grove Tobacco, Inc., 3034-B Pacific Avenue (Off-Premises Sales)
- Godfather's Pizza, 2834 Pacific Avenue (Full On-Premises Sales)
- Half Moon Sports Bar, 1927 Main Street (Full-On Premises Sales)
- Hello Market, LLC, 1917 19<sup>th</sup> Avenue (Off-Premises Sales)
- Jade Green Palace, 3018 Pacific Avenue (Full On-Premises Sales)
- Jordy's Pub, 2104 Main Street (Off-Premises Sales)
- Maggie's Buns, 2007 21<sup>st</sup> Avenue (Limited On-Premises Sales)
- Mandarin China, 2338 Pacific Avenue (Limited On-Premises Sales)
- Mini Mart, 2705 Pacific Avenue (Off-Premises Sales)
- Phil's 1500 Subs, 2834-D Pacific Avenue (Limited On-Premises Sales)
- Pizza Schmizza, 2042 Main Street (Limited On-Premises Sales)
- Plaid Pantry #20, 2436 19<sup>th</sup> Avenue (Off-Premises Sales)
- Plaid Pantry #99, 1340 Thatcher Road (Off-Premises Sales)
- Prime Time Sports Bar and Restaurant, 4202 Pacific Avenue (Full-On Premises Sales)
- Rainbow Lanes, 2748 19<sup>th</sup> Avenue (Limited On-Premises Sales)
- Safeway #0406, 2836 Pacific Avenue, (Off-Premises Sales)
- Super Mercado La Montana, 1905 Mountain View Lane, Suite 100 (Off-Premises Sales)
- The Masonic Grand Lodge (Jennings McCall Center), 2300 Masonic Way (Full On-Premises Sales)
- Urban Decanter, 2030 Main Street (Off-Premises Sales)
- Winners Connection, 2748 19<sup>th</sup> Avenue, Suite L (Off-Premises Sales)

3A

**FOREST GROVE CITY COUNCIL WORK SESSION  
(BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW)  
FEBRUARY 9, 2009 – 5:45 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Richard Kidd called the Work Session to order at 5:50 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Victoria Lowe, Camille Miller, Thomas Johnston, Ronald Thompson, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Peter Truax, excused. **STAFF PRESENT:** Michael Sykes, City Manager, and Anna Ruggles, City Recorder.

**2. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEW**

Council interviewed the following applicant for the following positions:

- Josiah Bartlett, Committee for Citizen Involvement, Library Commission, and Historic Landmarks Board

Council Discussion:

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to making a recommendation of appointment. After deliberation, Council made recommendation to appoint Josiah Bartlett to the Committee for Citizen Involvement, term expiring December 31, 2011.

A resolution making formal appointment will be considered at the Council meeting of February 23, 2009.

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

**3. ADJOURNMENT**

Mayor Kidd adjourned the work session at 6:05 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL WORK SESSION  
(LIGHT AND POWER DEPARTMENT)  
FEBRUARY 9, 2009 – 6:00 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

1. **ROLL CALL:**

Mayor Richard Kidd called the Work Session to order at 6:05 p.m. **COUNCIL PRESENT:** Victoria Lowe, Camille Miller, Thomas Johnston, Ronald Thompson, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Peter Truax, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Janet Lonneker, Light and Power Director; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder

2. **WORK SESSION: NORTHWEST REQUIREMENTS UTILITIES RESOURCE ACQUISITION AND LOAD COMMITMENTS**

Lonneker facilitated the work session, noting the purpose of the work session was to brief Council on the options available for serving future load growth, noting the Light and Power Department has actively participated in the Northwest Requirements Utilities, LLC (NRU-LLC) to look at options for diversifying from Bonneville Power Administration (BPA). Lonneker reported the NRU-LLC is made up of approximately 40 public utilities seeking to “pool” together their future load that exceeds the BPA Tier I high water mark (HWM), noting in order for the City to participate, the City must commit to place a minimum of 50 percent of future load growth (the above HWM Tier I load) with NRU-LLC, noting this commitment must be made by the end of March, 2009. Lonneker reviewed the NRU-LLC organization’s structure, possible resource options, commitment requirements, and costs to participate. Lonneker presented a handout outlining the pros and cons between NRU-LLC and BPA. In addition, Lonneker introduced a BPA representative who was present and addressed questions pertaining to BPA Tier II rates and contract commitments.

**Council Discussion:**

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the pros and cons of the City entering into an agreement with NRU-LLC versus staying with BPA; commitment requirements; costs to participate; other renewable resource options; and how the rates may affect the economy, to which Lonneker addressed.

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

**FOREST GROVE CITY COUNCIL WORK SESSION  
(LIGHT AND POWER DEPARTMENT)  
FEBRUARY 9, 2009 – 6:00 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 2**

3. **ADJOURNMENT**

Mayor Kidd adjourned the work session at 7:00 p.m.

Respectfully submitted,

---

Anna D. Ruggles, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSIONS (DEVELOPMENT CODE & COUNCIL GOAL SETTING)  
FEBRUARY 9, 2009 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Richard Kidd called the regular City Council meeting to order at 7:10 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Victoria Lowe, Camille Miller, Thomas Johnston, Ronald Thompson, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** Peter Truax, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Kerry Aleshire, Police Chief; Jeff King, Economic Development Coordinator; and Anna Ruggles, City Recorder.

**1. A. PROCLAMATION: OREGON’S SESQUICENTENNIAL “150<sup>TH</sup> BIRTHDAY”**

Mayor Kidd publicly proclaimed February 14, 2009, as Oregon’s Sesquicentennial “150<sup>th</sup> Birthday”. Mayor Kidd presented the proclamation to Marie Mather and Mary Jo Morelli who accepted the proclamation on behalf of the Friends of Historic Forest Grove.

**2. CITIZEN COMMUNICATIONS:**

David Glabe, Forest Grove, addressed Council and requested implementing a City Code that would prohibit smoking in City parks. Glabe referenced an article published by the Oregon Department of Human Services pertaining to the higher concentrations of outdoor second-hand smoke.

David Morelli, Forest Grove, addressed Council, noting he concurred with the above testimony and suggested prohibiting the release of second-hand smoke in public areas.

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

- A. Approve City Council Executive Session (Real Property) Meeting Minutes of January 26, 2009.
- B. Approve City Council Work Session (Community Enhancement Grant Program) Meeting Minutes of January 26, 2009.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSIONS (DEVELOPMENT CODE & COUNCIL GOAL SETTING)  
FEBRUARY 9, 2009 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

- C. Approve City Council Regular Meeting and Work Session (Development Code Review) Minutes of January 26, 2009.
- D. Accept Historic Landmarks Board Meeting Minutes of December 16, 2008.
- E. Accept Public Arts Commission Meeting Minutes of September 11, October 9, and November 13, 2008.
- F. RESOLUTION NO. 2009-12 MAKING APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION (RALPH BROWN, ALTERNATE, FOREST GROVE SCHOOL DISTRICT, AND T. J. BUEHLER, FOREST GROVE CHAMBER OF COMMERCE).

**MOTION:** Councilor Lowe moved, seconded by Councilor Uhing, to approve the Consent Agenda as presented. **ABSENT:** Councilor Truax.  
**MOTION CARRIED 6-0 by voice vote.**

- 4. **ADDITIONS/DELETIONS:**  
Mayor Kidd added Agenda Item 8. A., Mayor's Day at the Capitol Report.
- 5. **PRESENTATIONS:** None.
- 6. **RESOLUTION NO. 2009-13 ADOPTING COMMUNITY ENHANCEMENT PROGRAM (CEP) PROCESS FOR FISCAL YEAR 2009-10 AND REPEALING RESOLUTION NO. 2008-15**  
Downey presented the above-proposed resolution and recommended approving the Community Enhancement Program (CEP) application process as amended for Fiscal Year 2009-10. Downey reported the Council met in Work Session on January 26, 2009, to discuss the CEP application process, noting Council made the following proposed amendments to the application: 1) add a box requiring the applicant to identify the date when funding is required; 2) eliminate submittal of budget reports; 3) consider having staff score the objective questions and have Council score the qualitative questions; and 4) consider modifying the grant application to allow sufficient space for the applicant to respond to the questions on the grant application form without having to submit attachments. In addition, Downey reported the amount of CEP funds available for distribution is projected to decline significantly due to a sharp decline in tonnage being collected at the transfer station, noting the funds for Fiscal Year 2009-10 is estimated to be \$70,000.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSIONS (DEVELOPMENT CODE & COUNCIL GOAL SETTING)  
FEBRUARY 9, 2009 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 3**

Before proceeding with a motion to adopt Resolution No. 2009-13, Mayor Kidd asked for Council comments pertaining to the above-proposed amendments to the CEP application.

**Council Discussion:**

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the above-proposed amendments to the CEP application. Mayor Kidd opposed Amendment 2, noting he supports eliminating submittal of a complete budget report; however, he still prefers to see an itemized project budget report, to which Council members collectively concurred. At the conclusion of the above discussion, Council asked Downey to amend the application to require an itemized project budget report.

Before proceeding with Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2009-13 as amended.

Sykes read Resolution No. 2009-13 by title.

**MOTION:** Councilor Johnston moved, seconded by Councilor Uhing, to approve Resolution No. 2009-13 Adopting the Community Enhancement Program (CEP) Process for Fiscal Year 2009-10 as amended and Repealing Resolution No. 2008-15.

**Council Discussion:**

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

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

Mayor Kidd called for a recess from the regular meeting at 7:30 p.m. to convene in Work Session at 7:31 p.m.

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

Mayor Kidd called the Work Session to order at 7:31 p.m.

**Staff Report:**

Holan facilitated the work session, noting the purpose of the work session

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSIONS (DEVELOPMENT CODE & COUNCIL GOAL SETTING)  
FEBRUARY 9, 2009 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 4**

was to continue reviewing the proposed new Development Code, noting at the work session of January 26, 2009, Council completed its review of Article 1 through Article 7. Holan summarized the Planning Commission's proposed amendments outlined in Article 8 through Article 12 and gave an overview of the new Development Code, noting Article 8 through Article 12 contain the following:

Article 8 - General Development Standards  
Article 9 - 11 are held for future Articles.  
Article 12 - Use Categories and Definitions

In conclusion, Holan advised that if Council approves the new Development Code, the new Development Code would replace the current Zoning and Land Division ordinances and would adopt the Design Guidelines.

**Council/Commission Discussion:**

Mayor Kidd opened the floor and roundtable discussion ensued as Council members reviewed Article 8 through Article 12. Discussion ensued pertaining to driveway and sidewalk widths; placement of fire hydrants; pedestrian lighting; front porch size; and various setback requirements. In addition Council discussed the following:

- Whether to require more outdoor seating areas in the Town Center;
- Establishing guidelines for public rights-of-way; and
- Allowing only non-invasive vegetation for landscaping and water quality facilities.

At the conclusion of the above discussion, Council asked Holan to bring back an itemized list of the questions/concerns Council discussed during its review.

Council took no formal action nor made any formal decisions during the Work Session.

Mayor Kidd called for a recess from the above Work Session at 8:44 p.m. to convene in the following Work Session at 8:45 p.m.

8. **WORK SESSION: CITY COUNCIL GOAL SETTING FOR FISCAL YEAR 2009-10**  
Mayor Kidd called the Work Session to order at 8:45 p.m.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSIONS (DEVELOPMENT CODE & COUNCIL GOAL SETTING)  
FEBRUARY 9, 2009 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 5**

**Staff Report:**

Sykes facilitated the work session, noting the purpose of the work session was to ask Council to review the current Council goals and determine if the current goals should change or remain the same. In addition, Sykes reported on the significant accomplishments pertaining to the Council Goals and Objectives for January 2008 through December 2008, noting staff successfully accomplished a majority of the 2008 Council objectives.

**Council Goals for Fiscal Year 2009-10:**

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the Council goals for Fiscal Year 2009-10. Thompson suggested removing “green” from the Goal 1, and adding “balance budget” and “with performance standards” to Goal 2. Johnston suggested adding “education” to one of the goals. At the conclusion for the above discussion, Council collective agreed to the following three key goals for Fiscal Year 2009-10 (no amendments were made to the current goals):

- GOAL 1        PROMOTE SAFE, LIVABLE, AND SUSTAINABLE  
                  NEIGHBORHOODS AND A PROSPEROUS DYNAMIC GREEN CITY**
- GOAL 2        PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN  
                  EFFECTIVE SERVICE LEVELS**
- GOAL 3        PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE  
                  IN REGIONAL AFFAIRS**

Council will formally adopt the above Council goals at the next meeting of February 23, 2009. Upon adoption of the Council goals, staff will incorporate the Council goals into the budget statement.

In addition, Sykes asked Council to identify its priorities for Fiscal Year 2009-10 budget year. Sykes noted the intent of asking for Council priority goals/objectives for the coming fiscal year was to know if there were specific goals/objectives that would require budget resources to accomplish.

**Council Goal Objectives for Fiscal Year 2009-10:**

Mayor Kidd opened the floor and roundtable discussion ensued pertaining to the Council objectives for Fiscal Year 2009-10. Mayor Kidd presented a form

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSIONS (DEVELOPMENT CODE & COUNCIL GOAL SETTING)  
FEBRUARY 9, 2009 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 6**

for Council to use as a guideline for setting goals/objectives. Thompson presented a list outlining his objectives for Council consideration. At the conclusion of the above discussion, Council collectively identified the following goals/objectives for the Fiscal Year 2009-10 (no specific order):

- Ban backyard burning
- Facility Master Plan (submit staff recommendations)
- Hire additional Police Officers (new police facility)
- Evaluate Town Center Plaza (Mayors' Institute Model)
- Support Fernhill Wetlands
- Acquire grant - Fernhill Wetlands shelter & restrooms
- Support Forest Grove Senior and Community Center
- Install sidewalks near schools and bus #57 stop
- Provide trash bins at all bus stops (provided by Waste Mgmt contract agreement)
- Acquire grant - next section of Trails Master Plan
- Evaluate Biomass (produce electricity)
- Continue pressure for new Post Office or retail store in Town Center
- Continue pressure for David Hill connection
- Require Municipal Court to extend graffiti cleanup time
- Prepare a balanced budget
- Provide adequate facilities for police and financial services departments
- Acquire grants
- Explore street maintenance fee
- Annex islands (offer incentives)
- Implement Library fine for late returns
- Contract with Oregon Dept of Forestry for snow removal

Due to the time and Councilor Truax being absent, Council collectively agreed to continue discussion of the Council goals/objectives at the next Council meeting scheduled for February 23, 2009.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSIONS (DEVELOPMENT CODE & COUNCIL GOAL SETTING)  
FEBRUARY 9, 2009 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 7**

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

Mayor Kidd called for a recess from the above Work Session at 9:19 p.m. to reconvene in regular meeting at 9:20 p.m.

**8. A. MAYOR'S DAY AT THE CAPITOL REPORT:**

Mayor Kidd reported on the Mayor's Day at the Capitol event, noting discussion focused on the State's economic stimulus package and the League of Oregon Cities provided a briefing on the following three priority issues: 1) ethics reform; 2) transportation funding; and 3) infrastructure recapitalization.

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

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and events. In addition, Sykes reported a joint Western Washington County Legislative Work Session has been scheduled for March 5, 2009, noting State senators and representatives have been invited to attend. Sykes reported Tri-Met is proposing to conduct sidewalk improvements at various bus stops. In addition, Sykes reported on the State's economic stimulus package and various grant opportunities.

**10. COUNCIL COMMUNICATIONS:**

Johnston reported on the Public Safety Advisory Commission meeting, noting the Commission reviewed its enacting resolution and goals. In addition, Johnston reported on various meetings he attended and the upcoming meetings he was planning to attend.

Lowe reported the Regional Water Providers Consortium purchased five water bladder tanks, noting she is proposing the City purchase at least one tank for emergencies.

Miller had nothing to report.

Thompson reported he attended the Mayors' Day at the Capitol event with Mayor Kidd. In addition, Thompson reported on various meetings he attended and the upcoming meetings he was planning to attend.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
WORK SESSIONS (DEVELOPMENT CODE & COUNCIL GOAL SETTING)  
FEBRUARY 9, 2009 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 8**

Uhing reported on the Economic Development Commission meeting, noting the Commission is finalizing its strategic planning. In addition, Uhing reported on the Historic Landmarks Board meeting, noting the Board is finalizing its goals.

Mayor Kidd reported on various Metro and Washington County meetings and tours he attended and upcoming meetings and events he was planning to attend. Mayor Kidd reported on various Washington County transportation issues, various regional and local issues, and various upcoming community events and activities.

11. **ADJOURNMENT:**

Mayor Kidd adjourned the meeting at 9:51 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

**COMMITTEE for CITIZEN INVOLVEMENT****Tuesday, January 13, 2009****Community Auditorium Meeting Room****Attendees:**

Members: Dennis Stoddard, Debra Delphs, Ed Nigbor, Michael Perrault  
Mo Nkiwane (arrived late).  
City Staff: Jon Holan, Community Development Director; Bev Maughan, Executive  
Assistant  
City Council: Camille Miller

**Call To Order:** The meeting was called to order at 4:32 p.m. There were enough members present for a quorum.

**Minutes of Last Meeting:** The minutes from the December 2, 2008, meeting were approved.

**Communication Inbox:** None.

**Business:**

- Dennis Stoddard had questions about dog ordinances.
- Bev Maughan mentioned that the Police Department is having the first training for the citizen volunteer program.
- Annual Town Meeting
  - There will be Neighborhood maps at each of the seven tables
  - There will be a CCI member at each table
  - Discussion will involve areas and ideas, common issues and dealing with the issues.
  - There will be three speakers. Weston Miller will talk about community gardens. Michael Kincaid, Fire Chief, will talk about the Community Emergency Response Team. Sharon Hartung, Police Department, will talk about the Neighborhood Watch Program.
  - Talking points and suggestions for CCI members were discussed.
  - Another topic will be community clean-up and waste management.
  - Have city staff present to answer questions about emergency snow removal. Have Rob Foster, Engineering/Public Works Director attend to answer these questions.
  - This event will be taped and shown on Channel 30.
  - The agenda will be as follows:
    - 9:00-9:10 am Welcome and Explanation (Dennis)
    - 9:10-9:45 am Mayor's State of the City and City Council member introduction. The Mayor will address the city's goals and open the meeting to input from attendees. Specific assignments for each board and commission will be listed.
    - 9:45-10:30 am Speakers
    - 10:30-10:35 am Waste Management
    - 10:35-10:50 am Break
    - 10:50-12:00 am Discussions and Feedback

**New Business:** Officers were elected for the year 2009. Dennis Stoddard – Chairman and Deborah Delfs – Recording Secretary.

**Next Meeting:** The next meeting will be held on February 10, 2009, at 4:30 pm.

**Adjourn:** The meeting was adjourned at 5:37 pm.

Respectfully Submitted  
Marcia Phillips  
City of Forest Grove Permit Coordinator

PUBLIC ARTS COMMISSION  
Thursday, December 11, 2008

1. **CALL TO ORDER:**

Present were PAC Board members: Philip Thias, Donna House, Linda Taylor, Colleen Winters, Ruth Anne McCullough, Kathy Broom, Jim Forbes and Mona Ward.  
City Staff Liaisons present: Tom Gamble, Colleen Winters  
Guests Present: Lang Schwartzwald  
Absent: Kathleen Leatham, Jim Flory, Vicki Pich

2. **CITIZEN COMMUNICATIONS:** There were none.

3. **APPROVAL PUBLIC ARTS COMMISSION REGULAR MEETING MINUTES FROM November 13, 2008:** Changes were three (3): Linda's "to do" was to just contact L.O. Commissioner; Colleen's advice from the Library committee experience was that "regular attendance to all meetings should be an expectation and that any and all absences should be told to someone in charge; and the change in the spelling of Lang Schwartzwald's and Kathy Broom's last name. Mona moved and Ruth Anne seconded. Notes with changes passed unanimously.

4. **ADDITIONS/DELETIONS:**

Two Additions: L.O. Public Art Tour notes and the Public Events' Display Board.

5. **BUSINESS:**

**A. Mini-Grant Request:**

Adelante Mujeres "*Connecting Immigrant Experience through Art*" request for \$500 was moved by Linda and seconded by Mona. The \$500 will come from our Tourism Fund.

**B. Finance Report:**

Colleen suggested that the \$8,000 check from the bricks be in a separate category and that it needs to be added into the Commission's Finance Report.

**C. Review of Goals and Updates:**

1. Mona, Colleen and Jim are working on the inventory of city art for the next step.
2. Linda Taylor was accepted to the F.G.S.D.'s Superintendent Screening Committee.
3. Kathy, Lang, Philip and Linda are on the Education Committee.
4. Linda saw the well-done Display Board at the Beehive for great ideas for PAC's Public Events Display Board. Kathleen said she would help with developing our new board.

#### **D. Chamber/Brick Sales Donation – Art Acquisition Process:**

- Reminder that the art acquisition needs to be in the downtown area, interactive and done by a local artist.
- Suggestions were made in the moment based on popular locales such as: the south side of the library and in front of the F.G. Public Auditorium. Someone needs to contact John Holan, Commercial Development Director for Forest Grove to know the guidelines for the placement of the art. This would give us valuable information and enable us to have better questions for the L.O. Commissioner on January 4, 2009 at the 1 p.m. Public Art Tour of L.O.
- It was discussed and decided that the location of the art needs to be the first step before choosing the artist and art piece.
- Lang, Donna, Kathy, Linda and Ruth Anne will attend the L.O. Art Tour.

#### **E. Post Cards – Philip Thias:**

- We need more images for the F.G. postcards that PAC wants to create to help promote F.G. as well as art in our town.
- Jim will take more images for the card with a final four photos to be chosen by PAC.
- Philip would like the names of the artists involved with the TITG painting project. Ruth Anne will obtain those for him.

#### **F. Display Board:**

- Linda will need \$200 to make the Display Board. This will aid in the promotion of the arts in F.G. as well as make the public aware of our existence and what we are doing. Linda made the motion and Donna seconded that the PAC approves purchasing a display board from the Sign Meister's not to exceed \$200.

#### **6. COMMISSIONERS' COMMUNICATIONS:**

- Pacific University: Mona Ward reports that P.U. is purchasing an art vending machine. We could sell our postcards in this machine.
- Valley Art: Donna House reports that the V.A. closed on December 24, 2008 for a new quality floor throughout including a new skylight. There will be a part in a few months to celebrate the reopening of V.A.
- Theatre in the Grove: Ruth Anne reports that *The King and I* has had good attendance, and that the painting project in the front of the Theatre has been completed. Positive feedback from the community has come in both for the show and its success as well as the beautiful new look of the Theatre.

#### **7. STAFF COMMUNICATIONS:**

- Colleen announced the Annual Recognition Reception for F.G.'s Boards, Committees and commissions on the 15<sup>th</sup> of January at 6:30 pm. At the F.G. Public Auditorium. Kathleen will give a report with a commission's response to F.G. Action Plan.
- F.G.H.S. Leadership Class is providing student participation on the city's commissions. One student was appointed to serve on our commission for a one year term, non-voting, and will be at our January meeting.

- Two events happened this past month: There were 100 people at each event: the piano recital and the wassail party.
- Colleen read Kathleen's letter to Teri Koerner which was well-written and expressed our appreciation in the trust that the city has given us to choose the art.
- ABC book written by the F.G. Charter School with community pictures and haiku poems by Rachel Weir's class was passed around and everyone enjoyed it thoroughly.
- Tom Gamble announced the upcoming Education Foundation Concerts in Forest Grove. The band concerts in 2009 will be a fundraiser for the education foundation. There will an amphitheatre in the new park on David Hill. There will be food and wine at the mid-spring opening event of the park.

8. **ANNOUNCEMENT OF NEXT MEETING**: Thursday, January 8, 2009

9. **ADJOURNMENT**: Meeting adjourned at 6:20 p.m.

Respectfully submitted,  
Ruth Anne McCullough

**PUBLIC ARTS COMMISSION**

Thursday, January 8, 2009

F.G. Public Auditorium, 5 p.m.

**1. CALL TO ORDER:**

Present were PAC members: Philip Thias, Donna House, Vicki Pich, Kathleen Leatham, Linda Taylor, Colleen Winters, Ruth Anne McCullough, Kathy Broom, Mona Ward, Jim Forbes, and Liam Cooper.

City Staff Liaison present: Colleen Winters

Welcome to our newest member, Liam Cooper!

**2. CITIZEN COMMUNICATIONS:**

Colleen reported that everyone should have their RSVP into Bev for the Commissioners Reception on the 15<sup>th</sup> at the Auditorium. Kathleen will give a short two minute speech.

**3. APPROVAL PUBLIC ARTS COMMISSION REGULAR MEETING MINUTES FROM December 11, 2008:**

Ruth Anne read the notes from December's meeting. Between bad weather, holidays and being out of town, the PAC notes had not been sent in.

**4. ADDITIONS/DELETIONS:** There were none.

**5. BUSINESS:**

**A. Lake Oswego Field Trip Follow-up:**

Linda reported that Cheryl and Lynn were remarkable hostesses and they all learned a lot. Lake Oswego only owns 50% of their public art outright and the other 50% is on loan. Sponsors pay \$750 per year to have their logo on plaques and printed materials. Thank you notes to Cheryl and Lynn will be taken care of by ?

**B. Art Acquisition Process Discussion:**

- Forest Grove is a different demographic than Lake Oswego. They have a \$60,000 budget and ours is \$5000.
- Our site for the art is our first consideration. The art must fit the site. We must have city involvement with the Chamber, the Financial Director, Paul Downey, and the Public Works Director, Rob Foster. Frequent communication and invitations to our board meetings are essential.
- We should find two choices for the site and share with Rob Foster and get his feedback.
- Colleen and Kathleen would begin by creating an outline draft of this art process.
- Suggestion was made to make the process into a competition among artists with a \$7500 check going to the winner.

**C. Commissioner Role and Responsibilities:**

We reviewed our roles and responsibilities.

**D. Finance Report:**

- a. Colleen mentioned that the \$200 agreed upon last meeting for the cost of the Display Board would make the totals drop from \$2900 to \$2700.
- b. Kathleen will make the board as she has the contacts and superb model of one.

**E. Review of goals:**

- Reviewed goals and decided we need to have our goals printed up on a card for each member. Ruth Anne will do. Are we meeting our goals?
- Postcards: We need more photos yet. Jim has shot many photos already but more images are needed. Variety is the key.
- Kathleen sent around a list for each member to sign to update our personal information for Bev and each other.
- Fundraisers: Kathy will call Laura Frye and see if she is still interested in hosting a dessert fundraiser.
- CEP Grant is coming up in March. Come with ideas for the grant and input at next month's meeting.

**6. COMMISSIONERS' COMMUNICATIONS:**

- Theatre in the Grove: Ruth Anne announced the One Act Plays opening at the Theatre on January 23 and will run two full weekends.
- Pacific University: Jim announced their Cawein Gallery Opening for Robert Akotia, African Arts Project, from January 20 to February 6, 2009.

**7. STAFF COMMUNICATIONS:           None at this time.**

**8. ANNOUNCEMENT OF NEXT MEETING: Thursday, February 12, 2009**

Kathleen reminded everyone to come with suggestions and comments on grant ideas and acquisition piece outline.

**9. ADJOURNMENT: Meeting adjourned at 6:30 p.m.**

Respectfully submitted,  
Ruth Anne McCullough

3F

# Monthly Building Activity Report

## January-09

### 2008-09

Category	Period: January-08		Period: January-09	
	# of Permits	Value	# of Permits	Value
Man. Home Setup	1	N/A		N/A
Sing-Family New	6	1,595,883.90	1	(JOB TRAILER)
SFR Addition & Alt/Repair	1	1,000.00	3	\$70,400
Mult. Fam. New/Alt				
Group Care Facility				
Commercial New	1	17,000.00	1	\$25,001
Commerical Addition				
Commercial Alt/Repair	2	56,500.00	2	\$25,953
Industrial New				
Industrial Addition				
Industrial Alt/Repair	2	7,999.00		
Gov/Pub/Inst (new/add)	1	9,400,000.00	2	\$177,000
Signs	3*	4,360.00		
Grading	2			
Demolitions	19	\$11,082,892.90		
<b>Total</b>	<b>35</b>	<b>\$22,165,636</b>	<b>9</b>	<b>\$298,354</b>

#### Year-to-Date

2007-08		2008-09	
Permits	Value	Permits	Value
151	\$44,928,036	91	\$7,202,920

## FIRE DEPARTMENT MONTHLY REPORT

January 2009

ALARM RESPONSE	THIS MONTH			7 AM - 4:59 PM			5 PM - 6:59 AM	
TOTAL CALLS	198			107			91	
TYPES OF ALARMS	THIS MONTH			THIS Y-T-D			THIS MONTH	LAST
	City	Dist	Total	City	DIST	Total	LAST YEAR	Y-T-D
Rescue & First Aid	121	18	139	121	18	139	151	151
Structure Fire	2	1	3	2	1	3	4	4
Vehicle Fire (mobile property)	1	1	2	1	1	2	1	1
Brush, Grass, Leaves, Trees	0	0	0	0	0	0	0	0
Trash, Rubbish	0	1	1	0	1	1	0	0
Smoke & Odor Investigation	1	0	1	1	0	1	2	2
Illegal Burn	2	2	4	2	2	4	2	2
Hazardous Mat/Situation	3	0	3	3	0	3	9	9
Public Service/Good Intent	19	3	22	19	3	22	42	42
Mutual Aid	0	0	5	0	0	5	10	10
False Alarm/Alarm Malfunctions	15	3	18	15	3	18	25	25
Other	0	0	0	0	0	0	0	0
TOTAL CALLS	164	29	198	164	29	198	246	246
CAUSES OF FIRES	City	Dist	Total	City	Dist	Total	Last Year	Last Y-T-D
Matches, smoking, discarded matl	-	-	-	-	-	-	-	-
Electrical, battery	2	-	2	2	-	2	-	-
Appliance Malfunction	-	-	-	-	-	-	-	-
Chimneys, flues, pellet stoves	1	1	2	1	1	2	3	3
Spontaneous Combustion, Rekindle	-	-	-	-	-	-	-	-
Machinery/Mechanical	-	-	-	-	-	-	-	-
Ignition of Hot Grease/Cooking	-	-	-	-	-	-	-	-
Explosions	-	-	-	-	-	-	-	-
Fuel System Malfunction	-	1	1	-	1	1	-	-
Sparks, Embers, Coals	-	-	-	-	-	-	-	-
Fireworks	-	-	-	-	-	-	-	-
Contact W/Heating Device	-	-	-	-	-	-	1	1
Incendiary/Suspicious	-	1	1	-	1	1	-	-
Undetermined	-	-	-	-	-	-	-	-
Juveniles With Fire	-	-	-	-	-	-	-	-
Burning Out of Control, unattended	-	-	-	-	-	-	-	-
Vehicle Problems, oil, trans, etc.	-	-	-	-	-	-	1	1
Other	-	-	-	-	-	-	-	-

LEADING CAUSE THIS MONTH: Various causes  
 LEADING CAUSE THIS Y-T-D: Various causes

CAUSE LAST YEAR: Chimneys-Flues  
 LAST YEAR TO DATE: Chimneys-Flues

## FIRE DEPARTMENT MONTHLY REPORT

January 2009

	This Month	This Y-T-D	Last Year	Last Y-T-D
Calls occurring at same time	15	15	42	42
<b>FIRE COSTS</b>	<b>This Month</b>	<b>This Y-T-D</b>	<b>Last Year</b>	<b>Last Y-T-D</b>
Persons Injured by Fire	0	0	0	0
Fatalities by Fire	0	0	0	0
Estimated Fire Loss	\$52,750	\$52,750	\$51,000	\$51,000
Estimated Fire Savings	\$834,750	\$834,750	\$488,000	\$ 488,000
<b>TRAINING</b>	<b>This Month</b>	<b>This Y-T-D</b>	<b>Last Year</b>	<b>Last Y-T-D</b>
Total Hours	252.91 hrs	252.91 hrs	689.50 hrs	689.50 hrs
<b>COMPANY ACTIVITIES</b>	<b>This Month</b>	<b>This Y-T-D</b>	<b>Last Year</b>	<b>Last Y-T-D</b>
Assemblies	5	5	3	3
Educational Inspections	7	7	1	1
Institutional Inspections	2	2	2	2
Residential/Apts.,Motels,etc.	4	4	0	0
Stores & Offices	26	26	35	35
Industrial & Mfg Inspection	0	0	0	0
Storage/Farm,wrhses,etc.	0	0	1	1
Special/Bridges,vacant blds	0	0	10	10
Complaint Inspections	3	3	2	2
Home Business	0	0	1	1
Driveway Inspections	0	0	2	2
Smoke Alarms	1	1	11	11
Self Inspected Businesses	0	0	0	0
Total Inspections	48	48	68	68
<b>PERSONNEL</b>		<b>This Month</b>	<b>Last Month</b>	<b>Last Year</b>
Total Paid Personnel		23	22	21
Volunteer Roster		37	37	43
Total Hours Lost for Sickness (paid)		296.98 hrs	296 hrs	268.25 hrs
Total Hours Lost for Injury		175.50 hrs	208.50 hrs	25.55 hrs
<b>APPARATUS</b>		<b>This Month</b>	<b>Last Month</b>	<b>Last Year</b>
Gasoline		gals	112.60 gals	19.70 gals
Diesel		gals	561.80 gals	469.10 gals
Total Fuel Usage		gals	674.40 gals	488.80 gals
Total Pump Hours		hrs	14.50 hrs	2.75 hrs

**REMARKS:**

15 calls @ same time. 15 times 2 calls @ same time.

36 calls to Assisted Living Facilities, 10 calls to 24-hr Care Homes      1 FF on Workman's Comp and 2 FF on Family Medical Leave

MONTHLY RECORD

MONTH/YEAR: JANUARY 2009

NEW SMOKE ALARMS	1	COMPLAINTS	3	DRIVEWAYS	0
LOANER SMOKE ALARMS	0	INVESTIGATIONS	0	PLANS REVIEWED	
SELF INSPECTED BUSINESSES	0	JUVENILES	0	- COMMERCIAL	0
HOME OCCUPATIONS	0	ADDRESS SIGNS	0	- SUB-DIVISIONS	

OCCUPANCY	REGULAR INSPECTION	RE-INSPECTION	SPECIAL INSPECTION	HAZARDS NOTED	HAZARDS ABATED	PUBLIC EDUCATION PROGRAMS
ASSEMBLIES Amusement, recreation, churches, restaurants, clubs, etc.	4	1	0	4	2	0
EDUCATIONAL Schools, Colleges, Trade Schools, etc.	2	3	2	12	27	5
INSTITUTIONAL Day care, Hospitals, Assisted Living, Nursing, Jails, etc.	0	2	0	0	1	0
RESIDENTIAL Apartments, Hotels, Doms, Motels, etc.	0	4	0	0	23	0
STORES AND OFFICES Retail, equipment sales and service, offices, repair shops, etc.	14	10	2	22	18	0
INDUSTRIAL AND MANUFACTURING Labs, Farms, Metal, Wood Products, Petroleum, Textile, Chemical, etc.	0	0	0	0	0	0
STORAGE Farms, Lumber, Petroleum, Chemicals, General Warehouses, etc.	0	0	0	0	0	0
SPECIAL PROPERTIES Vacant property, equipment, vehicles, bridges, etc.	0	0	0	0	0	0

FOREST GROVE CITY LIBRARY  
CIRCULATION STATISTICS REPORT: FEBRUARY 2009



	JAN 2009	DEC 2008	JAN 2008
Total Check-outs:	28,267	25,572	24,338
Total Check-ins:	21,680	21,730	18,619
New Registrations:	209	100	176
Intra-library Holds To Forest Grove:	10,051	9,250	8,874
Intra-library Holds From Forest Grove:	7,507	6,487	6,702
Adult Programs	1	NA	NA
Adult Attendance	33	NA	NA
Youth Programs:	20	11	9
Youth Attendance at Children's Programs	378	115	NA
Adult Attendance at Children's Programs:	240	106	NA
ILLs (Inter-library loans/out of county):	129	109	66
Self-Check Out Patrons Accepted	1,062	854	784
Self-Check-Out Patrons Denied	218	305	197
Self-Check-Out Total Items	3,725	3,165	2,853
Self-Check-Out Items Denied	48	31	47
Self Check-Out Items Renewed	24	13	13
Reference Questions	NA	NA	NA
Eye Count:	17,144	13,077	13,292
Number of Days Open:	25	21	21
<b>SAM Stats for FGL to 7-16-2008</b>			
# of users logged	NA	NA	912
# of sessions	NA	NA	2,995
Total user hours	NA	NA	1,616
Average session time in minutes	NA	NA	32
<b>ENVISIONWARE SOFTWARE INSTALLED 7-16-2008</b>			
# of sessions	3,144	2,527	NA
Total user hours	1,801	1,387	NA
Average session time in minutes	34	33	NA

**POLICE MONTHLY STATS FOR SELECTED REPORTED CRIMES / INCIDENTS**

**January 2009  
Reported Cases**

	This Year This Month	Same Month Year Ago	YTD Current Year		This Year This Month	Same Month Year Ago	YTD Current Year		This Year This Month	Same Month Year Ago	YTD Current Year
BURGLARIES	5	4	5	ASSAULTS	7	4	7	FRAUD	3	5	3
ARRESTS	0	0	0	ARRESTS	6	5	6	ARRESTS	2	0	2
THEFTS	41	38	41	SEX CRIMES	1	2	1	UUV	9	2	9
ARRESTS	5	8	5	ADULT	0	0	0	ARRESTS	4	6	4
				JUVENILE	0	0	0	RECOVERED	2	2	2
ROBBERY	4	0	4	CRIMES AGAINST CHILDREN	6	5	6	ABAND. VEHICLES	31	26	31
ARRESTS	1	0	1	DOMESTIC VIOLENCE	11	16	11	RADAR BOARD	0	0	0
VANDALISM	53	20	53	MIP/TOB/LIQUOR	0	2	0	MVA	20	15	20
ARRESTS	2	5	2	ARRESTS	1	2	1	DUII	6	10	6
								TRAFFIC CITES	217	269	217
TRESPASS	5	6	5	DRUGS	1	4	1	TOTAL ARRESTS	89	113	89
ARRESTS	13	3	13	ARRESTS	2	7	2	ADULTS	76	84	76
								JUVENILES	13	29	13
SEARCH WARRANTS	0	1	0	FUGITIVES	10	14	10				

COPIED Chief Aleshire  
 Capt. Williams  
 Capt. Ashbaugh  
 Sgt. Foster  
 Ofc. Mgr. Hayes  
 CSO Hartung 2/9/09

Total Contacts by Offense for Patrol Officers - 789 : Vehilce Impounds by Patrol Officers - 8 : 22 DHS 307's were reviewed and documented : MVA includes 15 hit and run : Crimes Against Children - 6 runaway, 0 recovered, 1 arrest : Patrol Traffic Citations do not include 22 citations from CSO's

31

## Memorandum

---

**TO:** Mayor Kidd and City Councilors

**FROM:** Anna D. Ruggles, CMC, City Recorder

**DATE:** February 23, 2009

**SUBJECT:** Appointment to Committee for Citizen Involvement

---

The Council interviewed Josiah Bartlett at its work session of February 9, 2009, and collectively agreed to appoint Josiah Bartlett to the Committee for Citizen Involvement. Josiah Bartlett has generously accepted this appointment.

**Recommendation:** Staff recommends Council approve the resolution appointing Josiah Bartlett to the Committee for Citizen Involvement, term expiring December 31, 2011. If Council desires not to make this appointment, Council may pull this item from the Consent Agenda for separate consideration.

**RESOLUTION NO. 2009-14**

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

**WHEREAS**, the City of Forest Grove has provided for a Committee for Citizen Involvement;  
and

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

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

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

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

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

<u>Last Name</u>	<u>First Name</u>	<u>Term Expires</u>
<b>BARTLETT</b>	<b>JOSIAH</b>	<b>DECEMBER 31, 2011</b>
Delfs	Deborah	December 31, 2009
Nigbor	Edward	December 31, 2011
Nkiwane	N. Mo	December 31, 2011
Perrault	Michael	December 31, 2011
Stoddard	Dennis	December 31, 2010
VACANCY		December 31, 2010

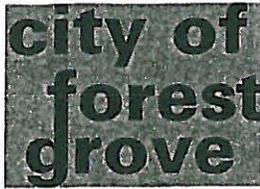
**Section 2.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 23rd day of February, 2009.

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

**APPROVED** by the Mayor this 23<sup>rd</sup> day of February, 2009.

\_\_\_\_\_  
Richard G. Kidd, Mayor



3K

**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The Forest Grove City Council  
 Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
 Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** Christopher W. Christison  
**NAME OF BUSINESS:** Ballad Town Billiards  
**BUSINESS ADDRESS:** 2036 Pacific Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

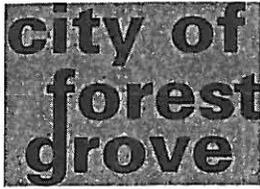
NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*Kerry P. Aleshire*  
 Kerry Aleshire, Chief of Police  
 - or Designee

2.13.09  
 Date



**FOR CITY USE ONLY**  
*(Please return to City Recorder)*

The Forest Grove City Council  
 Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
 Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT

### LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** Michael J. Kuang

**NAME OF BUSINESS:** Circle Inn Tavern

**BUSINESS ADDRESS:** 3007 Pacific Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

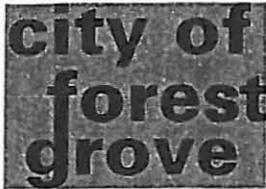
NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
 - or Designee

2-8-09  
**Date**



**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The Forest Grove City Council  
 Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
 Acct No.100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** Scott Behrens

**NAME OF BUSINESS:** Cork & Barrel Wine Shop, LLC (AKA: The Wine Behren)

**BUSINESS ADDRESS:** 2004 Main Street, Suite 100, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

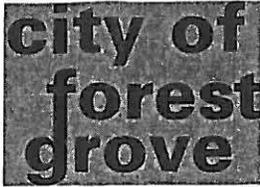
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry B. Aleshire  
**Kerry Aleshire, Chief of Police**  
 - or Designee

2-13-08  
**Date**

Police Department Recommendation Revised 12/07



FOR CITY USE ONLY  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** Jeston L. Lazenby  
**NAME OF BUSINESS:** Cornerstone Pub & Grill  
**BUSINESS ADDRESS:** 2307 Pacific Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

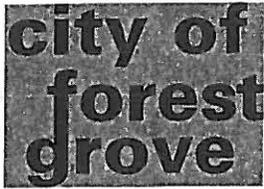
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
- or Designee

2-13-09  
**Date**

Police Department Recommendation Revised 12/07



FOR CITY USE ONLY  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

NAME OF APPLICANT Lina Lei

NAME OF BUSINESS: Diamond Palace Restaurant

BUSINESS ADDRESS: 1921 Main Street, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

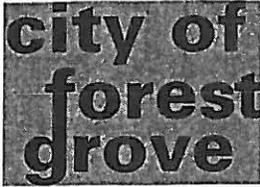
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
Kerry Aleshire, Chief of Police  
- or Designee

2-8-09  
Date

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
*(Please return to City Recorder)*

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT

### LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** Victorino J. Galvan

**NAME OF BUSINESS:** El Torero Restaurant

**BUSINESS ADDRESS:** 3300 Main Street, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

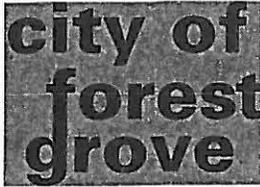
NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*Kerry P. Aleshire*  
**Kerry Aleshire, Chief of Police**  
**- or Designee**

2-8-09  
**Date**



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

**Granted**                       **Denied**

\$25.00 Liquor License Fee:    Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050    Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT**                      Karen Shepard

**NAME OF BUSINESS:**                      Forest Grove Elks Lodge #2440

**BUSINESS ADDRESS:**                      2810 Pacific Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

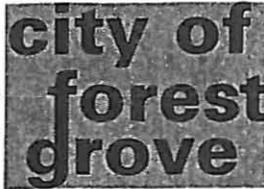
NONE     SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL                       REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
**- or Designee**

2-16-09  
**Date**



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT

### LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** \_\_\_\_\_ Jiah Pack \_\_\_\_\_

**NAME OF BUSINESS:** \_\_\_\_\_ Forest Grove Food Market, LLC (DBA: David Ok Market) \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ 2248 Main Street, Forest Grove \_\_\_\_\_

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

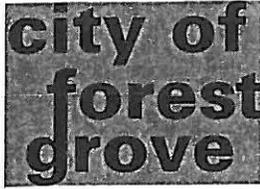
NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

\_\_\_\_\_  
**Kerry Aleshire, Chief of Police**  
 - or Designee

\_\_\_\_\_ 2-13-09 \_\_\_\_\_  
**Date**



FOR CITY USE ONLY  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** Kim KugJoo  
**NAME OF BUSINESS:** Forest Grove Sushi  
**BUSINESS ADDRESS:** 1905 Birch Street, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

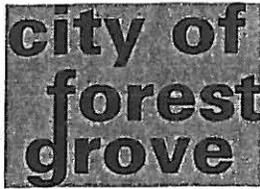
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
- or Designee

2-13-09  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** \_\_\_\_\_ Robert H. Perkins III  
**NAME OF BUSINESS:** \_\_\_\_\_ Forest Grove Theater  
**BUSINESS ADDRESS:** \_\_\_\_\_ 1911 Pacific Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

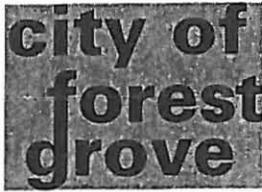
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*Kerry P. Aleshire*  
\_\_\_\_\_  
**Kerry Aleshire, Chief of Police**  
- or Designee

*2-16-09*  
\_\_\_\_\_  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No.100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** Michael Johnson  
**NAME OF BUSINESS:** Forest Grove Tobacco, Inc.  
**BUSINESS ADDRESS:** 3034-B Pacific Avenue, Suite F, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

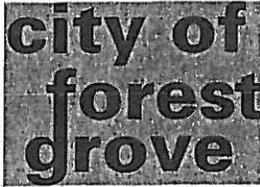
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
**- or Designee**

2-8-09  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
*(Please return to City Recorder)*

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT

### LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT**           Kenneth J. Denfeld          

**NAME OF BUSINESS:**           Godfather's Pizza          

**BUSINESS ADDRESS:**           2834 Pacific Avenue, Forest Grove          

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

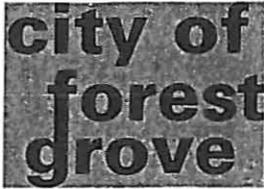
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*Kerry P. Aleshire*  
**Kerry Aleshire, Chief of Police**  
 - or Designee

2-16-09  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The Forest Grove City Council  
 Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
 Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** Ming Yu Chen

**NAME OF BUSINESS:** Half Moon Sports Bar

**BUSINESS ADDRESS:** 1927 Main Street, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

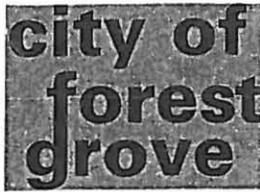
NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
 - or Designee

2-13-09  
**Date**



**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The Forest Grove City Council  
 Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
 Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** \_\_\_\_\_ Gonghui Zheng \_\_\_\_\_

**NAME OF BUSINESS:** \_\_\_\_\_ Hello Market, LLC \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ 1917 19<sup>th</sup> Avenue, Forest Grove \_\_\_\_\_

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

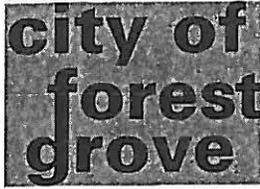
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*Kerry P. Aleshire*  
 \_\_\_\_\_  
**Kerry Aleshire, Chief of Police**  
 - or Designee

*2-8-09*  
 \_\_\_\_\_  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT

### LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** Lina Lei

**NAME OF BUSINESS:** Jade Green Palace

**BUSINESS ADDRESS:** 3018 Pacific Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

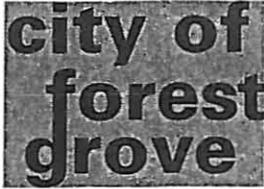
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
- or Designee

2-8-09  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** Tyson Saunders  
**NAME OF BUSINESS:** Jordy's Pub  
**BUSINESS ADDRESS:** 2104 Main Street, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

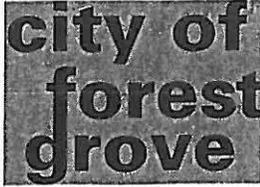
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
**- or Designee**

2-13-09  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
*(Please return to City Recorder)*

The Forest Grove City Council  
 Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
 Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** \_\_\_\_\_ Margaret Pike

**NAME OF BUSINESS:** \_\_\_\_\_ Maggie's Buns

**BUSINESS ADDRESS:** \_\_\_\_\_ 2007 21<sup>st</sup> Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

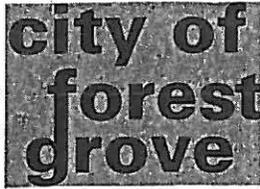
NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*Kerry P. Aleshire*  
 \_\_\_\_\_  
**Kerry Aleshire, Chief of Police**  
 - or Designee

*2-16-09*  
 \_\_\_\_\_  
**Date**



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** Meng Ming Chen

**NAME OF BUSINESS:** Mandarin China Restaurant

**BUSINESS ADDRESS:** 2338 Pacific Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

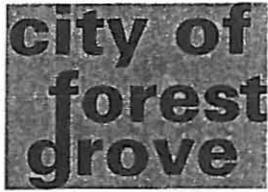
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
**- or Designee**

2-8-09  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** \_\_\_\_\_ Jimmie A. Musselwhite \_\_\_\_\_

**NAME OF BUSINESS:** \_\_\_\_\_ Mini Mart \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ 2705 Pacific Avenue, Forest Grove \_\_\_\_\_

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

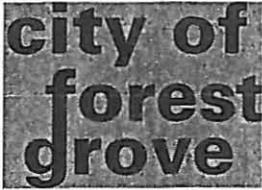
NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

  
 \_\_\_\_\_  
**Kerry Aleshire, Chief of Police**  
 - or Designee

2-13-09  
 \_\_\_\_\_  
**Date**



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** Maryl and Phil Carow

**NAME OF BUSINESS:** Phil's 1500 Subs

**BUSINESS ADDRESS:** 2834-D Pacific Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

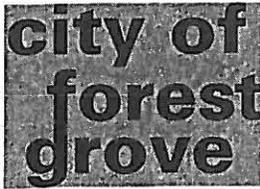
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
**- or Designee**

2.13.09  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The Forest Grove City Council  
 Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
 Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** Ronald W. Bednar

**NAME OF BUSINESS:** Pizza Schmizza

**BUSINESS ADDRESS:** 2042 Main Street, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

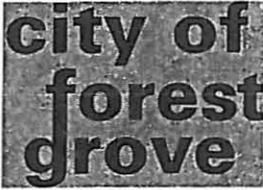
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
 - or Designee

2-8-09  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT

### LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** \_\_\_\_\_ Mark B. Conan \_\_\_\_\_

**NAME OF BUSINESS:** \_\_\_\_\_ Plaid Pantry #20 \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ 2436 19<sup>th</sup> Avenue, Forest Grove \_\_\_\_\_

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

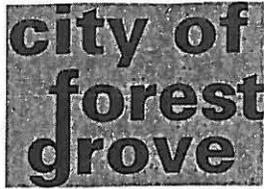
NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

\_\_\_\_\_  
**Kerry Aleshire, Chief of Police**  
 - or Designee

\_\_\_\_\_ 2-13-09 \_\_\_\_\_  
**Date**



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted                       Denied

\$25.00 Liquor License Fee:    Paid: \_\_\_\_\_

Acct No. 100-21-10-450050    Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT

### LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT**                      Mark B. Conan

**NAME OF BUSINESS:**                      Plaid Pantry #99

**BUSINESS ADDRESS:**                      1340 NW Thatcher Road, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

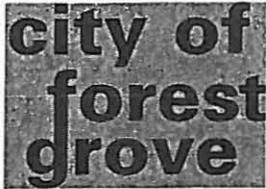
NONE                                       SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL                       REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
**- or Designee**

2-13-09  
**Date**



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_

Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** Edward J. Gilbertz

**NAME OF BUSINESS:** Prime Time Sports Bar and Restaurant

**BUSINESS ADDRESS:** 4202 Pacific Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**

*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE

SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
- or Designee

2-13-09  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** Troy Sandberg

**NAME OF BUSINESS:** Rainbow Lanes

**BUSINESS ADDRESS:** 2748 19<sup>th</sup> Place, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

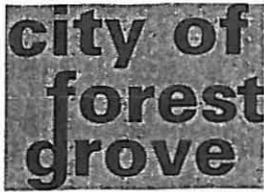
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
**- or Designee**

2-8-09  
**Date**

Police Department Recommendation Revised 12/07



FOR CITY USE ONLY  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** Jim Kuhn  
**NAME OF BUSINESS:** Safeway #0406  
**BUSINESS ADDRESS:** 2836 Pacific Avenue, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

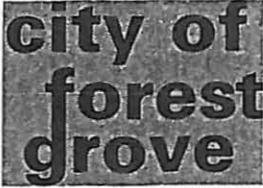
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
**- or Designee**

2-13-09  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No.100-21-10-450050 Receipt#: \_\_\_\_\_

## FOREST GROVE POLICE DEPARTMENT LIQUOR LICENSE RECOMMENDATION

**NAME OF APPLICANT** \_\_\_\_\_ Eligio Chanez \_\_\_\_\_

**NAME OF BUSINESS:** \_\_\_\_\_ Super Mercado La Montana \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ 1905 Mountain View Lane, Suite 100, Forest Grove \_\_\_\_\_

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

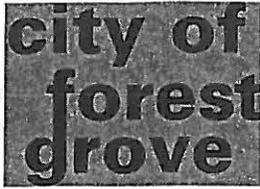
NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

\_\_\_\_\_  
**Kerry Aleshire, Chief of Police**  
 - or Designee

2.8.09  
 \_\_\_\_\_  
**Date**



**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The Forest Grove City Council  
 Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
 Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** Adella Macdonald

**NAME OF BUSINESS:** The Masonic Grand Lodge (Jennings McCall)

**BUSINESS ADDRESS:** 2300 Masonic Way, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

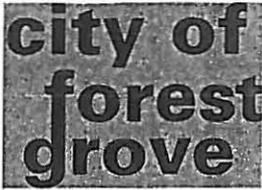
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
 - or Designee

2-17-09  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
(Please return to City Recorder)

The Forest Grove City Council  
Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** \_\_\_\_\_ Hope Kramer  
**NAME OF BUSINESS:** \_\_\_\_\_ Urban Decanter  
**BUSINESS ADDRESS:** \_\_\_\_\_ 2030 Main Street, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

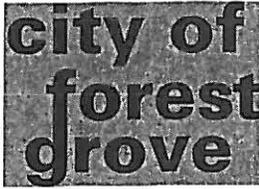
**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

*Kerry P. Aleshire*  
\_\_\_\_\_  
**Kerry Aleshire, Chief of Police**  
- or Designee

*2.13.09.*  
\_\_\_\_\_  
**Date**

Police Department Recommendation Revised 12/07



**FOR CITY USE ONLY**  
 (Please return to City Recorder)

The Forest Grove City Council  
 Recommends that license be

Granted  Denied

\$25.00 Liquor License Fee: Paid: \_\_\_\_\_  
 Acct No. 100-21-10-450050 Receipt#: \_\_\_\_\_

**FOREST GROVE POLICE DEPARTMENT**  
**LIQUOR LICENSE RECOMMENDATION**

**NAME OF APPLICANT** Barbara E. Sandberg

**NAME OF BUSINESS:** Winners Connection

**BUSINESS ADDRESS:** 2748 19<sup>th</sup> Place, Suite L, Forest Grove

**TYPE OF LICENSE REQUESTED:**  
*Application is being made for*

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

**APPLICABLE CRIMINAL/DRIVING RECORD:**

NONE  SUPPORTING DOCUMENTATION ATTACHED

**RECOMMENDED ACTION:**

FORWARD WITH APPROVAL  REJECT APPLICATION (Memorandum Required)

Kerry P. Aleshire  
**Kerry Aleshire, Chief of Police**  
 - or Designee

2-8-09  
**Date**

Police Department Recommendation Revised 12/07

## Memorandum

**To:** City Council

**From:** Jon Holan, Community Development Director  
Michael Sykes, City Manager

**Date:** February 23, 2009

**Re:** Adoption of the Development Code, Comprehensive Plan Map and Text Amendment, Zoning Map Amendment, Municipal Code Amendment and Design Guidelines

---

**Request:** Staff has previously distributed notebooks to the Council containing various items for the City Council to consider for adoption. Those action items with tab reference in the notebook are as follows:

- New Development Code as recommended by the Planning Commission (Attachment 1 to the Staff Report transmitted to the Planning Commission dated August 11, 2008);
- Comprehensive Plan and Zoning Map Amendments (Attachment 2) needed to address the new Development Code;
- Comprehensive Plan Text Amendments (Attachment 3) to address the new Development Code;
- Municipal Code Text Amendment (Attachment 4) to address the new Development Code; and
- New Design Guidelines (Attachment 5).

The notebook also contains other supporting material including current Commercial Business District and Commercial Heavy Zone text, Transportation Planning Rule (TPR) analysis, map of Metro Design Types for Forest Grove, Design Type changes due to the adoption of the proposed Development Code, letter concerning Forest Grove Title 4 compliance, memo to the Planning Commission dated January 5, 2009 on Development Code revisions, Planning Commission minutes and other supporting documents and correspondence received concerning this action.

The request is for the City Council to adopt the proposed actions with any amendments deemed appropriate by the Council through the public hearing process.

**Background:** The Development Code has been created through a multi-year process for the Council consideration. Through the years there have been meetings held with interested parties, a 13 member citizen committee lasting about one year to review the document, an extensive joint work session with the Council and Planning Commission also lasting about one year and completion of the TPR analysis prior to beginning the adoption process. The adoption process included a 45 day review period with state agencies and Metro, Measure 56 notices sent to property owners affected by the map amendments and newspaper notices. The Planning Commission conducted a public hearing that was held on August 18, and continued to September 15, October 6, October 20, November 3, November 17, and December 15, 2008, and January 5, 2009. The City Council conducted work sessions to review the proposed Code and attendant items on January 26 and February 10, 2009.

The overall intent of the Code is to replace, consolidate and streamline the current Zoning and Land Division ordinances into one document. As a result, the Code generally carries forth current policies. However, in updating the code provisions, there are changes compared with current requirements. The bulk of those changes are discussed in the staff report. In addition, other amendments are included through the Planning Commission review process. Most of those changes are addressed in the January 5, 2009 memo to the Planning Commission from staff. At its hearing, the Commission also recommended the following changes:

- No maximum setbacks in the Community Commercial District east of Oak Street (amending Footnote 3 to Table 3-11);
- Adding the nonconforming use provisions from the current City Charter into the Development Code;
- Changing the standard to use bio-swales and pervious surfaces from "may" to "should" "when possible" in Article 8 (Sections 10.8.110 G, 10.8.415 B and D, 10.8.525 F and 10.8.605 D); and
- Changing the comprehensive plan and zoning map amendments for the Elm Street area north of Highway 47 from high density residential to medium density residential.

Discussion of these amendments appear in the memo dated January 26, 2009 (see Attachment 1) from staff to the City Council and is considered part of the record.

At the City Council work sessions, several issues were brought up for further consideration by the Council at its public hearing:

- Section 10.1.405: Should home occupations requests be processed as a Type I or Type II permit? The issue is whether there should be notification of property owners within 300 feet of a request. Currently, these requests are processed similar to a Type I procedure where there is no notification. The reason is that home occupations are approved by fairly clear and objective standards (see Section 10.7.055) and there is very little basis for an appeal if the standards are met. The one discretionary criterion relates to traffic which is difficult to accurately assess until the use is established.

The benefit of the Type II process is that neighbors would receive notice about the proposed activity before it begins. It could also help if there is an illegal (i.e. not received City approval) activity since neighbors would not have received a notice about it. The main negative aspect of going to a Type II process is that it would add at least several days to the approval due to the noticing requirements. It main also create false expectations concerning the opportunity of success of any appeals since the standards are fairly clear (i.e. either the standards are met or they are not based on the application and other material submitted by the applicant.

The concern may be more of an enforcement issue where a permit may be issued based on the criteria and the applicant fails to adhere to it. In these instances, the Type I or II process would likely not prevent that to happen.

- 10.1.610 C 5: The Planning Commission added language from the City Charter requiring notices for Comprehensive Plan and Zoning map amendments be sent of affected property owners by return receipt. The issue appears to be if return receipt adds any benefit to the notice process.
- 10.2.100 et. seq.: The Planning Commission revised this section to limit administrative adjustments to 10% or less rather than 20% as proposed by the original code. The purpose of the original proposal was intended to provide greater administrative flexibility. There was discussion by the Council about this matter.
- Table 3-5 of Section 10.3.130: The Planning Commission recommends changing the minimum lot size for single family and manufactured homes from 70% of the average lot size to 5000 square feet. There was discussion at the Council work session about the change. From staff's perspective, the Commission's proposed change would make it more difficult to achieve lot size variety in certain zone districts since the minimum lot size would equal the average lot size.
- 10.4.225 C 6: Council commented that this subsection should include a reference to the geotechnical requirements in Article 8.

- 10.4.100 et. seq. and 10.8.450 et. seq.: There are two sections in the Development Code pertaining to tree requirements. Staff proposes combining the two sections into Section 10.4.100 et. seq. and eliminating the provisions of 10.8.450 et. seq. The proposed amendment is Attachment 2 of this memo.
- 10.7.070 H: The Planning Commission recommended the addition of this subsection to require manufactured homes on individual lots to face the street. The reason is to require manufactured homes to be oriented the same as stick built homes. There was a concern by Council members that the Commission's proposed amendment was too restrictive.
- 10.8.140 C 3 b: Add "public" to seating areas to clarify this subsection is intended for seats for public use.
- 10.8.414 A: Add "non-invasive" to native vegetation.
- 10.8.755: Add lighting intensity standards.
- Figure 8-12: Remove dimensions from figure.
- 10.12.120 B: Add major water and sewer transmission lines to the definition of "Major Utility Transmission Facilities". Proposed language is as follows:
 

Major Utilities Transmission Facilities: Community infrastructure that is either below or above ground and provides the distribution facilities to serve the community as a whole or a portion of the community such as major sewer and water lines, major electrical transmission lines within their own easement and electrical substations.
- Elm Street North of Highway 47: The area north of Highway 47 on Elm Street is currently planned and zoned Commercial Heavy. The staff recommendation is to redesignate the area to High Density Residential. The Planning Commission recommended Medium Density Residential. The memo to the Council dated January 26, 2009 explains the rationale for both recommendations. This matter was discussed by the Council with certain Councilors also proposing Community Commercial for the site due to its proximity to Highway 47. Another option is to consider different land use designations on either side of Elm Street. Staff would recommend the area east of Elm Street be designated residential (either medium or high density) to minimize potential conflicts with the existing residential area to the north. There may be more flexibility for the site west of Elm Street since it is bounded by public right-of-way on all four sides to offer good access and is smaller in size which would limit the size of a commercial operation. There still may be potential compatibility issues with a non-residential use.

However, the historical use of the site has been non-residential with high traffic generation with some of the previous uses (bus operation).

The Council also reviewed a memo from Jeff King, Economic Coordinator, recommending further amendments for the Development Code. A copy of that memo with further comments is Attachment 3 to this memo. At the work session, the memo proposed several changes to the Code pertaining to Light Industrial uses in the Community Commercial District, Call Centers and Data Centers. Two additional proposals include allowing Light Industrial uses in the Town Center and allowing self-storage units in the General Industrial designation. Also attached to the memo are proposed amendments.

The only comment at the work session regarding Call and Data Centers was a concern that these uses could crowd out uses which generate pedestrian traffic. The proposal includes prohibiting Data Centers on the ground floor to address that concern.

Community Development Department staff concurs with the proposed changes.

Staff has also received comments from the City Attorney with responses/proposed changes from staff as follows:

1. Section 10.1.420.A. Because the applicant is the only person who can have standing, the first sentence should be amended to read: "The applicant must submit a written appeal petition . . ." The way it is currently written gives the impression that someone else could appeal the decision.

Proposed Amendment:

"The ~~party~~ applicant must ~~have standing,~~ and submit a written appeal petition and pay the required fee to the City within fourteen (14) calendar days of the written notice of the decision. The written petition shall specifically state the issues being appealed and the Planning Commission shall be limited to the consideration of those issues."

2. Section 10.1.515. You may want to delete the reference to ORS 197.195. All of the substantive requirements of the statute are set out in the ordinance, so you don't need it, but leaving it in will require you to amend the section if the ORS number ever changes.

Proposed Amendment:

"Notice of Type II applications shall be provided ~~in accordance with the provisions of ORS 197.195 and~~ as follows:"

3. Section 10.1.540.A. The second sentence in this section violates ORS 227.178 (1)(a)(E), which prohibits limiting the issues at the first public hearing on a land use application. You can ask the applicant to specify the issues he or she is concerned about, but you can't limit the hearing to those issues.

Proposed Amendment:

"The party must have standing, and submit a written appeal petition and pay the required fee to the City within fourteen (14) calendar days of the written notice of the decision. The written petition shall specifically state the issues being appealed and the Planning Commission shall be limited to the consideration of those issues."

4. Section 10.1.545.A. The first sentence limit the local appeal to just the applicant. While this may be lawful, the effect is that all other parties have to appeal directly to LUBA, and I'm not sure that is a desirable outcome. Issues that may give rise to an appeal should be resolved locally if possible.
5. Section 10.1.545.A. The requirement that the applicant waive the 120-day rule as a condition for hearing the appeal violates ORS 227.178 (10). "A city may not compel an applicant to waive the 120-day period set in subsection (1) of this section \* \* \* as a condition for taking any action on an application for a permit, limited land use decision or zone change." Accordingly, the clause that requires the applicant to waive the 120-day rule should be deleted.

Proposed Amendment for Comments 5 and 6:

~~"The applicant is the only~~ Any party with standing ~~to~~ may file a second appeal. The City must receive an appeal petition in writing, ~~a written waiver of the 120 day land use decision time limit,~~ and the required fee within fourteen (14) calendar days of the written notice of the decision. The written petition shall specifically state the issues being appealed and the City Council shall be limited to the consideration of those issues."

6. Section 10.2.220. I'm not exactly sure how this section applies, but subsection A.1. establishes a subjective "compatibility" criteria for review and approval of conditional use applications. Under ORS 197.307, the City may use only clear and objective standards for land use applications for needed housing. This would apply to most applications for residential development. Accordingly, if this subsection applies to applications for residential development, it violates ORS 197.307.

Staff Comment: The only residential use requiring a conditional use permit is Transitional Housing which includes public or non-profit housing for temporary

shelter (tenancy less than 1 month). This category is not housing in the sense of intending to provide long-term residence. As a result, staff is not proposing any amendments related to this comment.

For the record, Attachment 4 is a letter dated January 27, 2009 from Chris Huntington of the Oregon Buildings Code Division. He indicates that subject to the review of the specific language, it appears that the proposed Recreational Park requirements subject to state requirements would be acceptable since the state standards are considered minimum and none of the proposed standards is less than the state requirements.

**Recommendation:** Staff recommends that the City Council conduct a public hearing and adopt ordinances to approve the following actions with appropriate amendments as accepted by the Council:

- Development Code;
- Comprehensive Plan Map and Zoning Map Amendments;
- Comprehensive Plan Text Amendments;
- Municipal Code Text Amendment; and
- New Design Guidelines.

Attachment 1

# Memorandum

**To:** City Council  
**From:** Jon Holan, Community Development Director  
Michael Sykes, City Manager  
**Date:** January 26, 2009  
**Re:** Proposed Development Code

---

**Request:** The request is for the City Council to approve the proposed Development Code, amendments to the comprehensive plan (text and map amendments), amendments to the Zoning Map, amendment to the Municipal Code and design guidelines.

**Background:** The notebook included with this memo is comprised of several sections that are tabbed as follows:

- Prior to Tab 1: This memo and the Planning Commission Decision
- Tab 1: Staff Report with 11 Attachments (also tabbed)
  - Attachment 1 - Proposed Development Code as recommended by the Planning Commission (Articles 1 to 8 and 12 are tabbed)
  - Attachment 2 - Proposed Comprehensive Plan and Zoning Map Amendments
  - Attachment 3 - Proposed Comprehensive Plan Text Amendment
  - Attachment 4 - Proposed Municipal Code Text Amendment
  - Attachment 5 - Proposed Design Guidelines

- Attachment 6 - Current Commercial Business District Zone text
  - Attachment 7 - Current Commercial Heavy Zone District text
  - Attachment 8 - Transportation Planning Rule Analysis
  - Attachment 9 - Metro Design Types Map for Forest Grove
  - Attachment 10 - Design Type Changes
  - Attachment 11 - Letter dated August 28, 2008, Forest Grove Title 4 Compliance
- Tab 2: Memo from Jon Holan to Planning Commission dated 1/5/09 on Development Code revisions
  - Tab 3: Planning Commission minutes
  - Tab 4: Supporting documents and correspondence received

The staff report summarizes the contents of the proposed Code as well as the proposed Comprehensive Plan and Municipal Code amendments plus the proposed Design Guidelines. It also provides the analysis for compliance with State Planning Goals, Metro Function Plan requirements and Comprehensive Plan goals and policies and amendment criteria.

Proposed Commission Changes to the Code: The January 5, 2009 summarizes the proposed changes through the Planning Commission process. There are three types of changes: overlooked changes due to previously approved amendments (particularly amendments to comply with Metro's Nature in Neighborhoods – i.e. Goal 5 requirements), amendments as a result of the compliance analysis and changes proposed by the Planning Commission. The Commission also included a staff suggested amendment concerning required open space for small lot residential development which is discussed in the memo.

In addition, the Commission proposes four other changes not addressed in the January 5 memo. These changes include specifying no maximum setbacks in the Community Commercial District east of Oak Street (see Footnote 3c to Table 3-11 in the Commercial zone districts – Article 3), adding the non-conforming wording from the existing Charter into Section 10.7.125 E, increasing the standard to use bio-swales and pervious surfaces from "may" to "should" "when possible" in Article 8 (Sections 10.8.110 G, 10.8.525 F, and 10.8.605 D) and changing the proposed land use designation in the Elm Street area north of Highway 47 from high density residential to medium density residential.

The Commission's proposed amendment to the Community Commercial District reflects current policy is the distinctive characteristic between the Community Commercial and Commercial Auto designation on the Comprehensive Plan. Since this Code is generally to carry forth current policies, this amendment is appropriate.

The change in standard still does not require the use of bio-swales and pervious surfacing and as a result, would be consistent with the adopted ESEE analysis and program for the Goal 5 program. The change would put further emphasis on providing these improvement types where the techniques are feasible.

The addition of the non-conforming section was to incorporate the Charter wording as requested by the Charter Committee. The purpose of this amendment is a replacement to the charter provisions and allows a future City Council to address the issue.

Regarding the land use designation (see Attachment 2 to the staff report), the reason for the initial change is that the existing Heavy Commercial land use designation is proposed to be eliminated by the new Development Code and replacement zoning needs to be proposed. Staff proposed high density residential (20.23 units per net acre) as a transitional use between single family residential to the north and Highway 47. The Commission is proposing the change to medium density residential (12 units per net acre) because it better fits with the Comprehensive Plan's locational criteria (not served by Transit) and would be more compatible with the single family area to the north.

Staff Comments on proposed Commission Amendments: Staff concurs with most of the amendments proposed by the Commission. There are two Commission proposed changes that staff would comment. These changes are as follows:

- Administrative Adjustments: The proposed Code allowed administrative adjustments on up to 20 percent on setback or lot coverage standards (Section 10.2.100 et. seq.). The purpose of this to allow administrative flexibility. The Commission believed that this allows too much authority to staff and recommends to only allowing up to a 10 percent modification.

Staff believes that the original proposal is appropriate since the modification is only for setback and coverage standards. The Commission proposal would reduce the flexibility sought by the Code. The modification would mainly apply in residential (minimum setbacks), Community Commercial west of Oak Street (maximum setbacks) and the Town Center designations (FAR requirements). Because the values for the standards are relatively low, the amount a variation would be relatively minor (e.g. 5 foot side yard setback could be reduced up to 1 foot) to allow for house improvements etc. It should be noted that under the

original proposal, any reductions between 10 to 20 percent would require notification to the neighbors.

- Change in Land Use Designation: Staff has concerns with the proposed change from high density to medium density residential for the lands around Elm Street and north of Highway 47. The site in question comprises 9 tax lots with a total area of 4.21 acres. Of that, 4 parcels (under three ownerships) totaling 1.29 acres is bounded by Highway 47, Elm Street, 11<sup>th</sup> Avenue and Douglas Street. The remainder (6 tax lots under one ownership) east of Elm Street is 2.92 acres in area.

Staff acknowledges that the site does not meet part of the locational criteria for high density residential to be within walking distance of mass transit and community serving commercial. However, the site meets the other locational criteria for high density. That is, the area is hazard free (i.e. appropriate soils and outside the floodplain) suitable for heavy building, within walking distance of open space (about 2200 feet south of Rogers Park), slopes less than 10%, located near major arterials and availability of full urban services. The locational criteria for medium density residential is hazard free location for home sites, 10% or less slope, bounded by (but not penetrated by) major arterials, convenient driving distance to schools and neighborhood commercial and availability of full urban services. The site also substantially meets the medium density residential criteria.

It is staff's perspective that due to the presence of Highway 47 with associated noise and traffic, high density residential would be better suited for the site than medium density residential. In addition, one portion of the site is constrained by existing roads. With that constraint and the relatively small size of the site, there is would be insufficient development opportunity for the site to develop. Thus, staff finds that the applying high density residential land use designation substantially complies with the Comprehensive Plan locational criteria. Further, such criteria as walking distance to mass transit and community serving commercial is offset by other factors in terms of the small area and parcel size as well as potential noise and traffic from Highway 47.

An alternative would be to redesignate the land west of Elm Street to high density residential due to land constraints and the area east of Elm Street to medium density residential.

Other Issues: Through the review by the Planning Commission, other issues were identified that transcended the purpose of the Code update (i.e. maintaining current policies) and should be addressed at a future date:

- Non-conforming Use Provision: Staff understands the reason for the addition of the non-conforming use provision from the Charter and does not object given the circumstances. However, staff does have concerns with the far reaching implications of the provisions.
- Sign Requirements: The Commission wanted to focus on this topic which has also been a concern with the Council. Due to the complexity of this issue, staff is proceeding separately with examining and updating the sign provisions to allow the Development Code to proceed with adoption and to allow all involved the opportunity to focus on this issue.
- Sustainable Requirements: Members of the Commission wanted to establish firmer requirements for the use of bio-swales and pervious surfacing. Further, there was discussion of changing the Planned Unit Development requirements to create standards for the installation of solar panels and other techniques to create "greener" developments. This was not pursued at this time but should be a topic for the periodic review process.
- Downtown Parking Requirements: Members of the Commission were concerned about the parking exemptions downtown. It was discovered during the process that the exemption is not required to conform to Metro or State Goal 12 (Transportation Planning Rule) requirements. However, the issue is also complex and was not pursued through the review of the Development Code. It will be a topic as part of periodic review.

**Attachment 2**  
**Proposed Amendments to Consolidate Tree Requirements**

A. Amend Article 5 to consolidate Article 8 requirements with Article 5 requirements:

**TREE PROTECTION**

**10.5.100 PURPOSE**

The trees of Forest Grove, a reminder of the City's namesake, offer historic, aesthetic, spiritual, social, environmental and monetary values to the community. This section of the Code establishes guidelines, a legal framework, and authority for the community forestry program. The intent of this section is to enhance the quality of life in Forest Grove by promoting good stewardship that will ensure the continued health of the community forest. The Development Code creates a protected status for trees as listed below:

- A. Street Trees: Any woody perennial plant permitted by the City to be planted in the public right-of-way. Typically a 1¾-inch or larger nursery stock tree.
- B. Natural Resource Vegetation: Trees and vegetation within sensitive lands or vegetative corridors as required by Clean Water Services Design and Construction Standards.
- C. Trees on Developable Land: Trees which have a diameter of six (6) inches or larger, or Oregon White Oaks with a diameter of three (3) inches or larger, measured at 4 ½ feet above natural grade, on land subject to or undergoing development review. Development review includes site review, design review, partition or subdivision review or building permit review.
- D. Trees on Approved Site Plan: Existing trees shown on site plans and designated for protection as part of the site plan approval.
- E. Register Trees: Trees placed on the register list (includes tree groves) as described in Section 9.800 of the Municipal Code. Register trees may include trees from any of the above categories as well as trees on private property.

Where any tree fits into more than one category, the most restrictive criteria apply.

**10.5.105 DEFINITIONS**

Section 10.12.210 T4 of this code includes a definitions section devoted to tree related terms.

**10.5.110 CITY APPROVAL REQUIRED**

- A. In no case can trees within the public right-of-way that are deemed by the City to be healthy and pose no risk of property damage or personal injury be removed or topped. In addition, unless approved by a tree permit or specifically exempted under subsection C below, it shall be unlawful within any one ~~A~~ year to modify protected trees included in Section 10.5.100 as follows:
1. Remove or prune as to remove over 20% of a tree's canopy,
  2. Top a tree, or
  3. Disturb over 10% of the critical root zone of any protected tree or vegetation except in accordance with the provisions of this Code.

A. Permit Requirements

1. The applicant shall file an application for protected tree removal or pruning with the City. The application shall include information on the location and size of the parcel, the location, type, and size of the tree or trees proposed for removal or pruning, and the reasons for the request. Where specified by this code, a tree protection plan shall be provided in accordance with the provisions of Section 10.5.120. The application and reasons shall address appropriate criteria based on the categories in described in Section 10.5.100 (i.e., street trees, trees on developable land, etc.)
2. Where an application involves infested tree(s), the application shall contain an analysis of the tree(s) by an arborist.
3. The Director shall determine whether the request is valid under the terms of this Code within four working days of submittal of the application. If valid, the application shall be processed as a Type I permit within seven working days unless referred or appealed to the Community Forestry Commission (CFC).
4. Applications for the removal or pruning of trees pursuant to Section 10.5.125 shall be submitted as part of the land use permit application or grading permit, whichever is first. The application shall be reviewed and acted upon by the Community Forestry Commission prior to the issuance of any land use approval for new development or grading permit. Notice will be sent consistent with the Type II procedures with appeal to the City Council.

A. Permit Exemption. The following activities do not require a permit:

1. Imminent Danger. If an imminent danger exists to the public or any property owner or occupant, the City may issue an emergency removal

permit. The removal shall be in accordance with accepted arboricultural standards and be the minimum necessary to eliminate the danger.

2. Penalty for Incorrect Danger Assessment. If it is determined that imminent danger did not exist or that the hazardous condition had existed for over sixty (60) days and the owner delayed in applying for a permit, mitigation shall be required as established in Section 10.5.150 of this Code.
3. Maintenance. Regular maintenance which does not require removal of over 20% of the tree's canopy, tree topping, or disturbance of over 10% of the root system

### **10.5.115 TREE PROTECTION PLAN AND PROTECTION REQUIREMENTS**

A. Plan Requirements. Where required by this code, a tree protection plan shall be submitted and approved by the Director or, where specified, the Community Forestry Commission. The plan shall be prepared by an Arborist and shall include:

- A 1. A scale drawing of the subject property;
- B 2. Location, species, and diameter of each tree on site and within 15 fet of the site;
- C 3. Location of the critical root zone;
- D 4. Location of existing and proposed roads, water, sanitary and storm sewer, irrigation and other utility lines/facilities and easement;
- E 5. Location of dry wells and soakage trenches;
- F 6. Location of existing and proposed structures;
- G 7. Existing topography and proposed grade change or cut and fill as a result of development;
- H 8. Existing and proposed impervious surfaces;
- I 9. Identification of a contact person and/or arborist who will be responsible for implementing and maintaining the approved tree protection plan;
- J 10. Identification of a contact person and/or arborist who will be responsible for implementing and maintaining the approved tree protection plan; and
- K 11. For Register Trees, an assessment of tree health or hazard condition, and recommendations for treatment of each applicable tree.

B. Protection Standards. The following construction practices shall apply:

1. Excavations and driveways shall not be placed within six feet of any tree or within the closest 80% of the critical root zones to the tree trunk whichever is the greater distance. During such excavation or construction this distance shall be protected and no temporary building, building material, vehicle or debris shall be kept within this area. Exceptions to this distance may be approved with a favorable report by a qualified arborist.
2. During the erection, repair, alteration, or removal of any building, structure or sign within the critical root zone of a register tree there shall be a sufficient fence to prevent injury to such tree before start and during construction. Special care shall be taken to avoid soil compaction within the critical root zone, including a prohibition of vehicle parking or driving and the prohibition of storage of equipment, construction supplies or construction debris.

**10.5.120 STREET TREES (TREES IN PUBLIC RIGHTS-OF-WAY)**

A. Standards and Requirements.

1. Street Trees Required. All development projects fronting on a public or private street more than 100 feet in length approved after the adoption of this title shall be required to plant street trees.
2. Street Tree Planting List. Certain trees can severely damage utilities, streets and sidewalks or can cause personal injury. Approval of any planting list shall be subject to review by the Director.
3. Tree Plan Required. New street trees shall conform to an existing tree plan unless a specific exception is granted. When a tree plan does not exist, the City shall determine tree species. In selection of tree species, the City shall consider the list of prohibited trees, the available planting area, above or below ground restrictions, the need for tree diversity, and the requests of adjacent property owners.
4. Size and Spacing of Street Trees. The specific spacing of street trees by size of tree shall be as follows:
  - a. Small or narrow-stature trees under twenty-five (25) feet tall and less than sixteen (16) feet wide branching at maturity shall be spaced no greater than twenty (20) feet apart;

- b. Medium-sized trees twenty-five to forty (25-40) feet tall, sixteen to thirty-five (16-35) feet wide branching at maturity shall be spaced no greater than thirty (30) feet apart;
  - c. Large trees over forty (40) feet tall and more than thirty-five (35) feet wide branching at maturity shall be spaced no greater than forty (40) feet apart.
  - d. Except for signalized intersections, trees shall not be planted closer than twenty (20) feet from a street intersection, nor closer than two (2) feet from private driveways (measured at the back edge of the sidewalk), fire hydrants or utility poles to maintain visual clearance.
  - e. No new utility pole location shall be established closer than five (5) feet to any existing street tree.
  - f. Street trees shall not be planted closer than twenty (20) feet to light standards.
  - g. Where there are overhead power lines, the street tree species selected shall be of a type which, at full maturity, will not interfere with the lines.
  - h. Street trees shall not be planted within two (2) feet of any permanent hard surface paving or walkway:
    - i. Space between the tree and the hard surface may be covered by a nonpermanent hard surface such as grates, bricks on sand, paver blocks and cobblestones; and
    - ii. Sidewalk cuts in concrete for tree planting shall be at least four feet by four feet (4 X 4) to allow for air and water into the root area.
5. Pruning Requirements. Trees or shrubs within any public right-of-way, or on public and private grounds and having branches projecting into the public street or sidewalk, shall be kept pruned by the owner or owners of property adjacent to or in front of which such trees, shrubs or plants are growing and shall meet the following:
- a. At least eight (8) feet of clearance above sidewalks, thirteen (13) feet above local streets, and fifteen (15) feet above collector and arterial street roadway surfaces shall be provided.
  - b. The branches of any tree, shrub, or other vegetation shall be pruned so as to maintain the clear vision area requirements as set forth in

Section 10.8.150.

- c. Newly planted trees may remain untrimmed, provided they do not interfere with street traffic or persons using the sidewalk.
- 6. Cut And Fill Around Existing Trees. Existing trees may be used as street trees if no cutting or filling takes place within the drip-line of the tree.
- 7. Granting Of Adjustments. Adjustments to the street tree requirements may be granted by the Director by means of a Type I or II procedure, using approval criteria in Article 2 for Adjustments.
- 8. Street Tree Maintenance – Property Owner Responsibility

  - a. The adjacent property owner shall appropriately water the tree for two (2) years following planting, unless a City irrigation system, maintenance program, or separate maintenance contract is developed which specifically removes the property owner of this responsibility.

- b. Pruning requirements. Trees or shrubs within any public right-of-way, or on public and private grounds and having branches projecting into the public street or sidewalk, shall be kept pruned according to city standards by the owner or owners of property adjacent to or in front of which such trees, shrubs or plants are growing.
- c. Where tree roots create hazardous sidewalk conditions, the owner is responsible for pruning the roots or modifying the sidewalk to alleviate the hazardous condition.

9. City Maintenance of Street Trees

- a. The City may perform pruning on any street tree within the rights-of-way without a permit if total pruning results in removal of less than 20% of the crown or disturbance of less than 10% of the root system. Major pruning of a series of street trees may be combined in one permit.
- b. If the owner or owners, lessees, occupants or person in charge of the property shall fail and neglect to trim such trees, shrubs or plants within ten (10) to forty-five (45) days after notice, the City shall trim such trees, shrubs or plants and shall bill the property owner for the cost of the work. Such trimming by the City shall not relieve such owner, lessee, occupant or person in charge of responsibility for violation of the code.

10. Additional Requirements

- a. It shall be unlawful to attach anything to a tree, or to the support of protection devices of a tree, except that which is used for support or protection or approved by the City.
- b. It shall be illegal to remove protective devices from around a tree, or in any way damage a street tree.
- c. The applicant shall state when products of pruning or tree removal will be used for a financial return. The commercial harvesting of tree products (e.g. harvesting and selling of spring foliage) shall not be the primary purpose for pruning or cutting street trees.
- d. If removal is allowed, the stump shall be removed to a depth of six (6) inches below the surface of the ground or finish grade of the street, whichever is of greater depth.
- e. A tree of at least two (2) -inch or larger caliper size shall be planted within one (1) year of removal of the street tree.

B. Criteria for Pruning or Removal. The permit for major pruning or removal shall be granted if any of the following criteria are met:

1. The tree is dead or diseased. This criterion shall not be used as the sole reason for removal if the cost of curing the disease is less than one-fourth of the value of the tree. Criterion 1 is to determine if major pruning or removal is appropriate, and shall not be used to require treatment of the tree.
2. The tree has become a major nuisance by virtue of damage to personal property or improvements, either public or private, on the subject site or adjacent sites, and that the maintenance required to prevent damage to such improvements or property outweigh the value of the tree to the community.
3. The tree is unsafe to the occupants of the property, an adjacent property or the general public.
4. The removal has been approved as part of a development project, pursuant to the provisions of Section 10.5.135.
5. The removal is for a public purpose, and there is no alternative without significant cost or safety problems.
6. The removal is part of a street tree improvement program, such as improving the streetscape, or improving the age and species diversity within the City.

#### **10.5.125 TREES IN NATURAL RESOURCE AREAS**

Modification of any trees within Natural Resource Areas shall comply with Clean Water Service Design and Construction Standards and, where applicable, Section 10.5.050 et. seq.

#### **10.5.130 TREES ON DEVELOPABLE LAND, PRIOR TO AND DURING DEVELOPMENT**

A. Protected Trees Prior to Development

1. A permit shall be required for the removal or major pruning for trees six (6) -inches or greater in diameter or Oregon White Oaks three (3) – inches or greater in diameter, measured 4 ½ feet above natural grade, or other Protected Trees as defined in this code. A permit may cover a tree

management plan which specified cutting, pruning, and thinning on a six (6)-month to two (2)-year basis.

B. Tree Removal Criteria. The permit for removal of tree(s) on developable land shall be granted if any of the following criteria have been met:

1. The tree is dead or diseased. Criterion 1 shall not be used as the sole reason for removal if the cost of curing the disease is less than one-fourth (1/4) of the value of the tree. Criterion 1 is to determine if major pruning or removal is appropriate, and shall not be used to require treatment of the tree.
2. Removal of the tree is necessary to accomplish a public purpose, such as the installation of public utilities or provision of public streets by a public agency. The applicant shall show evidence of alternative designs.
3. Removal of the tree is for thinning purposes following accepted arboricultural practices.

C. Review Standards during Development Review

1. Prior to the removal of any protected trees a tree permit is required. If there is a land use or other permit which may result in modification of the site the tree permit shall be reviewed concurrent with that other permit and follow the same process.
2. Permit Requirements. In conjunction with the development permit requested, the applicant shall include the location, size, and species of all trees subject to this code. Groves or trees that are to be protected do not have to be individually delineated, however, the approximate number of trees in each grove shall be indicated.
3. Protection Plan. For all trees proposed to be preserved, the applicant shall submit a protection plan consistent with the provisions of Section 10.5.120. Protected trees shall be identified on landscape plans.
4. Review Criteria. Protected Trees, as defined in Section 10.5.100 shall be preserved unless the applicant proves to the satisfaction of the reviewing body that removal is necessary as a result of:
  - a. Need to remove trees that pose a safety hazard to pedestrians, property or vehicular traffic or threaten to cause disruption of public service; or which pose a safety hazard to persons or buildings.

- b. Need to remove diseased trees or trees weakened by age, storm, fire or other injury.
- c. Need to observe good arboricultural practices.
- d. Need for access to the building site or immediately around the proposed structure for construction equipment.
- e. Need for essential grade changes to implement safety standards common to standard engineering or architectural practices.
- f. Surface water drainage and utility installations.
- g. Locations of driveways, buildings or other permanent improvements so as to avoid unreasonable economic hardship.
- h. Compliance with other ordinances or codes.
- i. Need to install solar energy equipment.

For criteria d-g above, the applicant shall provide evidence of exploring alternate designs that would increase tree protection. Removal of register trees shall also comply with the criteria in Section 10.5.145.

5. Yard Setback Adjustment

- a. The Director may authorize adjustments from the setback requirements of this Code where it can be shown that, owing to special and unusual circumstance related to a specific property, a proposed development would result in the removal of trees designated in the Register. An adjustment to the side, front, and/or rear yard setback by up to 50% may be authorized if necessary to retain designated Register trees.
- b. The Director may grant only the minimum adjustment necessary to retain the designated Register trees. In granting the adjustment, the Director may attach conditions necessary to protect the interests of the surrounding property or neighborhood.

The adjustment to setbacks to protect Register trees shall be consolidated with the land use application and reviewed under the procedures specified for Adjustments in Section 10.2.100.

**10.5.135**

**TREES IN APPROVED DEVELOPMENTS**

The following provisions apply to trees that were existing and retained as part of a development review procedure.

- A. Criteria. The permit for major pruning or removal shall be granted if any of the following criteria have been met.
1. The tree is dead or diseased. Criterion 1 shall not be used as the sole reason for removal if the cost of curing the disease is less than one-fourth ( $\frac{1}{4}$ ) of the value of the tree. Criterion 1 is to determine if major pruning or removal is appropriate, and shall not be used to require treatment of the tree.
  2. The tree has lost its significance in terms of its original designation due to damage from natural or accidental causes, or if some other reason can be established that it is not longer of historic significance.
  3. The tree has become a major nuisance by virtue of damage to personal property or improvements, either public or private, on the subject site or adjacent sites, and that the maintenance required to prevent damage to such improvements or property outweigh the value of the tree to the development.
  4. The tree is unsafe to the occupants of the property, an adjacent property or the general public.
  5. The pruning, removal or replacement of the tree results in an improved development as measured by the original review criteria. Decisions under this provision may be referred to the original review body.

#### **10.5.140 PROTECTION OF REGISTER TREES**

- A. Register Trees. Register Trees are those identified and adopted by Council ordinance, and are subject to this section in addition to any requirements set forth in this Article.
- B. When development is proposed within a significant grove or when Register trees are located within a site proposed for development, a tree ~~preservation~~ protection plan pursuant to Section 10.5.110 shall be submitted for approval. If justification for removal is based upon the health of the tree, and a visual inspection by the City cannot establish that the tree is dead or seriously diseased, the applicant shall hire a certified arborist or pay a fee established by the City so that an arborist can be hired to inspect and evaluate the health of the tree.
- C. Criteria. The permit for major pruning or removal shall be granted if any of the following criteria have been met:

1. The tree is dead or diseased. Criterion 1 shall not be used as the sole reason for removal if the cost of curing the disease is less than one-fourth ( $\frac{1}{4}$ ) of the value of the tree. Criterion 1 is to determine if major pruning or removal is appropriate, and shall not be used to require treatment of the tree.
  2. The tree has lost its significance in terms of its original designation due to damage from natural or accidental causes, or if some other reason can be established that it is no longer of historic significance.
  3. The tree is unsafe to the occupants of the property, an adjacent property or the general public.
  4. The proposed removal is part of a development project; and
    - a. The removal is for a public purpose, and there is no alternative without significant cost or safety problems as determined by the CFC; or
    - b. Protecting register trees results in a density reduction of over 15%, or an increase in costs of 15%. If this is documented, the allowed tree removal shall be the minimum required to reduce the impact on density and/or costs to less than 15%.
- E. Issuance of Permit. All permits for removal shall be issued with the following conditions attached:
1. Any Register tree shall be removed or pruned following professional standards. These standards shall be provided to all applicants at the time the permit is issued.
  2. It is the responsibility of the applicant to assure that all protected trees are removed or pruned in a manner that ensures safety to individuals and public and private property.
  3. Other conditions (such as one or more replacement trees) shall be attached in keeping with the purpose of this section.
- F. Relative Value. The relative significance and historic value of the tree (based on the *Manual of Tree and Landscape Appraisers*), as determined in the inventory or other study, shall be considered in evaluating the need for removal or mitigation requirement.
- G. Referral and Appeals. The Director may refer the review to the CFC. The Director may also request a recommendation from the Historic Landmarks Board if the permit request involves trees with historic significance. A decision of the

Director may be appealed to the CFC. Appeals of the CFC decision shall go directly to the City Council within the time periods and procedures as set forth in Section 10.1.200 et al of this Code.

#### **10.5.145 MITIGATION AND PENALTIES**

- A. Tree Replacement. Replacement trees shall be new trees, two (2) inches in caliper size or larger, meeting City requirements for tree type, placement, installation, and watering provisions. The owner (or the adjacent property owner in the case of street trees) shall be responsible for the continued health of the new tree including regular watering. Replacement shall be completed within one (1) year of tree removal.
- B. Mitigation for Improper Tree Removal
1. Removal or destruction of a tree in violation of this Code on developed single-family zoned property (and which does not meet the criteria of developable land) is punishable by replacement of the tree and a fine. The fine shall not exceed the schedule for fines set forth in the Municipal Code or the value of the tree, whichever is less.
  2. In all other cases, removal or destruction of a protected tree in violation of this Code is punishable by a fine which shall not exceed the replacement value of the tree as based on the *Guide for Plant Appraisal* In lieu of a cash payment to the City, the City may accept mitigation of said value based on the following alternatives, either singularly or in combination:
    - a. One or more trees resulting in the same or higher value of the removed tree, except that the value shall be not less than the cost of tree replacement.
    - b. One or more trees of a species acceptable to the City in which the caliper size (cumulative square inches) of the replacement trees equal the diameter measurement at 4 ½ feet above natural grade of the removed trees.
  3. Mitigation shall be completed within one (1) year.
  4. Where it is determined that tree removal was performed illegally, all land use permit processing for the parcel shall be suspended until mitigation is complete.
  5. Partial Compliance with Criteria. If the required criteria have only been partially met, then the reviewing body can require mitigation greater than Section 10.5.150 A (Tree Replacement) but less than Section 10.5.150 B (Improper Removal).

B. Remove references and text from Article 8

## **10.8.000 OVERVIEW OF ARTICLE 8**

This Article describes general development and improvement standards that apply to development authorized by this Code. In the event the standards of this Article conflict with the provisions of the base zoning district, the standards of this Article shall prevail.

The following list summarizes the topics covered in Article 8:

- Access & Circulation
- Clear Vision Area
- Open Space, Recreation Facilities and Common Areas
- Hazard and Resources
- Landscaping, Screening & Buffering
- ~~Tree Requirements~~
- Off-Street Parking & Loading
- Public Improvements
- Building Design and Development Standards
- Lighting Standards
- Signs
- Other Development Review Standards
- Land Division Standards

These headings can assist the user in locating information. The table of contents contains a complete list of the material included in this Article.

## **~~TREE REQUIREMENTS~~**

### **~~10.8.450 STREET TREES~~**

- A. ~~Street Trees Required.~~ All development projects fronting on a public or private street more than 100 feet in length approved after the adoption of this title shall be required to plant street trees.
- B. ~~Street Tree Planting List.~~ Certain trees can severely damage utilities, streets and sidewalks or can cause personal injury. Approval of any planting list shall be subject to review by the Director.

C. ~~Tree Plan Required.~~ New street trees shall conform to an existing tree plan unless a specific exception is granted. When a tree plan does not exist, the City shall determine tree species. In selection of tree species, the City shall consider the list of prohibited trees, the available planting area, above or below ground restrictions, the need for tree diversity, and the requests of adjacent property owners.

D. ~~Size and Spacing of Street Trees.~~ The specific spacing of street trees by size of tree shall be as follows:

1. ~~Small or narrow stature trees under twenty five (25) feet tall and less than sixteen (16) feet wide branching at maturity shall be spaced no greater than twenty (20) feet apart;~~
2. ~~Medium sized trees twenty five to forty (25-40) feet tall, sixteen to thirty five (16-35) feet wide branching at maturity shall be spaced no greater than thirty (30) feet apart;~~
3. ~~Large trees over forty (40) feet tall and more than thirty five (35) feet wide branching at maturity shall be spaced no greater than forty (40) feet apart.~~
4. ~~Except for signalized intersections, trees shall not be planted closer than twenty (20) feet from a street intersection, nor closer than two (2) feet from private driveways (measured at the back edge of the sidewalk), fire hydrants or utility poles to maintain visual clearance.~~
5. ~~No new utility pole location shall be established closer than five (5) feet to any existing street tree.~~
6. ~~Street trees shall not be planted closer than twenty (20) feet to light standards.~~
7. ~~Where there are overhead power lines, the street tree species selected shall be of a type which, at full maturity, will not interfere with the lines.~~
8. ~~Street trees shall not be planted within two (2) feet of any permanent hard surface paving or walkway:~~
  - a. ~~Space between the tree and the hard surface may be covered by a nonpermanent hard surface such as grates, bricks on sand, paver blocks and cobblestones; and~~
  - b. ~~Sidewalk cuts in concrete for tree planting shall be at least four feet by four feet (4 X 4) to allow for air and water into the root area.~~

E. ~~Pruning Requirements.~~ Trees or shrubs within any public right of way, or on public and private grounds and having branches projecting into the public street or

sidewalk, shall be kept pruned by the owner or owners of property adjacent to or in front of which such trees, shrubs or plants are growing and shall meet the following:

1. ~~At least eight (8) feet of clearance above sidewalks, thirteen (13) feet above local streets, and fifteen (15) feet above collector and arterial street roadway surfaces shall be provided.~~
2. ~~The branches of any tree, shrub, or other vegetation shall be pruned so as to maintain the clear vision area requirements as set forth in Section 10.8.150.~~
3. ~~Newly planted trees may remain untrimmed, provided they do not interfere with street traffic or persons using the sidewalk.~~

~~F. Cut And Fill Around Existing Trees. Existing trees may be used as street trees if no cutting or filling takes place within the drip line of the tree.~~

~~G. Granting Of Adjustments. Adjustments to the street tree requirements may be granted by the Director by means of a Type I or II procedure, using approval criteria in Article 2 for Adjustments.~~

#### ~~H. Street Tree Maintenance Property Owner Responsibility~~

- ~~1. The adjacent property owner shall appropriately water the tree for two (2) years following planting, unless a City irrigation system, maintenance program, or separate maintenance contract is developed which specifically removes the property owner of this responsibility.~~
- ~~2. Pruning requirements. Trees or shrubs within any public right of way, or on public and private grounds and having branches projecting into the public street or sidewalk, shall be kept pruned according to city standards by the owner or owners of property adjacent to or in front of which such trees, shrubs or plants are growing.~~
- ~~3. Where tree roots create hazardous sidewalk conditions, the owner is responsible for pruning the roots or modifying the sidewalk to alleviate the hazardous condition.~~

#### ~~I. City Maintenance of Street Trees~~

- ~~1. The City may perform pruning on any street tree within the rights of way without a permit if total pruning results in removal of less than 20% of the crown or disturbance of less than 10% of the root system. Major pruning of a series of street trees may be combined in one permit.~~
- ~~2. If the owner or owners, lessees, occupants or person in charge of the property shall fail and neglect to trim such trees, shrubs or plants within ten (10) to forty five (45) days after notice, the City shall trim such trees, shrubs or plants and shall bill the property owner for the cost of the work. Such trimming by the City shall not relieve such owner, lessee, occupant or person in charge of responsibility for violation of the code.~~

#### ~~J. Additional Requirements~~

- ~~1. It shall be unlawful to attach anything to a tree, or to the support of protection devices of a tree, except that which is used for support or protection or approved by the City.~~
- ~~2. It shall be illegal to remove protective devices from around a tree, or in any way damage a street tree.~~
- ~~3. The applicant shall state when products of pruning or tree removal will be used for a financial return. The commercial harvesting of tree products (e.g. harvesting and selling of spring foliage) shall not be the primary purpose for pruning or cutting street trees.~~
- ~~4. If removal is allowed, the stump shall be removed to a depth of six (6)~~

~~inches below the surface of the ground or finish grade of the street, whichever is of greater depth.~~

- ~~5. A tree of at least two (2) inch or larger caliper size shall be planted within one (1) year of removal of the street tree.~~

#### ~~10.8.455 REGISTER TREE STANDARDS~~

##### ~~A. Pruning~~

- ~~1. Register trees subject to this section shall be removed or pruned following professional standards. The standards shall be provided to all applicants at the time the permit is issued.~~
- ~~2. When development is proposed within a significant grove or when Register trees are located within a site proposed for development, a tree preservation plan shall be submitted for approval. If justification for removal is based upon the health of the tree, and a visual inspection by the City cannot establish that the tree is dead or seriously diseased, the applicant shall hire a certified arborist or pay a fee established by the City so that an arborist can be hired to inspect and evaluate the health of the tree.~~

##### ~~B. Construction around Register Trees. In absence of specific restrictions or allowances, the following construction practices shall apply:~~

- ~~1. Excavations and driveways shall not be placed within six feet of any tree or within the closest 80% of the critical root zones to the tree trunk whichever is the greater distance. During such excavation or construction this distance shall be protected and no temporary building, building material, vehicle or debris shall be kept within this area. Exceptions to this distance may be approved with a favorable report by a qualified arborist.~~
- ~~2. During the erection, repair, alteration, or removal of any building, structure or sign within the critical root zone of a register tree there shall be a sufficient fence to prevent injury to such tree before start and during construction. Special care shall be taken to avoid soil compaction within the critical root zone, including a prohibition of vehicle parking or driving and the prohibition of storage of equipment, construction supplies or construction debris.~~

Attachment 3

# Memorandum

**To:** City Council  
**From:** Jeff King, Economic Development Coordinator  
Michael Sykes, City Manager  
**Date:** 2/12/2009  
**Re:** Industrial and Commercial Uses Zoning Amendments

---

Recently, the City has had economic development proposals that would not “fit-in” with the proposed Development Code. This includes light industrial uses in the Community Commercial District and Town Center, call centers, and data centers. Some of these developments have occurred after deliberations made by the Planning Commission.

As an outgrowth of these proposals, several zoning amendments have been crafted to address emerging industrial sectors while maintaining the integrity of the zoning districts. The five amendments are:

1. Light Industrial Uses in the Community Commercial District
2. Allowance for Data Centers and Call Centers
3. Restrictions on Data Center and Call Center Uses in the Town Center-Core
4. Restrictions on Light Industrial in the Town Center
5. Alignment of Self-Service Storage with Current Zoning

## **Light Industrial Uses in the Community Commercial District**

Currently, the Community Commercial Zone District allows certain light industrial uses as a conditionally permitted uses (Section 9.702 (12)):

“Manufacturing, assembling, testing, and repairing within a building with no visible emissions or odor outside the building, and with the added criteria that such use does not detract from the commercial viability of the area.”

Recently, the City had received inquiries from two prospective entrepreneurs to develop start-up the manufacturing of food and beverage products. Sizes were 500 and 2,000 square feet in size.

The proposed Development Code would not allow the opportunity for this type of use to be considered in the Community Commercial District. Staff would recommend adding such a provision provided that there is a size limitation to avoid larger industrial users locating in commercial areas. Attachment 1 is a proposed amendment to address this issue.

### **Call Centers and Data Centers**

These two uses are emerging industries as a result of recent technological advancements including telecommunications, internet and computerization. Neither the current or proposed Code addresses these types of uses.

Call Centers: Call centers involve establishments using data or communication networks to conduct its business. Employees either make or take calls to provide a service or sell a product that could be shipped from the site or another location. Its clients are not local but rather global.

Staff envisions call centers could be located in the Town Center, Community Commercial or Light Industrial districts. The only restriction would be that it could not be located on the ground level in Town Center Core zone. The use is similar to office activity in that employees work in an office type facility. Other than persons arriving and leaving from their place of work, there is no offsite impacts such as noise, odors, etc. from the “manufacturing” of a product. However, it is different than some office activities such as real estate or insurance in that there is no local clientele. There is no general traffic generated by the facility (only from employees) which would minimize potential conflicts of non-industrial traffic with industrial related traffic in light industrial areas. Staff is not proposing these uses within the Community Commercial District since these areas should be retained for more traditional type of commercial uses such as FIRE (financial, insurance, and real estate) type offices and retail uses. However, such a use may function as an anchor for creating nodal development in the Community Commercial corridor since other complementary type uses such as residential and convenience commercial could locate in a complex with this type of activity.

Attachment 2 is a proposed amendment to the Code to address the need to accommodate call centers. Staff would find the proposed amendments also consistent

with Metro Title 4 Functional Plan requirements since the City's Light Industrial District is designated as Employment Area regional type. Title 4 would not preclude this type of use within Employment Area since the only limitation is for large commercial retail uses. As this use is similar to office type use, call centers would be restricted from using the ground floor in the Town Center –Core zone.

Data Centers: Data centers reflect a part of a broader industry the North American Industry Classification System (NAICS) identifies as "Information Sector." According to the NAICS, the information sector involves establishments engaged in the following processes:

- Producing and distributing information and cultural products;
- Providing the means to transmit or distribute these products as well as data or communications; and
- Processing data.

It is part of the new economy that has been referred to as "global information economy." There are several distinguishing characteristics of this section that separates from goods-producing and service-producing sectors. The NAICS notes the following:

- An information or cultural product does not necessarily have tangible qualities, nor is it associated with a particular form. Examples cited include television programs or on-line newspaper service.
- The delivery of these products does not require direct contact between the supplier and the consumer. Thus, there is no "on-site" selling or providing a good or service where the consumer must go to the information supplier.
- The value of these products to the consumer lies in their informational, educational, cultural, or entertainment content, not in the format in which they are distributed. Most of these products are protected from unlawful reproduction by copyright laws.
- The intangible property aspect of information and cultural products makes the processes involved in their production and distribution very different from goods and services. Only those possessing the rights to these works are authorized to reproduce, alter, improve and distribute them. Acquiring and using these rights often involve significant costs. In addition, technology is revolutionizing the distribution of these products. It is possible to distribute them in a physical form, via broadcast or on-line.

- Distributors of information and cultural products can easily add value to the products they distribute. This capacity means that unlike traditional distributors, they derive revenue not from sale of the distributed product to the final consumer, but from those who pay for the privilege of adding information to the original product. For example, a database publisher can acquire articles and add new value by providing search and software and organizing the information in a way that facilitates research and retrieval.

NAICS includes these types of industries within this sector: newspaper, periodical, book and database publishers (but not printers), motion picture and video industries, sound recording industries, radio and television broadcasting, telecommunications, and information and data processing services. Keep in mind that the NAICS is established by the national governments of North America to categorize similar industrial types. This categorization does reflect similarities from a land use perspective (that is one reason why the NAICS is generally not used in land use ordinances). For example, included in this category are motion picture theaters (standard theaters and drive-ins). While appropriate in commercial areas, it is not appropriate in industrial areas since the consumer must come to the facility to use the product. (It should be noted that video rental outlets are not within this industry sector but within the Real Estate, Rental and Leasing Sector.)

Due to the nature of the sector, staff does not view it as commercial in that it does not involve goods or services in the traditional sense. Generally, it has an industrial nature to it. The use is like a traditional manufacturing use in that a material (i.e. cultural product, information or data) is received, distributed, processed, stored and sold or used as a product by another user. Its input could be either raw material where it creates the product or receives the information or data directly from inputs around the world or from previously processed materials (e.g. previously inputted data) from a particular client. It may also have particular needs and impacts that in certain instances would not make it appropriate in commercial districts. These needs and impacts include high demand for power and noise generation. However, the activities within this sector may be appropriate in a commercial district because there can be no offsite impacts and operates similar to an office activity with trips being generated by employees and low truck traffic. Further, employment density would be expected to be similar to office uses.

As a result of the above discussion, staff proposes to allow these activities in Light and General Industrial and Town Center districts. As this use is similar to office type use, information businesses would be restricted from using the ground floor in the Town Center –Core zone and from all Town Center zones if they had offsite impacts. Attachment 3 is proposed amendments to address this item.

## **Town Center Zone and Light Industrial Use**

Currently there are several industrial areas in the Town Center that are either zoned or have general industrial uses. These include the former Time Litho facilities on Pacific Avenue, property either owned or operated by Wood-fold Marco along 19<sup>th</sup> Ave running for several blocks and a block at the southwest corner of B Street and 19<sup>th</sup>. These facilities were constructed and used as industrial going back many decades ago. Future development goals and zoning plans envisions these areas to be redeveloped as mixed uses with vastly higher densities. The Times-Litho building is currently located in the Town Center. The proposed updated development code allows for Light Industrial in both the Town Center- transitional and Town Center-support. Since the longer term goal is to reduce and transition industrial uses in the inner core of the City, staff is proposing to only allow light industrial use in the Town Center- transitional and Town Center-support zones as Conditional Use that does not detract from the surrounding Town Center zone. At the same it allows some flexibility use in the now vacant Times Litho facilities. Attachment 4 is proposed amendments to address this item.

## **Self-Service Storage**

Under the proposed development code, self-storage units or facilities are allowed only as a conditional use in the Light Industrial or Community Commercial Zones. There is an existing self-storage facility on B Street in the General Industrial Zone. Staff is proposing to keep self-storage facilities as a conditional use in the General Industrial Zone and eliminate it as use in Light Industrial Zone. This change will keep self-storage uses consistent with past practices. It also has a better fit in General industrial as it will detract less from the surrounding area. The Light Industrial Zone envisions more campus type uses, newer industrial sectors and facilities in an enclosed environment with very limited off-site impacts. Attachment 5 is proposed amendments to address this item.

## Attachment 1

**Add new footnote 10 to Community Commercial use table to allow certain Light Industrial uses.**

TABLE 3-10

Commercial Zones: Use Table

USE CATEGORY	NC	CC
<u>RESIDENTIAL</u>		
Household Living	L <sup>[1]</sup>	L <sup>[2]</sup>
Group Living	N	P
Transitional Housing	N	C
Home Occupation	L <sup>[3]</sup>	L <sup>[3]</sup>
Bed & Breakfast	L <sup>[4]</sup>	P
<u>CIVIC / INSTITUTIONAL</u>		
Basic Utilities	P	P
<u>Major utility transmission facilities</u>	<u>C</u>	<u>C</u>
Colleges	N	C
Community Recreation	N	P
Cultural Institutions	P	P
Day Care	P	P
Emergency Services	C	P <u>C</u>
Postal Services	C	P
Religious Institutions	C	P
Schools	C	P <u>C</u>
Social/ Fraternal Clubs / Lodges	C	P
<u>COMMERCIAL</u>		
Commercial Lodging	N	P <u>L<sup>[5]</sup></u>
Eating & Drinking Establishments	L <sup>[5 6]</sup>	P
Entertainment – Orientated:		
- Major Event Entertainment	N	N
- Outdoor Entertainment	N	N
- Indoor Entertainment	N	P
General Retail:		
- Sales – Orientated	P	P
- Personal Services	P	P
- Repair – Orientated	P	P
- Bulk Sales	N	P
- Outdoor Sales	L <sup>[6 7]</sup>	L <sup>[6 7]</sup>
- Animal – Related	N	P

<b>USE CATEGORY</b>	<b><u>NC</u></b>	<b><u>CC</u></b>
<b><u>COMMERCIAL</u></b> (continued)		
Medical Centers	N	P
Motor Vehicle Related: - Motor Vehicles Sale / Rental	N	L <sup>[7 8]</sup>
- Motor Vehicle Servicing / Repair	N	P
- Motor Vehicle Fuel Sales	P <sup>[8 9]</sup>	P
Non-Accessory Parking	N	P
Office	P	P
Self-Service Storage	N	C
<b><u>INDUSTRIAL</u></b>		
Industrial Services	N	N
Manufacturing & Production: - Light Industrial	N	<del>N</del> C <sup>[10]</sup>
- General Industrial	N	N
Railroad Yards	N	N
Research & Development	N	N
Warehouse / Freight Movement	N	N
Waste – Related	N	N
Wholesale Sales	N	N
<b><u>OTHER</u></b>		
Agriculture / Horticulture	N	N
Cemeteries	N	N
Detention Facilities	N	N
Mining	N	N
Wireless Communication Facilities	L <sup>[9 10 11]</sup>	L <sup>[9 10 11]</sup>

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

**Footnotes:**

[1] Residential units are permitted in conjunction with a mixed-use development in the NC zone, at a minimum density of 3.48 and a maximum density of 4.35 dwelling units/net acre.

[2] Residential units are permitted as a stand-alone use or as part of a mixed-use development in the CC zone, at a minimum density of 16.22 units/net acre and a maximum density of 20.28 units/net acre. Stand-alone residential projects shall have a minimum density of 16.22 units/net acre. There is no minimum density requirement when residential units are constructed over first floor commercial uses.

[3] Home occupations permitted as an accessory use to residential development, subject to compliance with the home occupation standards in Article 7.

[4] Bed & breakfast inn limited to three (3) guest rooms in the NC zone, subject to compliance with the bed & breakfast inn standards in Article 7.

[5] Recreational Vehicle Parks require obtaining a conditional use permit and compliance with the requirements of Section 10.5.500 et. seq. All other commercial lodging uses are permitted.

[5 6] Restaurants are permitted in the NC zone (drive-through service and establishments serving alcohol are prohibited).

[6 7] Outdoor sales in the NC zone are limited to plants and produce. Outdoor sales areas in the CC zone must be set back at least ten (10) feet from street lot lines and lot lines abutting residential zones and the setback area must be landscaped.

[7 8] Cleaning, sales and repair of motor vehicles and light equipment is permitted outright in the CC zone; sales and rental of heavy vehicles and farm equipment and/or storage of recreational vehicles and boats permitted with conditional use approval.

[8 9] Automobile service station in the NC zone is limited to fuel sales and incidental repair service.

[10] As a conditional use pursuant to Section 10.2.200 et. seq., light industrial uses limited within a building no larger than 5,000 square feet in size with no visible emissions or odor outside the building, and with the added criteria that such use does not detract from the commercial viability of the area.

[9 ± 11] Wireless communication facilities are regulated by the standards in Article 7

## Attachment 2 Call Centers

### Add Call Centers to Town Center and Industrial Use Tables with Limitations in Town Center-Core Zone

TABLE 3-12  
Town Center Zones: Use Table

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

USE CATEGORY	TC-Core	TC-Transition	TC-Support
<u>COMMERCIAL</u>			
Commercial Lodging	L <sup>[3]</sup>	<u>P L<sup>[3]</sup></u>	<u>P L<sup>[3]</sup></u>
Eating & Drinking Establishments	p <sup>[4]</sup>	P	P
Entertainment – Orientated:			
- Major Event Entertainment	N	N	C
- Outdoor Entertainment	N	N	N
- Indoor Entertainment	P	P	P
General Retail:			
- Sales – Orientated	P	P	P
- Personal Services	P	P	N
- Repair – Orientated	P	P	P

- Bulk Sales	L <sup>[5]</sup>	L <sup>[5]</sup>	L <sup>[5]</sup>
- Outdoor Sales	N	N	N
- Animal – Related	N	N	N
Medical Centers	N	C	C
Motor Vehicle Related:			
- Motor Vehicles Sale / Rental	N	N	N
- Motor Vehicle Servicing / Repair	N	N	N
- Motor Vehicle Fuel Sales	N	N	N
Non-Accessory Parking	N	C	C
Office	L <sup>[3]</sup>	P	P
Self-Service Storage	N	N	N
<u>INDUSTRIAL</u>			
Industrial Services	N	N	N
Manufacturing & Production:			
- Light Industrial	N	P	P
- General Industrial	N	N	N
Call Centers	L <sup>[6][7]</sup>	L <sup>[6]</sup>	L <sup>[6]</sup>
Railroad Yards	N	N	N
Research & Development	N	N	P
Warehouse / Freight Movement	N	N	N
Waste – Related	N	N	N
Wholesale Sales	N	N	N
<u>OTHER</u>			
Agriculture / Horticulture	N	N	N
Cemeteries	N	N	N
Detention Facilities	N	N	N
Mining	N	N	N

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

Footnotes:

- [1] New dwellings in the TCC zone are only permitted on or above the 2<sup>nd</sup> floor. There are no minimum density requirements when housing is part of a mixed-use building. In the TCT and TCS zones new dwellings are permitted as “stand-alone” developments or as part of mixed-use developments, but must meet density requirements.
- [2] Home occupations are permitted as an accessory use to residential uses, subject to compliance with the home occupation standards in Article 7.
- [3] Only permitted as part of a ground floor retail or personal service uses in the TC-Core zone. Recreational vehicle parks prohibited in all districts.
- [4] Drive through service is prohibited from restaurants in the TC-Core and TC-Transition zones.

- [5] Bulk sales stores with ground floor building footprint small than 10,000 square feet are permitted. All merchandise must be enclosed within a building. All other bulk sales are prohibited.
- [6] Permitted where there are no offsite impacts and no product is transported from the site. Centers with any offsite impacts or transport products from the site are to be located in either the Light or General Industrial District.
- [7] Call Centers shall not be allowed on the ground floor in the TC-Core zone
- [6 8] Wireless communication facilities are regulated by the standards in Article 7.

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

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

- Animal - Related	N	N
<b>USE CATEGORY</b>	<b>LI</b>	<b>GI</b>
<u>COMMERCIAL (continued)</u>		
Medical Centers	N	N
Motor Vehicle Related:		
- Motor Vehicles Sale / Rental	N	N
- Motor Vehicle Servicing / Repair	N	N
- Motor Vehicle Fuel Sales	N	N
Non-Accessory Parking	N	N
Office	L <sup>[5]</sup>	L <sup>[5]</sup>
Self-Service Storage	C	N
<u>INDUSTRIAL</u>		
Industrial Services	L <sup>[6]</sup>	P
Manufacturing & Production:		
- Light Industrial	P	P
- General Industrial	N	P
<u>Call Centers</u>	<u>P</u>	<u>P</u>
Railroad Yards	N	P
Research & Development	P	P
Warehouse / Freight Movement	P	P
Waste – Related	C	C
Wholesale Sales	P	P
<u>OTHER</u>		
Agriculture / Horticulture	P	P
Cemeteries	N	N
Detention Facilities	C	P
Mining	N	C

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

Table 3-6 Footnotes:

- [1] One (1) dwelling is permitted for a watchman employed on the premises.
- [2] On-site day care for employees is permitted in the LI and GI zones. Conditional use permit approval is required for a day care facility that is intended to serve more than on-site employees.
- [3] Educational uses for high school or college level programs governed by ORS Chapter 300 et. seq. comprising no more than 20% of the floor space of a building owned by a governmental agency shall be permitted provided that the following are met: (1) the use is separated from all industrial activities located on the site; (2) the use is located totally within a building; and (3) hours of operation are limited form 7:00 to 7:00 P.M.
- [4] Supportive retail or commercial use, such as convenience store, coffee shop, deli or business service, up to 3,000 square feet per use, permitted if the Director finds that it primarily serves the needs of the people working or living in the industrial area (drive-through prohibited). Employee cafeterias are permitted as an accessory uses.

- [5] In the LI zone, up to 50% and in the GI zone, up to 20% of the total floor area of the development may consist of executive and administrative offices that relate to the industrial use of the property. Stand alone offices in association with uses allowed in the LI but are at other locations are allowed in that district. Multiple tenant office buildings are prohibited.
- [6] Industrial services in the LI zone must take place within an enclosed building.
- [7] Wireless communication facilities are regulated by the standards in Article 7.

**Add new subsection 10.12.140 C. to define "Call Centers" as follows:**

C. Call Centers: Establishments using data or communication networks to conduct its business. Employees either make or take calls to provide a service or sell a product that could be shipped from the site or another location. Its clients are not local but rather global.

**Attachment 3  
Information Sector**

**Add Information Centers to Town Center and Industrial Use Tables with  
Limitations in Town Center-Core Zone**

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

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

USE CATEGORY	TC-Core	TC-Transition	TC-Support
<u>COMMERCIAL</u>			
Commercial Lodging	L <sup>[3]</sup>	<u>P L<sup>[3]</sup></u>	<u>P L<sup>[3]</sup></u>
Eating & Drinking Establishments	P <sup>[4]</sup>	P	P
Entertainment – Orientated:			
- Major Event Entertainment	N	N	C
- Outdoor Entertainment	N	N	N
- Indoor Entertainment	P	P	P
General Retail:			
- Sales – Orientated	P	P	P
- Personal Services	P	P	N

- Repair – Orientated	P	P	P
- Bulk Sales	L <sup>[5]</sup>	L <sup>[5]</sup>	L <sup>[5]</sup>
- Outdoor Sales	N	N	N
- Animal – Related	N	N	N
Medical Centers	N	C	C
Motor Vehicle Related:			
- Motor Vehicles Sale / Rental	N	N	N
- Motor Vehicle Servicing / Repair	N	N	N
- Motor Vehicle Fuel Sales	N	N	N
Non-Accessory Parking	N	C	C
Office	L <sup>[3]</sup>	P	P
Self-Service Storage	N	N	N
<u>INDUSTRIAL</u>			
Industrial Services	N	N	N
Manufacturing & Production:			
- Light Industrial	N	P	P
- General Industrial	N	N	N
Railroad Yards	N	N	N
Research & Development	N	N	P
Warehouse / Freight Movement	N	N	N
Waste – Related	N	N	N
Wholesale Sales	N	N	N
<u>OTHER</u>			
Agriculture / Horticulture	N	N	N
Cemeteries	N	N	N
Detention Facilities	N	N	N
Mining	N	N	N
Wireless Communication Facilities	L <sup>[6]</sup>	L <sup>[6]</sup>	L <sup>[6]</sup>
<u>Information</u>	L <sup>[7][8]</sup>	L <sup>[7]</sup>	L <sup>[7]</sup>

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

Footnotes:

- [1] New dwellings in the TCC zone are only permitted on or above the 2<sup>nd</sup> floor. There are no minimum density requirements when housing is part of a mixed-use building. In the TCT and TCS zones new dwellings are permitted as “stand-alone” developments or as part of mixed-use developments, but must meet density requirements.
- [2] Home occupations are permitted as an accessory use to residential uses, subject to compliance with the home occupation standards in Article 7.
- [3] Only permitted as part of a ground floor retail or personal service uses in the TC-Core zone. Recreational vehicle parks prohibited in all districts.

- [4] Drive through service is prohibited from restaurants in the TC-Core and TC-Transition zones.
- [5] Bulk sales stores with ground floor building footprint small than 10,000 square feet are permitted. All merchandise must be enclosed within a building. All other bulk sales are prohibited.
- [6] Wireless communication facilities are regulated by the standards in Article 7.
- [7] Permitted where there are no offsite impacts.
- [8] Information businesses are not allowed on the ground floor in the TC-Core Zone

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

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

- Bulk Sales	N	N
- Outdoor Sales	N	N
- Animal - Related	N	N

<b>USE CATEGORY</b>	<b>LI</b>	<b>GI</b>
<b>COMMERCIAL (continued)</b>		
Medical Centers	N	N
Motor Vehicle Related:		
- Motor Vehicles Sale / Rental	N	N
- Motor Vehicle Servicing / Repair	N	N
- Motor Vehicle Fuel Sales	N	N
Non-Accessory Parking	N	N
Office	L <sup>[5]</sup>	L <sup>[5]</sup>
Self-Service Storage	C	N
<b>INDUSTRIAL</b>		
Industrial Services	L <sup>[6]</sup>	P
Manufacturing & Production:		
- Light Industrial	P	P
- General Industrial	N	P
Railroad Yards	N	P
Research & Development	P	P
Warehouse / Freight Movement	P	P
Waste – Related	C	C
Wholesale Sales	P	P
<b>OTHER</b>		
Agriculture / Horticulture	P	P
Cemeteries	N	N
Detention Facilities	C	P
Mining	N	C
Wireless Communication Facilities	L <sup>[7]</sup>	L <sup>[7]</sup>
<b>Information</b>	<b>P</b>	<b>P</b>

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

Table 3-6 Footnotes:

- [1] One (1) dwelling is permitted for a watchman employed on the premises.
- [2] On-site day care for employees is permitted in the LI and GI zones. Conditional use permit approval is required for a day care facility that is intended to serve more than on-site employees.
- [3] Educational uses for high school or college level programs governed by ORS Chapter 300 et. seq. comprising no more than 20% of the floor space of a building owned by a governmental agency shall be permitted provided that the following are met: (1) the use is separated from all industrial activities located on the site; (2) the use is located totally within a building; and (3) hours of operation are limited from 7:00 to 7:00 P.M.

- [4] Supportive retail or commercial use, such as convenience store, coffee shop, deli or business service, up to 3,000 square feet per use, permitted if the Director finds that it primarily serves the needs of the people working or living in the industrial area (drive-through prohibited). Employee cafeterias are permitted as an accessory uses.
- [5] In the LI zone, up to 50% and in the GI zone, up to 20% of the total floor area of the development may consist of executive and administrative offices that relate to the industrial use of the property. Stand alone offices in association with uses allowed in the LI but are at other locations are allowed in that district. Multiple tenant office buildings are prohibited.
- [6] Industrial services in the LI zone must take place within an enclosed building.
- [7] Wireless communication facilities are regulated by the standards in Article 7.

**Add new subsection 10.12.150 7. to define "Information" as follows:**

F. Information. Uses that are engaged in the following processes: producing and distributing information and cultural products; providing the means to transmit or distribute these products as well as data or communications; and processing data. Included in this definition are those establishment types within Sector 51 – Information as provided by the North American Industry Classification System, United States, 1997 Edition with the exception of Subsector 51213, Motion Picture and Video Display.

**Attachment 4  
Light Industrial Use**

**Add Certain Restrictions to Light Industrial Uses in Town Center Use Tables**

TABLE 3-12  
Town Center Zones: Use Table

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

USE CATEGORY	TC-Core	TC-Transition	TC-Support
<u>COMMERCIAL</u>			
Commercial Lodging	L <sup>[3]</sup>	<u>P L<sup>[3]</sup></u>	<u>P L<sup>[3]</sup></u>
Eating & Drinking Establishments	p <sup>[4]</sup>	P	P
Entertainment – Orientated:			
- Major Event Entertainment	N	N	C
- Outdoor Entertainment	N	N	N
- Indoor Entertainment	P	P	P
General Retail:			
- Sales – Orientated	P	P	P
- Personal Services	P	P	N
- Repair – Orientated	P	P	P

- Bulk Sales	L <sup>[5]</sup>	L <sup>[5]</sup>	L <sup>[5]</sup>
- Outdoor Sales	N	N	N
- Animal – Related	N	N	N
Medical Centers	N	C	C
Motor Vehicle Related:			
- Motor Vehicles Sale / Rental	N	N	N
- Motor Vehicle Servicing / Repair	N	N	N
- Motor Vehicle Fuel Sales	N	N	N
Non-Accessory Parking	N	C	C
Office	L <sup>[3]</sup>	P	P
Self-Service Storage	N	N	N
<u>INDUSTRIAL</u>			
Industrial Services	N	N	N
Manufacturing & Production:			
- Light Industrial	N	P C	P C
- General Industrial	N	N	N
Railroad Yards	N	N	N
Research & Development	N	N	P
Warehouse / Freight Movement	N	N	N
Waste – Related	N	N	N
Wholesale Sales	N	N	N
<u>OTHER</u>			
Agriculture / Horticulture	N	N	N
Cemeteries	N	N	N
Detention Facilities	N	N	N
Mining	N	N	N
Wireless Communication Facilities	L <sup>[6]</sup>	L <sup>[6]</sup>	L <sup>[6]</sup>

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

Footnotes:

- [1] New dwellings in the TCC zone are only permitted on or above the 2<sup>nd</sup> floor. There are no minimum density requirements when housing is part of a mixed-use building. In the TCT and TCS zones new dwellings are permitted as “stand-alone” developments or as part of mixed-use developments, but must meet density requirements.
- [2] Home occupations are permitted as an accessory use to residential uses, subject to compliance with the home occupation standards in Article 7.
- [3] Only permitted as part of a ground floor retail or personal service uses in the TC-Core zone. Recreational vehicle parks prohibited in all districts.
- [4] Drive through service is prohibited from restaurants in the TC-Core and TC-Transition zones.

- [5] Bulk sales stores with ground floor building footprint small than 10,000 square feet are permitted. All merchandise must be enclosed within a building. All other bulk sales are prohibited.
- [6] Wireless communication facilities are regulated by the standards in Article 7.

**Table 3-14**

**Attachment 5  
Self-Service Storage**

**Add Self-Service Storage to General Industrial Zone and Remove  
from Light Industrial Zone Use Tables**

Table 3-14  
Industrial Zones: Use Table

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

<b>USE CATEGORY</b>	<b>LI</b>	<b>GI</b>
<u>COMMERCIAL (continued)</u>		
Medical Centers	N	N
Motor Vehicle Related:		
- Motor Vehicles Sale / Rental	N	N
- Motor Vehicle Servicing / Repair	N	N
- Motor Vehicle Fuel Sales	N	N
Non-Accessory Parking	N	N
Office	L <sup>[5]</sup>	L <sup>[5]</sup>
Self-Service Storage	€ N	<del>N</del> C
<u>INDUSTRIAL</u>		
Industrial Services	L <sup>[6]</sup>	P
Manufacturing & Production:		
- Light Industrial	P	P
- General Industrial	N	P
Railroad Yards	N	P
Research & Development	P	P
Warehouse / Freight Movement	P	P
Waste – Related	C	C
Wholesale Sales	P	P
<u>OTHER</u>		
Agriculture / Horticulture	P	P
Cemeteries	N	N
Detention Facilities	C	P
Mining	N	C
Wireless Communication Facilities	L <sup>[7]</sup>	L <sup>[7]</sup>
<u>Information</u>	<u>P</u>	<u>P</u>

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

Table 3-6 Footnotes:

- [1] One (1) dwelling is permitted for a watchman employed on the premises.
- [2] On-site day care for employees is permitted in the LI and GI zones. Conditional use permit approval is required for a day care facility that is intended to serve more than on-site employees.
- [3] Educational uses for high school or college level programs governed by ORS Chapter 300 et. seq. comprising no more than 20% of the floor space of a building owned by a governmental agency shall be permitted provided that the following are met: (1) the use is separated from all industrial activities located on the site; (2) the use is located totally within a building; and (3) hours of operation are limited form 7:00 to 7:00 P.M.
- [4] Supportive retail or commercial use, such as convenience store, coffee shop, deli or business service, up to 3,000 square feet per use, permitted if the Director finds that it primarily serves the needs of the people working or living in the industrial area (drive-through prohibited). Employee cafeterias are permitted as an accessory uses.

- [5] In the LI zone, up to 50% and in the GI zone, up to 20% of the total floor area of the development may consist of executive and administrative offices that relate to the industrial use of the property. Stand alone offices in association with uses allowed in the LI but are at other locations are allowed in that district. Multiple tenant office buildings are prohibited.
- [6] Industrial services in the LI zone must take place within an enclosed building.
- [7] Wireless communication facilities are regulated by the standards in Article 7.



# Oregon

Theodore R. Kulongoski, Governor

Department of Consumer and Business Services

Building Codes Division

1535 Edgewater Street NW

PO Box 14470

Salem, OR 97309-0404

(503) 378-4133

FAX (503) 378-2322

TTY (503) 373-1358

<http://www.oregonbcd.org>

January 27, 2009

Attachment 4

**RECEIVED**

JAN 29 2009

**BEERY ELSNER & HAMMOND**

Christopher D. Crean  
1750 SW Harbor Way, Suite 380  
Portland, OR 97201-5106

Re: Proposed Amendments to City of Forest Grove Development Code

Dear Christopher:

The Building Codes Division received your letter dated December 29, 2008 requesting consideration of the City of Forest Grove's proposed revisions to the City's development code. The City of Forest Grove is requesting the Building Codes Division to consider local amendments to the state building code that will make the siting and construction of RV parks in the City of Forest Grove consistent with other similar uses within the City's zones.

Your request for local amendments to the state building code, specifically to the specialty code adopted in OAR 918, division 650 have been reviewed and considered by both the policy and the technical staff at the division assigned to this program area. The following contains information and responses to each of the issues you cite and requests additional information on two of the issues.

First, per ORS 455.680(3), the rules adopted in division Chapter 918 division 650 are a specialty code of the state building code. Consequently, the rules set the minimum and maximum standards for design and construction of recreational parks, notwithstanding the reference in the rules to "minimum safety standards."

The purpose of a code is to set standards of *new construction*. Items such as length of stay and exclusion of vehicle type are outside the authority of the code. To the extent that the code definitions include material that is outside the authority of the code, that material is deemed merely descriptive in nature and does not have the effect of establishing a substantive requirement governing type of vehicle allowed or establishing a specific length of stay requirement.

Specifically, the definition of an R.V. found in OAR 918-650-0005(18) that includes both "park trailer" and "truck camper" describes the various vehicles that may be considered a "recreational vehicle." It does not create a requirement that each vehicle described must be allowed in a park constructed under division 650. Likewise, the definition of "temporary" in OAR 918-650-0005 does not establish a requirement that vehicles be allowed to stay at least six months.

Therefore, the division will not consider your request for local amendments related to excluding vehicle types and the length of stay. These issues are outside the authority of the code and are not regulated by the division. Because these issues are outside the authority of the code,

Christopher D. Crean  
January 26, 2009  
Page 2

jurisdictions are free to adopt provisions regulating these issues that are consistent with Oregon law (e.g.. ORS 197.493).

The remaining two requests for local amendment concern the width of streets within a park and vehicle space set back requirements. These two proposals are within the scope of the code and are regulated by the division. The division believes that the amendments you request appear to be appropriate and would consider approving such amendments if we were provided with proposed language. If you will provide the division with the ordinance language on these two issues the division will review the proposals and provide a final response to your request.

If you have any questions or need additional information please feel free to contact Chris Huntington at (503) 373-1247 or [chris.s.huntington@state.or.us](mailto:chris.s.huntington@state.or.us).

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Huntington", written over a horizontal line.

Chris Huntington  
Manager, Policy and Technical Services  
Oregon Building Codes Division  
(503) 373-1247  
[chris.s.huntington@state.or.us](mailto:chris.s.huntington@state.or.us)

cc: Jon Holan, Community Development Director

February 11, 2009

## **NOTICE OF PUBLIC HEARING CITY OF FOREST GROVE PROPOSED LAND DEVELOPMENT CODE**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a Public Hearing on Monday, February 23, 2009, at 7:00 p.m. or thereafter, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a new Land Development Code that would replace the existing Zoning and Land Division ordinances originally adopted in 1980. Adoption of the new Code would also include Comprehensive Plan Amendment CPA-08-01, Zone Text Amendment ZA-08-01, Zoning Map Amendment ZC-08-01, Land Division Ordinance Amendment LDO-08-03 and Municipal Code Text Amendments. In addition, a set of Design Guidelines are also proposed to provide an alternative process for multi-family and commercial projects.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the proposed Land Development Code, Design Guidelines, and other proposed amendments are available for inspection at the Forest Grove Community Development Department, 1924 Council Street, Forest Grove, or by visiting the City's website at: <http://www.forestgrove-or.gov/city-services/community-development-planning-zoning-information.html>. Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For additional information concerning the amendments, please call the Forest Grove Community Development Department at 503.992.3227.

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

**To be published February 18, 2009**

**ORDINANCE NO. 2009-01****ORDINANCE ADOPTING THE CITY OF FOREST GROVE DEVELOPMENT CODE,  
FOREST GROVE CODE, CHAPTER 10, SECTION 10.1.000-10.12.210**

**WHEREAS**, the Zoning and Land Division ordinances for the City of Forest Grove establishes the land development requirements for the community; and

**WHEREAS**, the Zoning Ordinance was adopted by Ordinance Number 1980-15 on September 8, 1980; and

**WHEREAS**, the Land Division Ordinance was adopted by Ordinance Number 1980-16 on September 8, 1980; and

**WHEREAS**, there are inherit connections between the two ordinances which have resulted in overlap and gap in standards; and

**WHEREAS**, there have been numerous changes in state, regional and local policies since that date which has resulted in numerous amendments to the ordinances; and

**WHEREAS**, the above situation has resulted in two documents that is difficult to use and that there is a need to make it more user friendly; and

**WHEREAS**, the Town Center Plan was developed in 1997 with three proposed land use designations for downtown; and

**WHEREAS**, there is no need for the Heavy Commercial Land Use designation and Heavy Commercial Zone District since uses allowed in this district can be accommodated in other land use designation and districts and the nature of commercial development is moving away from the type of land uses intended for this designation; and

**WHEREAS**, there is a need for a general update to the development standards and requirements to meet current needs of the community and new state and regional requirements; and

**WHEREAS**, the City formed a 13 member citizen committee in 2000 that conducted a year long review of the proposed Development Code; and

**WHEREAS**, in 2003-04, the City Council and Planning Commission conducted a series of work sessions to discuss the proposed Code and associated policy issues; and

**WHEREAS**, letters were sent to land owners potentially affected by proposed comprehensive plan map and zone map changes in 2003 soliciting their concerns and staff met with individuals and interest groups in the Town Center and other areas to discuss the proposed zone changes over the time period; and

**WHEREAS**, pursuant to ORS 197.610 and Metro Code, notice with a copy of the proposed amendments was sent to Department of Land Conservation and Development, Department of Transportation and Metro on July 1, 2008; and

**WHEREAS**, Measure 56 notices as required by ORS 227.186 were sent on July 24, 2008, to property owners affected by the proposed map amendments; and

**WHEREAS**, notice announcing the Planning Commission hearing was also published in the Forest Grove News Times on August 6 and 13, 2008, and published on February 18, 2009, for the City Council hearing.

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

Section 1. The Forest Grove City Council does hereby approve and adopt the City of Forest Grove Development Code as included in Exhibit A.

Section 2. Chapter 10 of the Forest Grove Code, entitled Development Code, Code Section 10.1.000 through 10.12.210, is hereby added as shown in the attached Exhibit A.

Section 3. The Forest Grove City Council adopts the following reports, analysis and findings in support of this action:

1. Adopts by reference the staff report, including findings and recommendations, dated August 11, 2008.
2. Based on the staff report, finds that the proposal as amended are consistent with State Planning Goals, Metro Functional Plan requirements and Comprehensive Plan amendment criteria, and is in substantial compliance with applicable Comprehensive Plan Goals and Policies.
3. Finds that medium density housing rather than high density is more appropriate designation for land use designation at Elm Street north of State Highway 47 due to the proximity to existing low density, single family residential in the area and lack of transit services while still considering potential noise and other impacts from the state highway.

4. Finds that the State Standards for Recreational Vehicle Parks are minimums and that there is a need to adopt specific development standards for recreational vehicle parks with standards that equal or exceed the State standards to assure appropriate development near residential areas and that is consistent with other development standards for the City.

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

**PRESENTED AND PASSED** the first reading the 23<sup>rd</sup> day of February, 2009.

**PASSED** the second reading the 9<sup>th</sup> day of March, 2009.

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 9<sup>th</sup> day of March, 2009.

---

Richard G. Kidd, Mayor

**Exhibit A**  
**Development Code**

**ORDINANCE NO. 2009-02**

**ORDINANCE ADOPTING COMPREHENSIVE PLAN TEXT AND MAP  
AMENDMENTS, FILE NO. CPA-08-01**

**WHEREAS**, the City of Forest Grove City Council has adopted a new Development Code pursuant to Ordinance Number 2009-01; and

**WHEREAS**, the Town Center Plan was developed in 1997 with three proposed land use designations for downtown; and

**WHEREAS**, the Development Code eliminates the Heavy Commercial and Central Business District Comprehensive Plan designations; and

**WHEREAS**, the Development Code replaces with Central Business District designation with three designations identified as Town Center Core, Town Center Support and Town Center Transitional as created by the Town Center Plan; and

**WHEREAS**, the Town Center Plan intended to establish town center designations on both sides of streets to maintain the same development standards which requires some certain lands north of 21<sup>st</sup> Avenue and west of A Street to be redesignated from High Density Residential to Town Center Support; and

**WHEREAS**, letters were sent to land owners potentially affected by proposed comprehensive plan map and zone map changes in 2003 soliciting their concerns and staff met with individuals and interest groups in the Town Center and other areas to discuss the proposed Comprehensive Plan map changes over the time period; and

**WHEREAS**, pursuant to ORS 197.610 and Metro Code, notice with a copy of the proposed amendments was sent to Department of Land Conservation and Development, Department of Transportation and Metro on July 1, 2008; and

**WHEREAS**, Measure 56 notices as required by ORS 227.186 were sent on July 24, 2008, to property owners affected by the proposed map amendments; and

**WHEREAS**, notice announcing the Planning Commission hearing was also published in the Forest Grove News Times on August 6 and 13, 2008, and published on February 18, 2009, for the City Council hearing.

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

Section 1. The Forest Grove City Council does hereby approve and adopt the Comprehensive Plan Text and Map amendments as included in Exhibits A and B.

Section 2. The Forest Grove City Council adopts the following reports, analysis and findings in support of this action:

1. Adopts by reference the staff report, including findings and recommendations, dated August 11, 2008.
2. Based on the staff report, finds that the proposal as amended are consistent with State Planning Goals, Metro Functional Plan requirements and Comprehensive Plan amendment criteria, and is in substantial compliance with applicable Comprehensive Plan Goals and Policies.
3. Finds that medium density housing rather than high density is more appropriate designation for land use designation at Elm Street north of State Highway 47 due to the proximity to existing low density, single family residential in the area and lack of transit services while still considering potential noise and other impacts from the state highway.
4. Adopts by reference the staff report, including findings and recommendations, dated August 11, 2008.
5. Based on the staff report, finds that the proposal as amended are consistent with State Planning Goals, Metro Functional Plan requirements and Comprehensive Plan amendment criteria, and is in substantial compliance with applicable Comprehensive Plan Goals and Policies.
6. Finds that it is in the public interest to implement the Town Center Plan to encourage economic development and a well designed downtown.
7. Finds that the General Industrial designation located south of 19<sup>th</sup> Avenue, between B Street and Cedar Street does not comply with the Comprehensive Plan locational criteria because of its proximity to planned and existing residential areas to the south without an adequate buffer.
8. Finds that medium density housing rather than high density is more appropriate designation for land use designation at Elm Street north of State Highway 47 due to the proximity to existing low density, single family residential in the area and lack of transit services while still considering potential noise and other impacts from the state highway.

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

**PRESENTED AND PASSED** the first reading the 23<sup>rd</sup> day of February, 2009.

**PASSED** the second reading the 9<sup>th</sup> day of March, 2009.

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 9<sup>th</sup> day of March, 2009.

---

Richard G. Kidd, Mayor

**Exhibit A**  
**Text Amendments**

## COMMERCIAL LAND USE

### Issue

To meet the future shopping and employment needs of the community in the year 2005, Forest Grove must plan and adequately provide a sufficient amount of land for commercial use in a manner which is consistent with adopted municipal policies. This development should make efficient use of the land while maintaining a stable economic base for the community. Sufficient land must be designated for commercial use if the Comprehensive Plan is not to adversely affect the future economic growth of the City by limiting market opportunities. Commercial land designations within the urban growth area should be consistent with the carrying capacity of the land, established land use patterns, and existing as well as planned community facilities.

### Summary of Findings

1. Forest Grove needs 116 acres of additional commercial land by the year 2005. In 1985, 217 acres were available in commercial districts, including 77 acres of vacant land and 140 acres in residential use.
2. Far more land is designated for commercial use than will be needed in the next 20 years. This is likely to encourage a scattered pattern of development, intense competition among competing "community shopping centers", and vacant storefronts in shopping centers developed on speculation.
3. The CH, Commercial-Heavy, district is not necessary. ~~The uses that are exclusively permitted there can be reassigned to other zoning districts where similar uses are not permitted. Areas that are currently zoned CH can be rezoned to other districts that are compatible with the current uses in those areas~~ since many of the uses are incorporated in other commercial and industrial zone districts.
4. The CPD, Commercial Planned Development district on the north edge of the Urban Planning Area at Sunset Drive and Beal Road is not needed. The area can be redesignated for either residential or industrial use.
5. At the east and west edges of the CBD, Central Business District, are included blocks which the Development Regulations Task force recommends be rezoned to CA, Commercial-Auto. Rezoning of the blocks to a new "limited commercial" district may also be appropriate.
6. The west half of the block north of 22nd Avenue between "A" and Main is not particularly attractive for commercial development and is presently occupied by several apartment buildings. Rezoning to A-2, Multi-family may be appropriate.
7. Serious conflicts between commercial and residential land uses are possible in parts of the CA, Commercial-Auto zone -- on the west side of "B" Street, between Douglas and Hawthorne, and south of 19th to Maple Street. Creation of a new limited commercial district, where certain intensive commercial uses are prohibited, may help prevent some conflicts.

## Goals and Policies

Based on the information outlined in the plan element along with supporting documentation, the City of Forest Grove adopts as part of the Comprehensive Plan the following goals and policies which shall form the basis for future decisions by the City relative to commercial land development proposals. L.C.D.C. goal is provided as a reference and base.

### L.C.D.C. Goal 9 -

TO DIVERSIFY AND IMPROVE THE ECONOMY OF THE STATE.

BOTH STATE AND FEDERAL ECONOMIC PLANS AND POLICIES SHALL BE COORDINATED BY THE STATE WITH LOCAL AND REGIONAL NEEDS. PLANS AND POLICIES SHALL CONTRIBUTE TO A STABLE AND HEALTHY ECONOMY IN ALL REGIONS OF THE STATE. PLANS SHALL BE BASED ON INVENTORIES OF AREAS SUITABLE FOR INCREASED ECONOMIC GROWTH AND ACTIVITY AFTER TAKING INTO CONSIDERATION THE HEALTH OF THE CURRENT ECONOMIC BASE; MATERIALS AND ENERGY AVAILABILITY; LABOR MARKET FACTORS; TRANSPORTATION; CURRENT MARKET FORCES; AVAILABILITY OF RENEWABLE AND NON-RENEWABLE RESOURCES; AVAILABILITY OF LAND; AND POLLUTION CONTROL REQUIREMENTS. ECONOMIC GROWTH AND ACTIVITY IN ACCORDANCE WITH SUCH PLANS SHALL BE ENCOURAGED IN AREAS THAT HAVE UNDERUTILIZED HUMAN AND NATURAL RESOURCE CAPABILITIES AND WANT INCREASE GROWTH AND ACTIVITY. ALTERNATIVE SITES SUITABLE FOR ECONOMIC GROWTH AND EXPANSION SHALL BE DESIGNATED IN SUCH PLANS.

### Local Goals -

1. STRENGTHEN FOREST GROVE'S POSITION AS A COMMERCE CENTER OF WESTERN WASHINGTON COUNTY, AND ENCOURAGE SHOPPING BY RESIDENTS OF THAT AREA.
2. ENCOURAGE THE OPPORTUNITY FOR REVITALIZATION OF THE ~~CENTRAL BUSINESS DISTRICT~~ TOWN CENTER AREA. (Amended by Ord. 87-7.)
3. PROVIDE FOR A MIX OF COMMERCIAL USES AND MULTI-FAMILY HOUSING IN THE COMMERCIAL CORE AREA. (Amended by Ord. 87-7.)
4. ENCOURAGE DEVELOPMENT OF NEIGHBORHOOD CONVENIENCE CENTERS AS NEEDED IN OUTLYING AREAS OF THE CITY TO SERVE EXISTING AND FUTURE RESIDENTIAL DEVELOPMENT.
5. ADOPT POLICIES THAT MODERATE THE NEGATIVE IMPACTS OF COMMERCIAL STRIP DEVELOPMENT ALONG PACIFIC AND 19th AVENUES. (Amended by Ord. 87-7.)
6. PROVIDE FOR THE SAFE AND EFFICIENT USE OF BUS TRANSPORTATION, BICYCLING, AND WALKING AS ALTERNATIVES TO AUTOMOBILE TRAVEL ALONG THE PACIFIC/19TH AVENUE COMMERCIAL STRIP. (Amended by Ord. 87-7.)

Local Policies –

1. Provide at least 116 acres of land for additional commercial development over the next 20 years. (Amended by Ord. 87-7.)
2. Land designated for commercial use shall have a slope of 5% or less, be free of building hazards, have proximity to peak traffic flows, access to mass transit service, space to accommodate a variety of services and have availability to full urban services. (Amended by Ord. 87-7.)
3. Encourage improvement of the Central Business District Town Center area by cooperating with the ~~Downtown Business Association and the Oregon Downtown Development Association in their Main Street Program~~ various applicable local, regional and statewide agencies and organizations. (Amended by Ord. 87-7.)
4. Multi-family dwellings shall be permitted in the Central Business District Town Center area. (Amended by Ord. 87-7.)
5. Sufficient land shall be included in the Central Business District Town Center area to allow the opportunity for growth and expansion. (Amended by Ord. 87-7.)
6. Off-street parking for new uses in the Central Business District Town Center area shall be provided in the best manner possible, provided that it may not be located at the front of buildings. (Amended by Ord. 87-7.)
7. Provide standards for screening, access, location, circulation, parking, landscaping, density, and scale for both commercial and multi-family uses to reduce conflicts between adjoining uses and protect the liveability of residences. (Amended by Ord. 87-7.)
8. The Comprehensive Plan Map and corresponding zoning standards shall provide for a neighborhood convenience center near newly developing areas in the City. (Amended by Ord. 87-7.)
9. Limit the overall space available in neighborhood commercial zones through appropriate zoning standards. (Amended by Ord. 87-7.)
10. Require that proposed development along arterial streets make provision for limiting access to its site by sharing curb cuts with adjoining property, at such time as the adjoining property is developed. (Amended by Ord. 87-7.)
11. Adopt standards related to landscaping, access, signing, utility locations and building orientation which minimize the negative features of commercial strip development.
12. Provide standards which encourage grouping, clustering, and/or master planning of consolidated tracts of commercial property along arterial streets. (Amended by Ord. 87-7.)
13. Make provision in development proposals along arterial streets for financial participation by property owners in traffic management projects which may be developed at a later date. (Amended by Ord. 87-7.)

14. Through appropriate ordinances and design measures, ensure that accessibility for non-auto traffic (pedestrian, bicycle, mass transportation) is not impeded along arterial streets. (Amended by Ord. 87-7).
15. Explore the possibility of placing all existing, overhead power and telephone lines underground along Pacific and 19th Avenues. (Amended by Ord. 87-7).
16. Refer to the *Forest Grove Town Center Plan* for guidance on all downtown-area policies and strategies. (Ord. 99-17, 12/13/99)

Locational Requirements for Commercial Land

When identifying vacant buildable land within Forest Grove, certain locational criteria were established to assess the suitability of that land for various types of urban land use. The criteria established for identification of suitable commercial land are presented below:

<u>Land Use</u>	<u>Description</u>	<u>Criteria for Allocation</u>
Commercial	Neighborhood and community shopping centers and office use.	<ul style="list-style-type: none"> <li>* Hazard free location suitable for heavy buildings</li> <li>* Level land of 5% or less slope</li> <li>* Proximity to peak traffic flows</li> <li>* Easily accessible parking adequate for uses</li> <li>* Direct Mass Transit service</li> <li>* Neighborhood commercial within convenient driving distance for surrounding neighborhood</li> <li>* Community-serving commercial within walking distance to high density residential</li> <li>* Site large enough to accommodate a variety of services</li> <li>* Size of commercial areas consistent with market demand</li> <li>* Availability of full urban services</li> </ul>

These criteria along with the goals, objectives, and base data such as physical hazards were used in the location of various future land use categories.

Designation of Commercial Land

The actual designation of commercial land use is presented on the Comprehensive Plan Map (separate attachment). As identified on the map, these commercial designations satisfy (1) the identified commercial land needs, (2) the goals and policies adopted by the City, (3) the locational requirements for commercial land, and (4) the location of vacant buildable land identified as suitable for commercial land use.

Commercial areas as designated on the Comprehensive Plan Map generally recognize and reinforce existing development and zoning patterns within the planning area, and suggest locations for additional commercial centers. Most existing commercial uses in the planning area occur as part of the commercial strip along Pacific Avenue, or form the nucleus of downtown Forest Grove. These commercial areas account for more than two-thirds of all the existing commercial land use in the planning area.

It is not the intent of the comprehensive plan to limit commercial activity, but rather to direct it into areas where it can develop harmoniously with the rest of the community, and with less ultimate public cost. The plan proposes relationships between commercial uses and other elements of the community which can be achieved with minimum conflicts between uses.

An economic analysis was made of existing and future commercial land requirements in the planning area and is included in the Land Use Element of the Plan. As the population increases, the need for commercial land and shopping opportunities will also increase. To represent this need, the comprehensive plan utilizes ~~five~~ four types of commercial areas: a ~~central business district (CBD)~~ Town Center; a ~~heavy commercial~~; commercial auto; a planned shopping center; and a neighborhood commercial. The paragraphs that follow treat each of the various commercial classifications in terms of example uses, location within the planning area, and special considerations or problems.

#### ~~Central Business District—~~

~~The central business district is, as the name implies, downtown Forest Grove. The retailing and service establishments in this area constitute the city's commercial core which can be enhanced and maintained as the center of the community's identity and commerce. Commercial uses which should be encouraged to locate in the CBD should be compatible with the existing commercial and residential land uses, and have a high dollar value per square foot of floor area. Professional services which should be encouraged to locate downtown can include law, insurance, real estate and medical offices, banks and savings and loan offices, and educational services. Multi-family housing would be allowed.~~

~~With the continuing opportunities for consumers outside the City in eastern Washington County, to survive, the existing downtown must accommodate growth to a point where it can offer a wide range of goods and services which are accessible and attractive to the shopper. To accomplish this, the area designated on the plan map represents that area around the existing CBD which offers developmental advantages for core expansion. With the presence of a developed transportation network, the serviceability of the area for public transit, and the attractiveness of the large square blocks for commercial development, this area will accomplish the comprehensive plan goal for a strong downtown and meet many of the shopping needs of the residents of Forest Grove and surrounding area in the most cost effective manner possible.~~

#### ~~Heavy Commercial—~~

~~Heavy commercial areas will act as a transition zone between commercial and industrial uses and provide for general business activities in the community where the business requires a relatively large tract of land for a low intensive use and does not attract a large volume of vehicle traffic. Examples of some of the commercial uses which would be permitted include automobile and farm implement sales and service, building supply dealers, mobile home sales, and commercial nurseries.~~

~~On the comprehensive plan map, two areas of the City have been given this map designation. The first is located on the east end of town along the north side of the Tualatin Valley (T.V.) Highway, where similar uses to those above can be found today. By applying this map designation, the comprehensive plan will establish this area for heavy commercial use, allowing existing businesses the opportunity to expand in the future. The second area to be given the heavy commercial map designation is found on the south end of town at the intersection of Elm Street and the T.V. Highway by pass. This area is currently utilized by a building supply company and a heavy equipment for hire operation. Because of the limited area for this designation, a number of uses listed in the Commercial Heavy Zone were also listed in other compatible zones as part of the 1985-1987 Major Update.~~

### Town Center

The Town Center area represents the downtown area of the community. It is intended to accommodate uses and activities found in a vibrant downtown setting including retail, offices, services and residential of the highest density in the community. To differentiate the characteristics of the Town Center, appropriate transition of uses within the area and assure an appropriate transition to areas outside of the Town Center, three different designations are established for the area. These designations and their purposes are as follows:

#### A. Town Center Core (TCC)

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

#### B. Town Center Transition (TCT)

The Town Center Transition is established to increase employment and housing opportunities in close proximity to the Town Center Core. A mix of retail, office, light industrial and residential uses are allowed in the TCT zone, but ground floor retail uses are permitted but not required. Consistent streetscape improvements such as street lighting, street trees and sidewalks will link the Town Center Transition zone with the Town Center Core.

#### C. Town Center Support (TCS)

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

### Commercial Auto Zone -

Commercial Auto Zone areas are intended to provide locations for businesses and services along major transportation arterials in Forest Grove, while dealing with circumstances which could result in the undesirable by-products of uncontrolled strip commercial development. It is the intent of establishing this map designation to allow a wide range of retail, commercial, service, and office development, as well as multi-family residential development.

Recognizing that intense commercial development adjacent to an arterial can interfere with the ability of the arterial to operate at the desired level-of-service, an access management plan was developed in Fiscal Year 1980-81 and will be utilized in this zone as a means of encouraging joint use of driveways and to apply standards for accesses which will minimize traffic conflicts between abutting uses and through traffic on the arterial. In combination with access controls, improvements to the major arterials will be required to serve both private developments and through traffic, as outlined in the Transportation Element. Procedures will be established whereby abutting property owners in this zone will be required to participate financially in these improvements as they become necessary. To deal with the visual impacts of strip commercial development, standards for landscaping, setbacks, and signs, appropriate for the scale of development in this zone, will be developed.

A limited amount of Commercial Auto Zone is shown on the map along Pacific Avenue between "B" Street and "E" Street. The bulk of this area is located along State Highway 8 (Pacific Avenue and 19th Avenue) from Cedar Street to the city limits.

By regulating the impact of commercially generated traffic, providing for the improvement of the arterials and requiring appropriate aesthetic and design treatment for development, the negative aspects of strip commercial development will be minimized and this area can become more of an asset to the community.

### Planned Shopping Center -

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

These satellite shopping centers are of limited size and will be restricted to uses which would not be detrimental to the ~~CBD~~ Town Center area. Uses which would be permitted within this map designation could include a neighborhood gas station, convenience grocery store, recreation center, laundry, restaurant, etc.

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

## Neighborhood Commercial -

Neighborhood commercial centers are intended to provide for the frequent shopping or service needs of nearby residents. They will consist principally of a convenience grocery and/or drug store. Other related uses such as barber and beauty shops, laundry and dry cleaner service, small bakery and similar uses would be appropriate in these neighborhood centers.

Neighborhood commercial centers should be located on major arterials or collector streets, preferably at or near an intersection with another similar street and have a maximum site size of 1-1/2 to 2 acres. In order that neighborhood centers remain oriented toward serving neighborhoods and do not expand to serve much larger parts of the community, commercial floor area will be limited in the zoning ordinance.

Neighborhood centers should be compatible with adjacent residential areas and land uses, architectural and traffic conflicts should be minimized. Parking facilities, signs, landscaping, and the architecture of these centers will be of a quality equal to that of nearby residences - sensitively designed so that they are physically and visually comfortable with the residential world of which it is a part.

A neighborhood commercial center has been identified at the intersection of Willamina Avenue and State Highway 47, recognizing existing commercial development in that area.

### Implementation

To ensure that the intent of the goals and policies set forth within this plan element are achieved, the City of Forest Grove shall revise the zoning ordinance and prepare an Access Management Plan according to the following schedule:

Zoning Ordinance - F.Y. 1979-80

Access Management Plan - F.Y. 1980-81

### Funding Alternative

Zoning Ordinance -

General Fund - Planning Budget

L.C.D.C. Planning Assistance Grant

Access Management Plan -

General Fund - Planning Budget

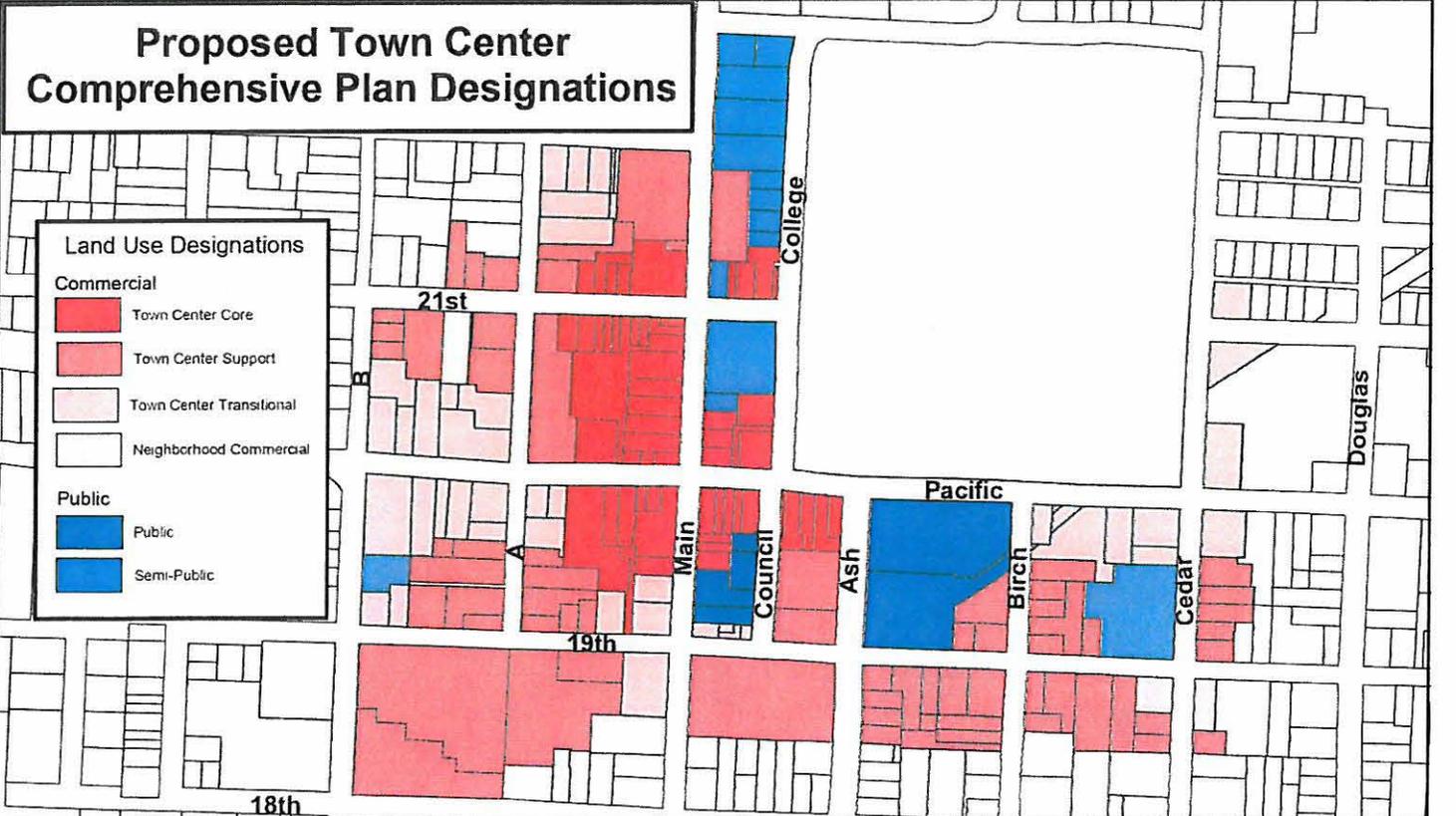
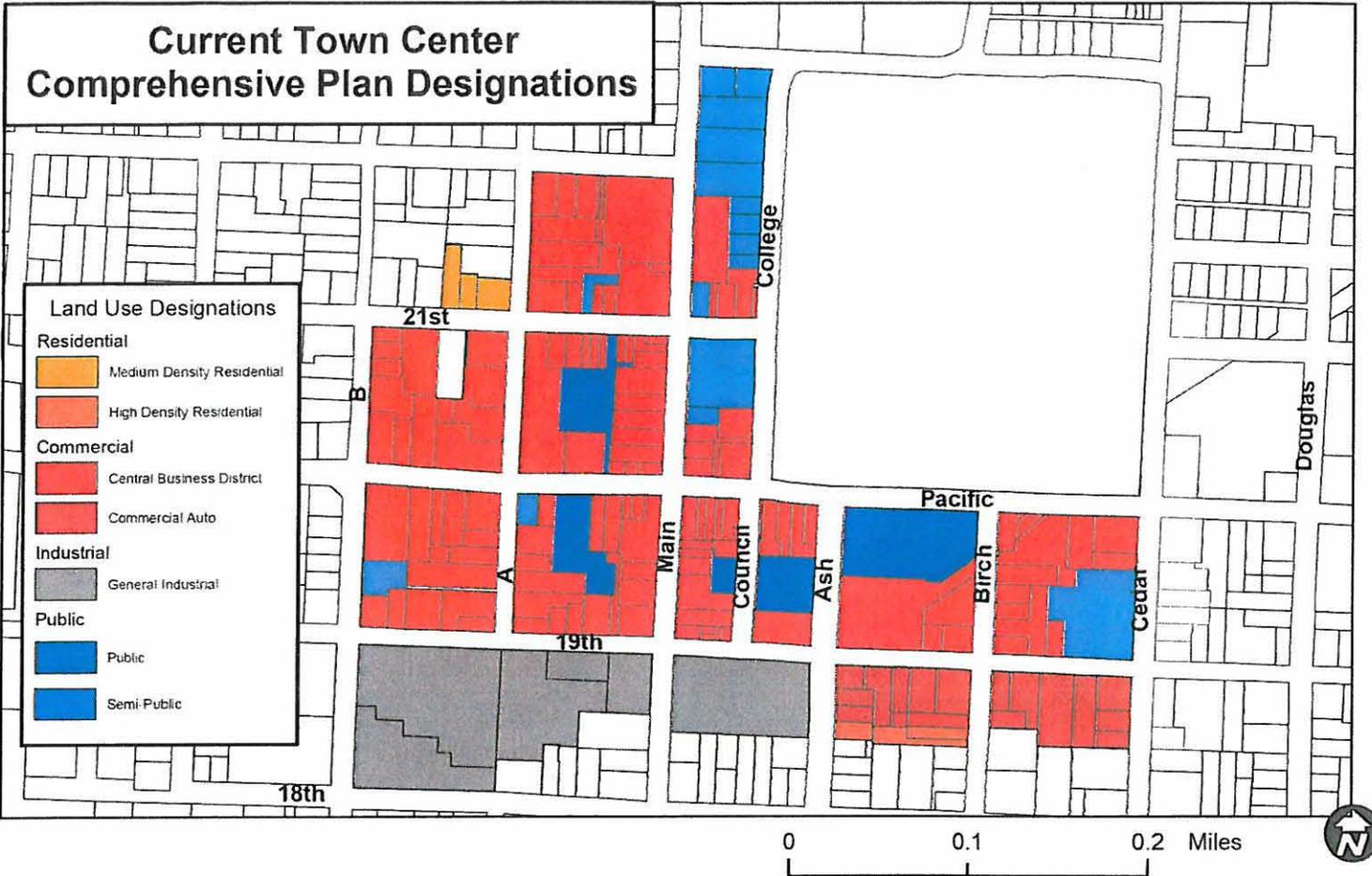
L.C.D.C. Planning Assistance Grant

## **Exhibit B**

### **Map Amendments**

- **Proposed Amendments To The Comprehensive Plan Map**
  - 1 Amendment to Implement Proposed Town Center Designations**
  - 2 Amendment to Redesignate the area currently within the Commercial Heavy Designation at the intersection of Elm Street and Highway 47**
  - 3 Amendment to Redesignate the area currently within the Commercial Heavy Designation north of State Highway 8 and East of Highway 47**

# City of Forest Grove Proposed Comprehensive Plan Changes for the Town Center

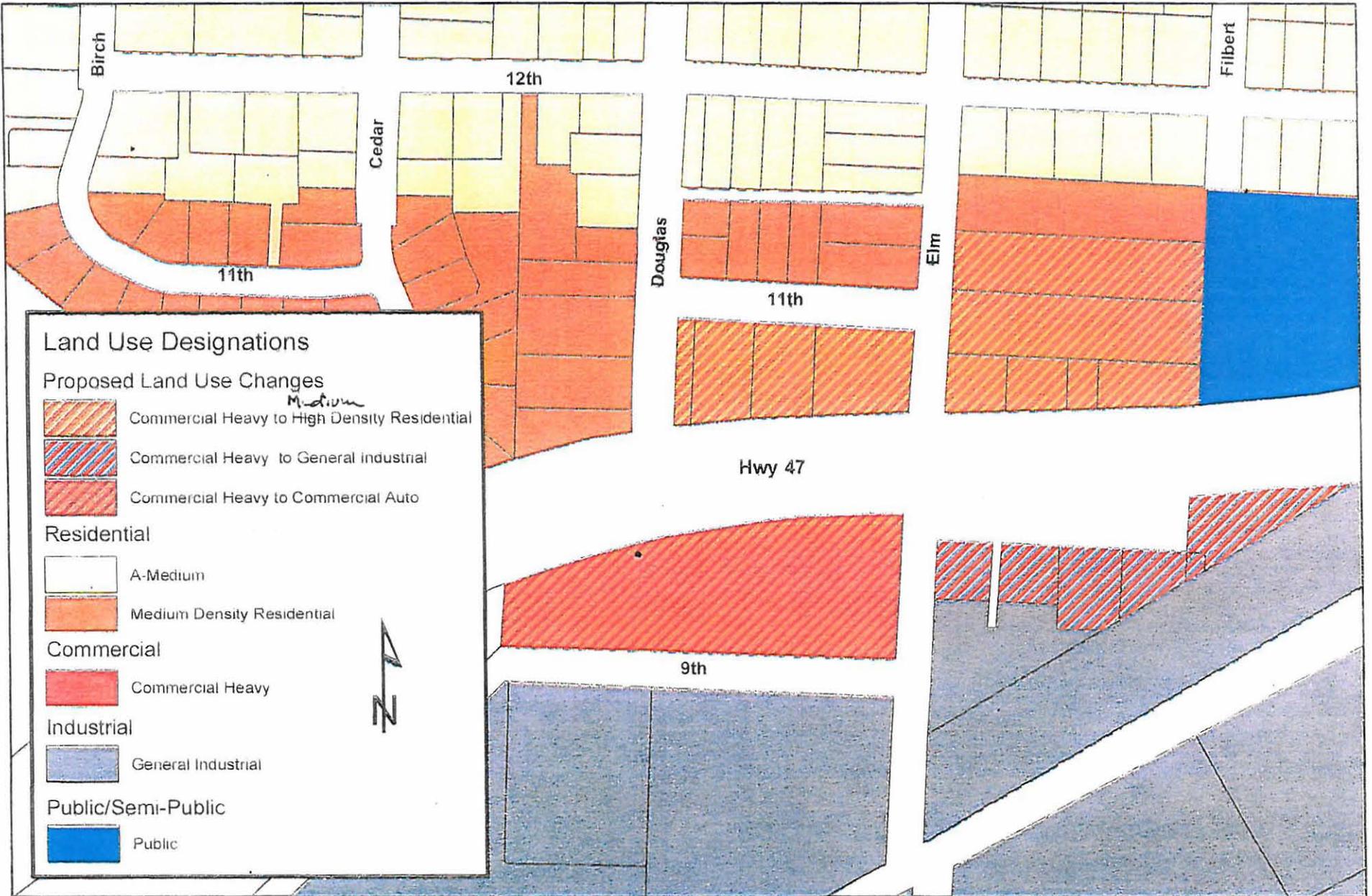
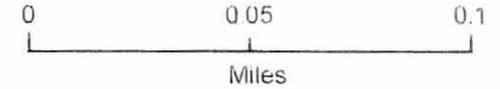


city of  
forest  
grove

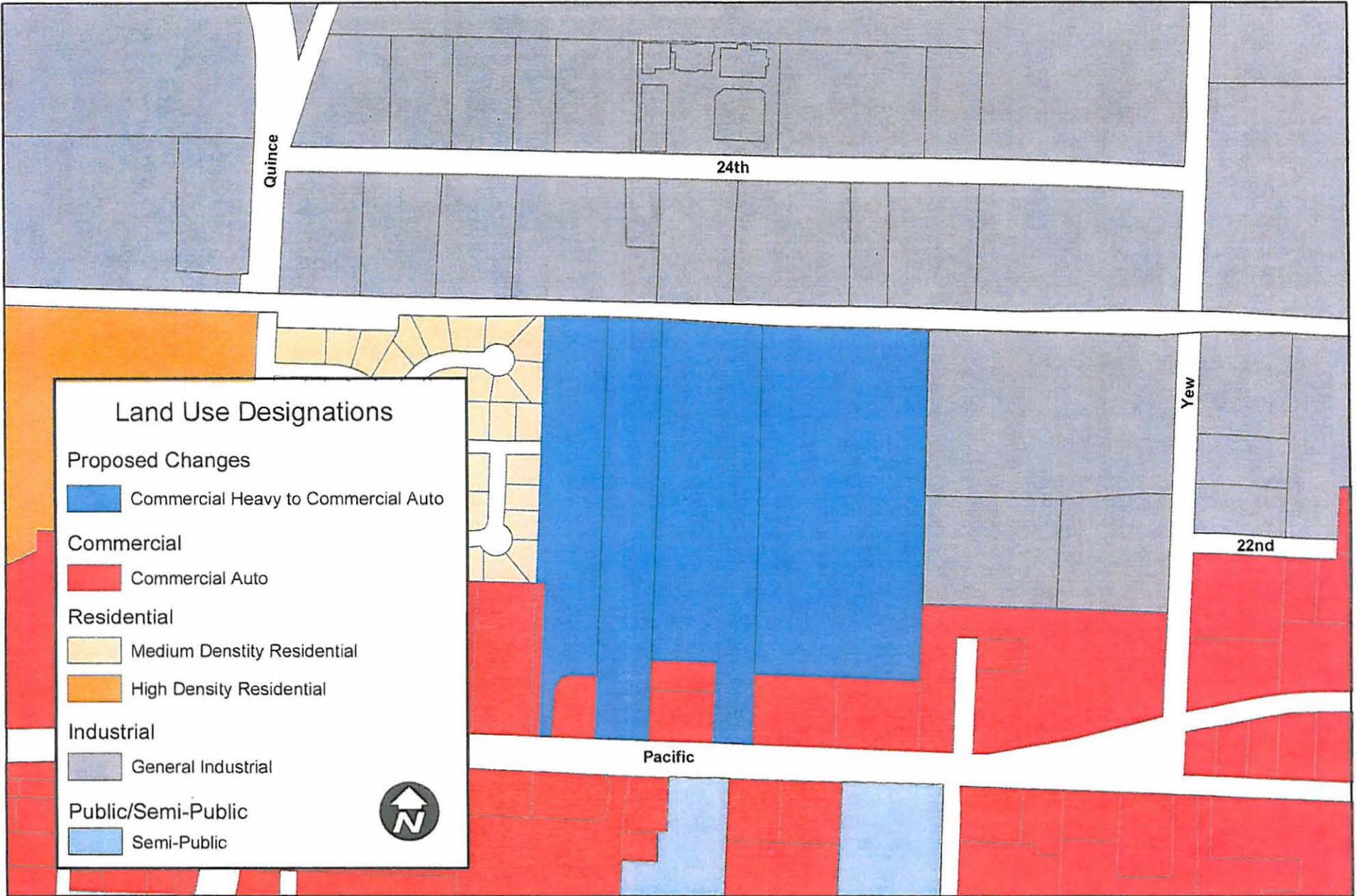
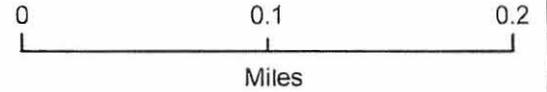
1824 Council Street  
P.O. Box 526  
Forest Grove, OR 97116

Created 3/24/08  
City of Forest Grove  
Community Development  
Department  
Phone: 503-661-0101

# City of Forest Grove South Commercial Heavy Area Proposed Comprehensive Plan Changes



# City of Forest Grove North Commercial Heavy Area Proposed Comprehensive Plan Changes



**ORDINANCE NO. 2009-03**

**ORDINANCE ADOPTING ZONING MAP AMENDMENTS, FILE NO. ZC-08-01**

**WHEREAS**, the City of Forest Grove City Council has adopted new Development Code pursuant to Ordinance Number 2009-01; and

**WHEREAS**, the Town Center Plan was developed in 1997 with three proposed land use designations for downtown; and

**WHEREAS**, the Development Code eliminates the Heavy Commercial and Central Business District zone districts; and

**WHEREAS**, the Development Code replaces with Central Business District designation with three designations identified as Town Center Core, Town Center Support and Town Center Transitional zone districts as created by the Town Center Plan; and

**WHEREAS**, the Town Center Plan intended to establish town center designations on both sides of streets to maintain the same development standards which requires some certain lands north of 21<sup>st</sup> Avenue and west of A Street to be rezoned from High Density Residential to Town Center Support; and

**WHEREAS**, letters were sent to land owners potentially affected by proposed comprehensive plan map and zone map changes in 2003 soliciting their concerns and staff met with individuals and interest groups in the Town Center and other areas to discuss the proposed zone changes over the time period; and

**WHEREAS**, pursuant to ORS 197.610 and Metro Code, notice with a copy of the proposed amendments was sent to Department of Land Conservation and Development, Department of Transportation and Metro on July 1, 2008; and

**WHEREAS**, Measure 56 notices as required by ORS 227.186 were sent on July 24, 2008, to property owners affected by the proposed map amendments; and

**WHEREAS**, notice announcing the Planning Commission hearing was also published in the Forest Grove News Times on August 6 and 13, 2008, and published on February 18, 2009, for the City Council hearing.

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

Section 1. The Forest Grove City Council does hereby approve and adopt the Zoning Map amendments as included in Exhibit A.

Section 2. The Forest Grove City Council adopts the following reports, analysis and findings in support of this action:

1. Adopts by reference the staff report, including findings and recommendations, dated August 11, 2008.
2. Based on the staff report, finds that the proposal as amended are consistent with State Planning Goals, Metro Functional Plan requirements and Comprehensive Plan amendment criteria, and is in substantial compliance with applicable Comprehensive Plan Goals and Policies.
3. Finds that medium density housing rather than high density is more appropriate designation for land use designation at Elm Street north of State Highway 47 due to the proximity to existing low density, single family residential in the area and lack of transit services while still considering potential noise and other impacts from the state highway.
4. Adopts by reference the staff report, including findings and recommendations, dated August 11, 2008.
5. Based on the staff report, finds that the proposal as amended are consistent with State Planning Goals, Metro Functional Plan requirements and Comprehensive Plan amendment criteria, and is in substantial compliance with applicable Comprehensive Plan Goals and Policies.
6. Finds that it is in the public interest to implement the Town Center Plan to encourage economic development and a well designed downtown.
7. Finds that the General Industrial District located south of 19<sup>th</sup> Avenue, between B Street and Cedar Street does not comply with the Comprehensive Plan locational criteria because of its proximity to planned and existing residential areas to the south without an adequate buffer.
8. Finds that medium density housing rather than high density is more appropriate designation for land use designation at Elm Street north of State Highway 47 due to the proximity to existing low density, single family residential in the area and lack of transit services while still considering potential noise and other impacts from the state highway.

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

**PRESENTED AND PASSED** the first reading the 23<sup>rd</sup> day of February, 2009.

**PASSED** the second reading the 9<sup>th</sup> day of March, 2009.

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 9<sup>th</sup> day of March, 2009.

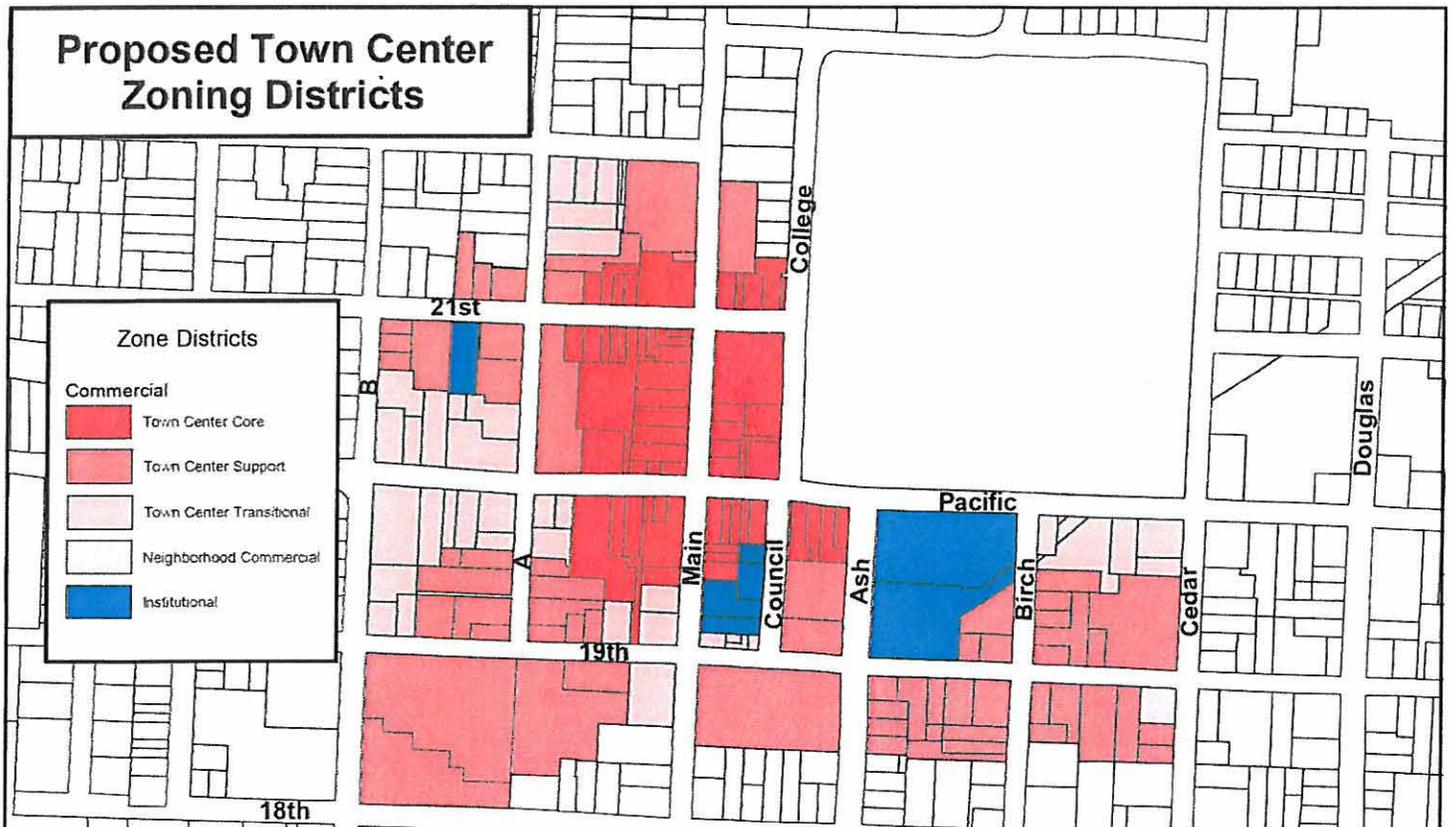
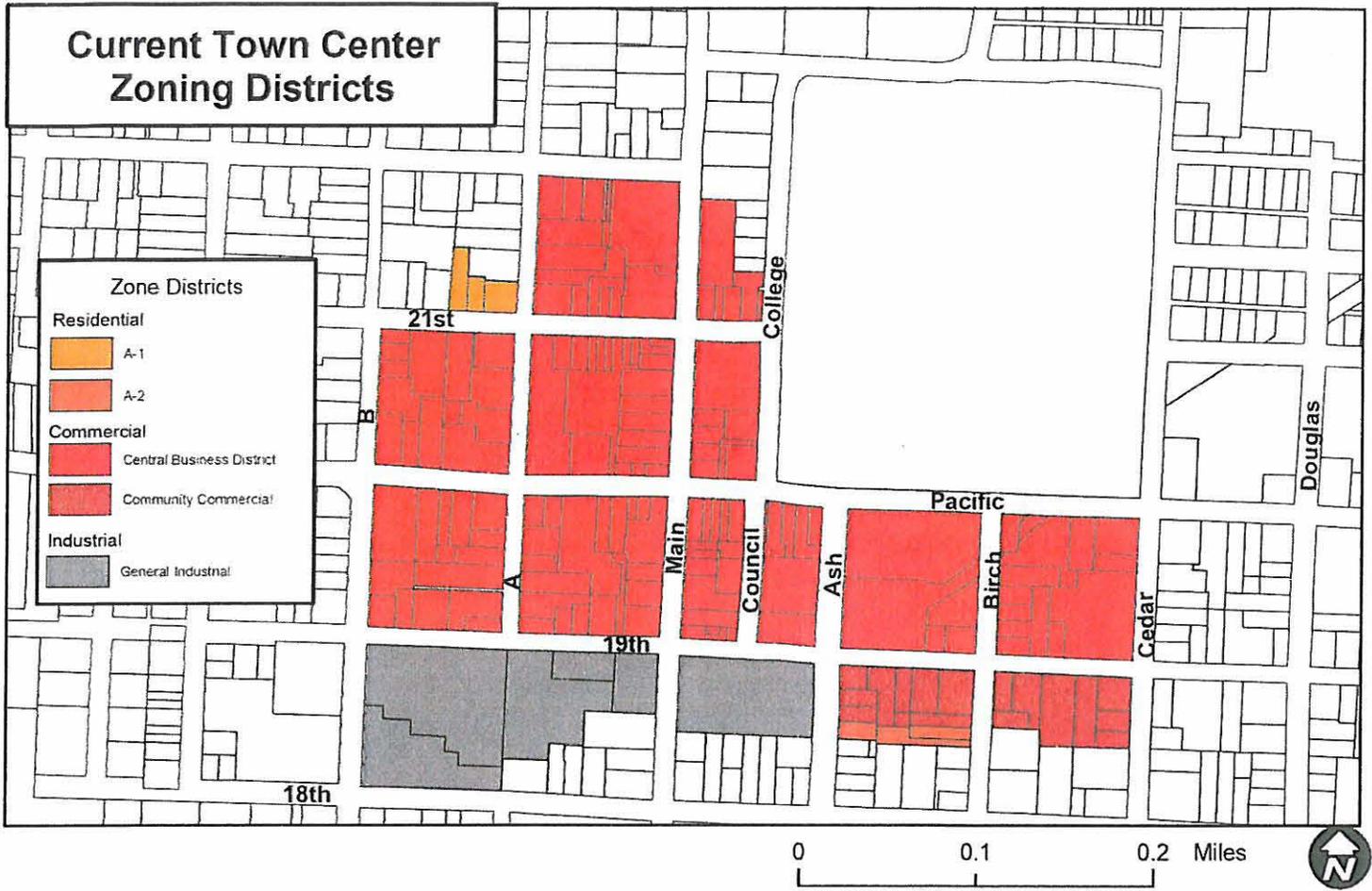
---

Richard G. Kidd, Mayor

## **Exhibit A**

### **Zone District Map Amendments**

# City of Forest Grove Proposed Town Center Zoning Changes

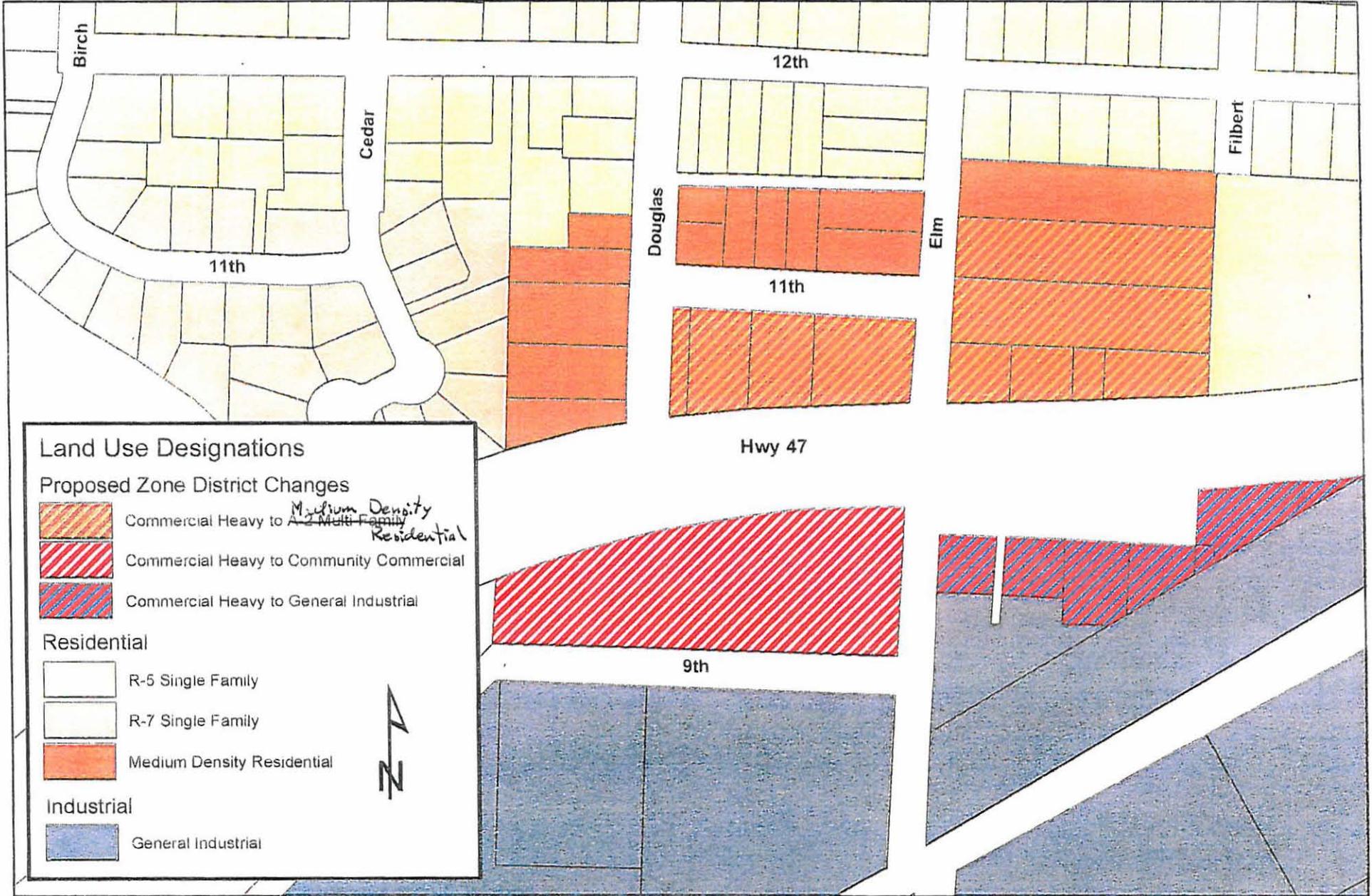
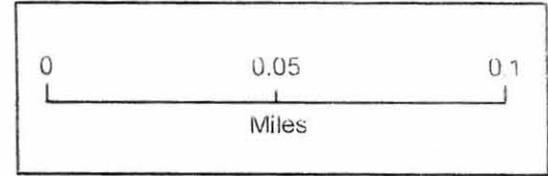


city of  
forest  
grove

1024 Council Street  
P.O. Box 520  
Forest Grove, OR 97116

Created 9/24/06  
City of Forest Grove  
Community Development  
Department  
Phone: 503.337.2100

# City of Forest Grove South Commercial Heavy Area Proposed Zoning Changes

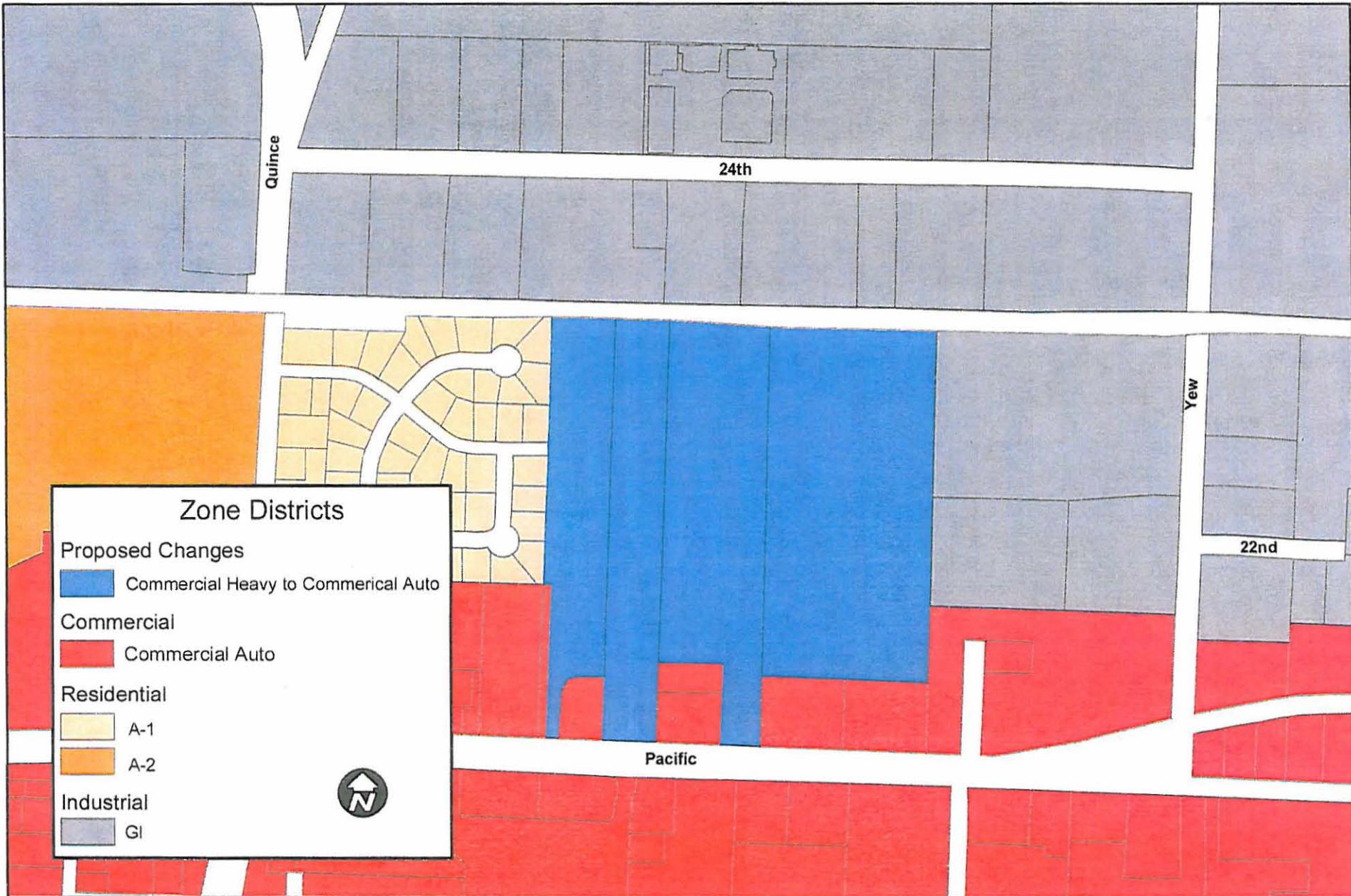
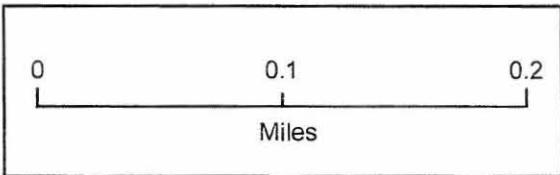


city of  
forest  
grove

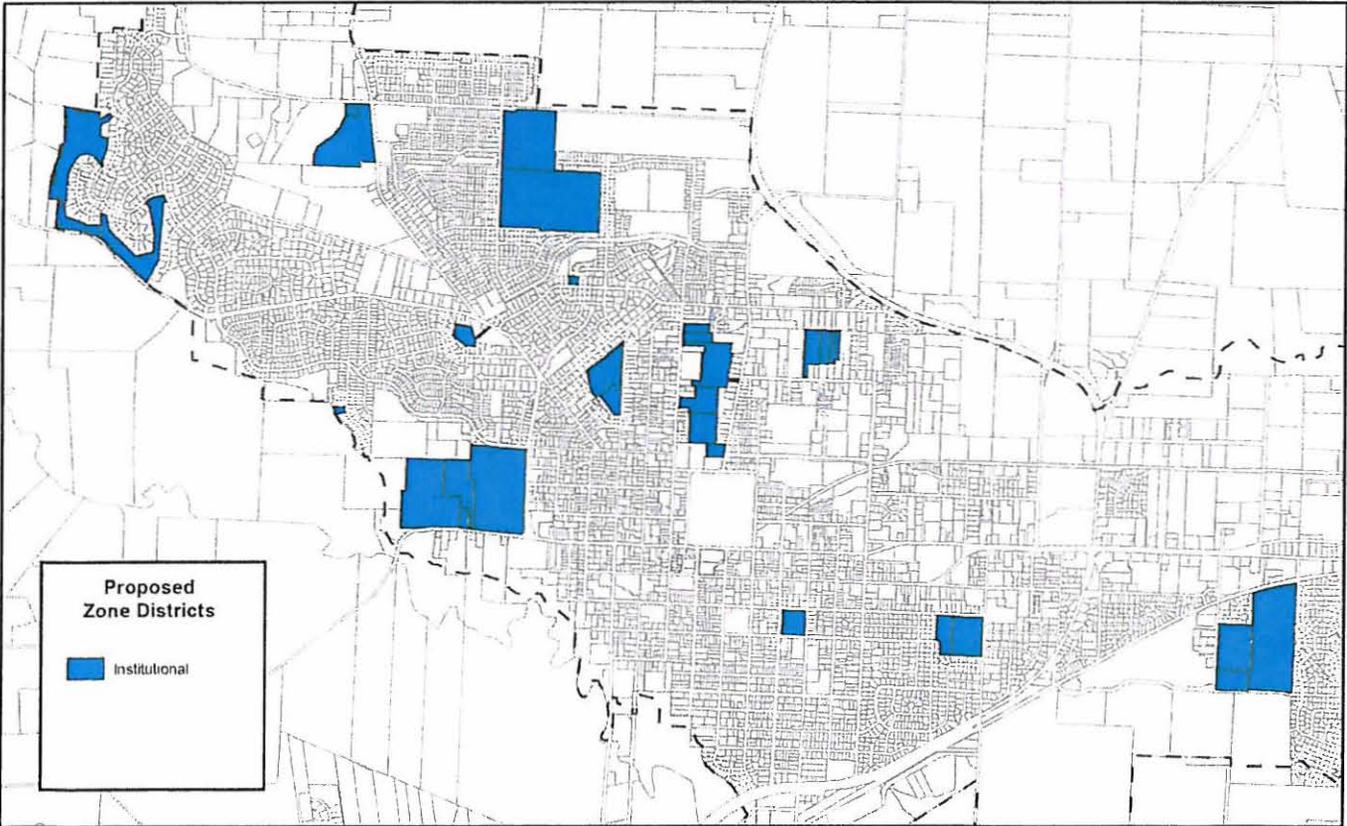
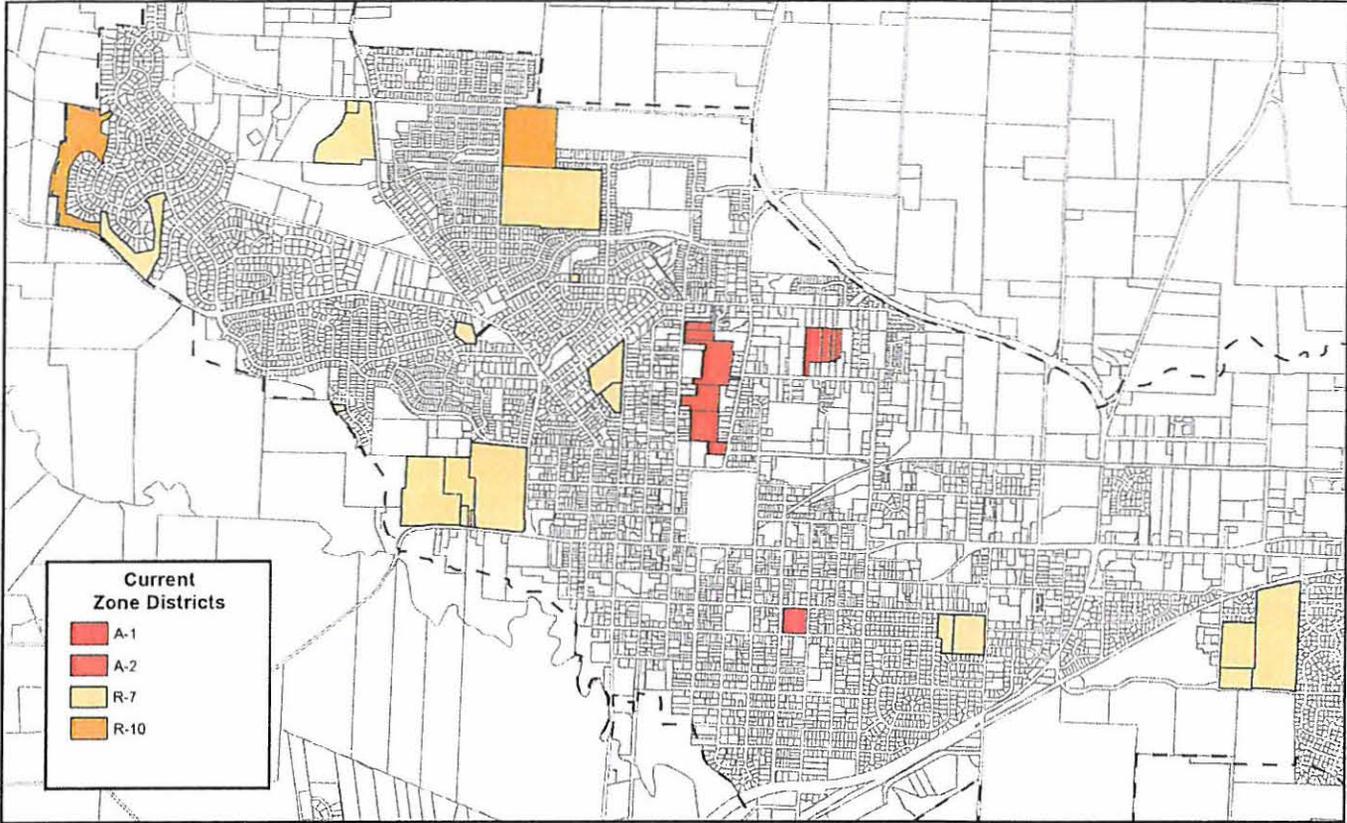
1924 Council Street  
P.O. Box 326  
Forest Grove, OR 97116

Created 3/24/08  
City of Forest Grove  
Community Development  
Department  
PROJECT # R03-06-03, 2

# City of Forest Grove North Commercial Heavy Area Proposed Zoning Changes



# City of Forest Grove Proposed Zoning Changes for Public Facilities Outside of Town Center



**ORDINANCE NO. 2009-04**

**ORDINANCE REPEALING AND REENACTING CHAPTER 9 OF THE FOREST GROVE CODE, ENTITLED BOARDS AND COMMISSIONS AND MISCELLANEOUS PLANNING PROVISIONS, FOREST GROVE CODE SECTION 9.000-9.810**

**WHEREAS**, the City of Forest Grove City Council has adopted a new Development Code pursuant to Ordinance Number 2009-01; and

**WHEREAS**, the Development Code replaces the Zoning Ordinance that was adopted by Ordinance Number 1980-15 on September 8, 1980; and

**WHEREAS**, the Development Code replaces the Land Division Ordinance that was adopted by Ordinance Number 1980-16 on September 8, 1980; and

**WHEREAS**, the Development Code replaces the Solar Access Ordinance that was adopted by Ordinance Number 1989-01 on January 23, 1989; and

**WHEREAS**, the City formed a 13 member citizen committee in 2000 that conducted a year long review of the proposed Code amendments; and

**WHEREAS**, in 2003-04, the City Council and Planning Commission conducted a series of work sessions to discuss the proposed Code amendments and associated policy issues; and

**WHEREAS**, notice announcing the Planning Commission hearing was also published in the Forest Grove News Times on August 6 and 13, 2008, and published on February 18, 2009, for the City Council hearing.

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

Section 1. The Forest Grove City Council does hereby approve repealing Forest Grove Code, Chapter 9, entitled Development Regulations, and reenacting a new Chapter 9 of the Forest Grove Code, entitled Boards and Commissions and Miscellaneous Planning Provisions, Code Section 9.000-9.810, as included in Exhibit A.

Section 2. The Forest Grove City Council adopts by reference the staff reports, including findings and recommendations, dated August 11, 2008.

Section 3. Ordinance Number 1980-15, 1980-16, and 1989-01 are hereby repealed in its entirety and all other ordinances or portions thereof inconsistent of conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

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

**PRESENTED AND PASSED** the first reading the 23<sup>rd</sup> day of February, 2009.

**PASSED** the second reading the 9<sup>th</sup> day of March, 2009.

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 9<sup>th</sup> day of March, 2009.

---

Richard G. Kidd, Mayor

**Exhibit A**

**Forest Grove Code**

**Chapter 9**

**Boards and Commissions and Miscellaneous Planning Provisions**

# PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

## CHAPTER 9

### BOARDS AND COMMISSIONS AND MISCELLANEOUS PLANNING PROVISIONS DEVELOPMENT REGULATIONS

#### BOARDS AND COMMISSIONS

##### PLANNING COMMISSION

9.005      **Membership.** The City Planning Commission shall consist of seven members to be appointed by the council. No more than one member of the commission shall be engaged principally in the buying, selling or developing of real estate for profit as an individual, as a member of any partnership, or as an officer or employee of any corporation. No more than two members of the commission shall be engaged in the same kind of business, trade, occupation or profession. No more than two of the members shall be nonresidents of the City. (ORD. 95-13, 11/13/95; ORD. 2000-06, 08/14/2000)

9.010      **Terms of Office.** The term of office shall be four years with the terms staggered. A member may be removed by the council, after hearing, for misconduct or nonperformance of duty. Vacancies shall be filled by the council for the unexpired term of the predecessor in the office.

9.015      **Officers.** Each year at the first regularly scheduled meeting in January, which shall be the annual meeting, the commission shall elect a chairman and vice-chairman who shall be voting members and shall hold office at the pleasure of the commission.

9.020      **Secretary.** The City Planning Director shall serve as secretary to the commission. The secretary shall keep an accurate record of all commission proceedings.

9.025      **Annual Report.** The commission shall, on October 1 of each year, make and file a report of its transactions with the council.

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

**9.030 Expenses.** Commission members shall receive no compensation but shall be reimbursed for duly authorized expenses.

**9.035 Meetings and Rules.** A majority of the commission shall constitute a quorum. The commission shall meet at least once a month. The commission may make and alter rules and regulations for its government and procedure consistent with the laws of this state and with the City Charter and ordinances. (ORD. 2000-06, 8/14/2000)

**9.040 Conflict of Interest.** A member of a planning commission shall not participate in any commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or member's spouse, brother, sister, child, parent, father-in-law or mother-in-law; any business in which the member is then serving or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the commission where the action is being taken.

**9.045 Powers and Duties.** The planning commission is advisory to the council and shall, except as otherwise provided by law:

(1) Prepare and recommend to the council and consult with other public authorities concerning community development plans for regulation of the future growth, development and beautification of the municipality in respect to its public and private buildings and works, streets, parks, grounds and vacant lots in order to secure to the City and its inhabitants amenity, sanitation and proper service of all public facilities.

(2) Recommend to the council concerning the laying out, widening, extending and locating of streets, bikeways, sidewalks, boulevards and parking, the relief of traffic congestion, the betterment of housing and sanitation conditions, and the establishment of zoning and building districts limiting the use of lands and the use, height, area, bulk and construction of structures and buildings within such districts.

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

(3) Hold hearings and recommend to the council the boundaries of zoning and building districts and appropriate regulations and restrictions to be enforced in the districts before the council shall take any action thereon.

(4) Hold hearings and make final determinations pending appeal to the council authorized or required by the ordinances and regulations of the City adopted to implement regulations and restrictions applicable to any zoning and building district.

(5) Hold hearings and make recommendations to the council concerning the rules and regulations for subdivision and partitioning of land located within the City limits.

(6) Give consideration to all plans or plats for laying out or vacating, widening, extending and locating streets and to plans for public buildings and make recommendations to the council accordingly.

(7) The commission may make studies, hold hearings and prepare reports and recommendations on its own initiative or at the request of the council. All reports and recommendations made by the commission to the council shall be in writing.

**9.050 Procedures for Hearing.** The council shall by resolution adopt procedures for the conduct of hearings. The procedures shall be applicable to the determination of contested cases and to all requests for permits. As used in this Code, unless the context requires otherwise, the following mean:

Contested case. A proceeding in which the legal rights, duties or privileges of specific parties determined under general rules, policies, ordinances or regulations adopted pursuant to state statute relating to zoning and building districts and regulation only after a hearing at which specific parties are entitled to appear and be heard.

Hearing. A quasi-judicial hearing, authorized or required by the ordinances and regulations adopted by the City pursuant to state statute relating to zoning and building districts and regulations.

Permit. Authority or approval of a proposed use of land for which approval is a matter of discretion and is required pursuant to state statute relating to zoning and building districts and regulation. The term includes, but is not limited

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

to, conditional use, special exceptions, variance, special design zone or review and other similar permits.

### SUBDIVISION OF LAND

~~9.100 Adoption. There is hereby adopted as the land division ordinance of the city of Forest Grove the Land Division Ordinance, marked Exhibit A, and by reference incorporated herein. The complete text of the ordinance, as amended, is on file in the office of the city recorder.~~

9.100 Repealed in its entirety per ORD. 2009-04, 03/09/09

### HISTORIC LANDMARKS BOARD

9.105 Purpose. Pursuant to the State of Oregon's enabling legislation (ORS Chapter 197) and in recognition of the public education, economical, environmental and cultural value of the heritage and character of Forest Grove to the welfare of its citizens, the following sections create a comprehensive program to identify, designate and protect the history, culture, archaeology and landscape of Forest Grove.

9.110 Membership. The Historic Landmarks Board (HLB) shall be composed of seven members who shall be appointed by the City Council. All members shall have a demonstrated positive interest, competence or knowledge of historic preservation. At least five of the members shall be residents of the City of Forest Grove, and nonresident members shall reside within a reasonable distance of the City. When making appointments to the Board, the Council should consider the applicants' qualifications in the fields of history, architecture, architectural history, and archaeology, as well as in the arts, culture, city planning, landscape architecture, business, real estate, law, government, engineering or construction.

9.115 Terms of Office. The term of each member of the HLB shall be four years with terms staggered. A member may be removed by the City Council, after hearing, for misconduct or

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

nonperformance of duty. Vacancies shall be filled by the council for the unexpired term of the predecessor in office.

9.120 Officers. At the first meeting in January of each year, the members shall elect a chair, vice-chair and secretary who shall be voting members and hold office at the pleasure of the HLB.

9.125 Expenses. Board members shall not receive compensation nor shall incur expenses of any kind unless such expenses or expenditures have first been approved by the City Council.

9.130 Meetings and Rules. A majority of the members serving on the Board at any time shall constitute a quorum. The Board shall conduct at least one meeting every three months or as needed. The Board shall have the right to adopt such rules of order and procedure as they deem necessary provided that it is consistent with the laws of this state and with the City Charter and ordinance.

9.135 Powers and Duties. The HLB is authorized to:

(1) Maintain the Forest Grove Register of Historic and Cultural Landmarks (Historic Register), by:

(a) Recommending to the City Council the designation as historic or cultural landmark properties that meet the criteria for designation. All such designated landmarks shall be included in the Historic Register; and

(b) Recommending to the City Council the removal of a landmark from the Historic Register.

(2) Regulate and protect landmarks through the review and approval or disapproval of certain proposed changes in accordance with the criteria for alterations or demolition of landmarks as contained in the Development Code.

(3) Review proposed activities by the City and other agencies that may seriously affect designated landmarks and advise the Planning Commission and City Council regarding such matters.

(4) Perform other activities relating to historic and cultural landmark preservation, including but not limited to:

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

(a) Providing public education on the history, scenic and cultural landmarks of Forest Grove;

(b) Providing advice to the City Council and other City Boards on preservation of historic and cultural landmarks;

(c) Providing technical economic information on preservation of historic and cultural landmarks;

(d) Making recommendations to the City Council for historic and cultural landmark preservation programs such as tax incentives to preserve designated landmarks;

(e) Securing the views of the public and owners of landmarks regarding the community's cultural, historic, and scenic values;

(f) Maintaining criteria for inventory and evaluation to implement the purposes of this Section;

(g) Periodically reviewing and making recommendations for updating the Historic Register; and

(h) Recommending to the City Council the acceptance of donations of funds and property, including partial interest in property such as facade easements.

(5) Adopt rules and procedures for the operation of the HLB.

### HISTORIC OR CULTURAL LANDMARKS

9.150 Criteria for Landmark Designation. The HLB may recommend to the City Council for designation as a historic or cultural landmark and for inclusion in the Historic Register any structure, archaeological or prehistoric site, or historic site, upon a finding by the Board that the subject property:

(1) Is associated with events that have made a significant contribution to the history of Forest Grove, Washington County, the State of Oregon, or the nation; or

(2) Is associated with the lives of persons holding a significant place in the history of Forest Grove, Washington County, the State of Oregon, or the nation; or

(3) Embodies distinguishing architectural characteristics, in exterior design, of a period, style, method

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

of construction, craftsmanship, or in use of indigenous materials; or

(4) Is representative of the work of a designer, architect, or master builder who influenced the development and appearance of Forest Grove, the State of Oregon, the Pacific Northwest or the nation; or

(5) In the case of proposed designation of a site, yields, or may be likely to yield, information in history, prehistory or archaeology.

### **9.155 Procedure for Landmark Designation**

(1) Designation of property as a Historic or Cultural Landmark may be proposed by a property owner or his authorized agent, by the HLB, or by the City Council. An application shall be filed with the Community Development Department, using forms provided by the Director.

(2) Designation of property as a Historic or Cultural Landmark is classified as a Type IV procedure, and is subject to all of the procedures and timelines outlined in the Development Code. Designation requires public hearings before the following review bodies: (a) Historic Landmarks Board; (b) City Council.

(3) If the HLB acts to reject a proposed designation, no further action shall be taken unless the applicant files an appeal of the action with the City Council.

(4) If the Council acts to approve the proposed designation, or to approve the proposal with modifications, it shall adopt an ordinance setting forth the findings of fact on which such approval is based, and order an amendment of the zoning map to label the designated property with the HL overlay zone. Immediately upon designation of the property as a landmark, the designated landmark (not the entire tax lot) shall be subject to the provisions of this Code.

(5) Individual historic resources listed on the National Register of Historic Places shall automatically receive landmark designation on the date the property is listed. However, a landmark that is removed from the National Register of Historic Places will retain its local landmark designation unless the designation is removed through the procedures listed in this Code.

### **9.160 Procedure for Removal of a Landmark Designation**

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

(1) Removal of a designated landmark from the Register may be proposed by a property owner or his authorized agent, by the HLB, or by the City Council. An application shall be filed with the Community Development Department.

(2) Removal of a designated Landmark from the Register is classified as a Type IV procedure, and is subject to all of the notice procedures and timelines outlined in the Development Code. Removal of the HL overlay designation requires two (2) sequential public hearings before the following review bodies:

(a) Historic Landmarks Board;

(b) City Council

(3) The HLB shall make its decision on the basis of the criteria contained in Section 9.155 and shall make specific findings of fact as to whether the landmark has lost its historic or cultural value based on these criteria.

(4) If the Board acts to deny a request for removal of a landmark from the Register, no further action shall be taken unless the applicant files an appeal of the Board's action with the City Council.

(5) Within sixty (60) days from the date of the recommendation by the HLB to approve a request to remove a landmark from the Register, the City Council shall conduct a public hearing to consider the request and recommendation of the HLB. Public notice shall be provided in accordance with Type IV procedures. Following the public hearing, the Council shall act to approve the removal of the landmark designation as requested, or to remove some portion of the landmark from the Register, or to deny the request. When removing a landmark designation from the Register, the ordinance shall amend the zoning map to remove the HL overlay zone from the property.

### **9.165 Annual Notification.**

(1) Once each year, between January 1 and April 1, the Director shall mail notice to the owners and occupants on which each Historic Register landmark is located.

(2) The list of owners shall be drawn from the most recent tax roll of the County Assessor. The list of residents shall be drawn from the most recent listings posted in the unified billing accounts of the City. The purpose of the notice shall be to inform or remind the owners and occupants of each landmark listed on the Historic Register that such landmark has

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

been found by the City to be a significant historic or cultural landmark, and that its listing on the Historic Register subjects the property to certain review requirements. The notice shall also include, at a minimum, the following:

(a) A brief explanation of the existence and function of the Forest Grove Register of Historic and Cultural Landmarks.

(b) A statement that particular actions affecting the exterior appearance of landmarks will require prior review and action by the HLB or City staff, as provided in the Code.

(c) A statement that the HLB is available and willing to review on an informal basis any plans that may affect the historic or architectural integrity of the landmark.

(d) A statement that the Community Development Department has access to resource materials and persons to provide guidance in developing plans for work that may affect the historic or architectural integrity of the landmark, and to assist in researching the history of the landmark.

### COMMUNITY FORESTRY COMMISSION

9.205 Membership. The Community Forestry Commission (CFC) shall be composed of seven members who shall be appointed by the City Council. Members shall be selected from a variety of organizations, interest groups, people with expertise in the growing, planting, and maintenance of trees, and the public at large. Three members may reside outside the corporate limits of Forest Grove.

9.210 Terms of Office. The term of each member of the CFC shall be three years with the terms staggered. A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Vacancies shall be filled by the council for the unexpired term of the predecessor in office.

9.215 Officers. At the first meeting in January of each year, the members shall elect a chair, vice-chair and secretary who shall be voting members and hold office at the pleasure of the CFC.

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

9.220 Expenses. CFC member shall not receive compensation or shall not incur expenses of any kind unless such expenses or expenditures have first been approved by the City Council.

9.225 Meetings and Rules. A majority of the members serving on the CFC at any time shall constitute a quorum. The CFC shall conduct at least one meeting every three months or as needed. The CFC shall have the right to adopt such rules of order and procedure as they deem necessary provided that it is consistent with the laws of this state and with the City Charter and ordinance.

9.230 Powers and Duties. The CFC is authorized to:

(1) Maintain the Forest Grove Significant Tree Register (Tree Register), by:

(a) Recommending to the City Council the designation of properties with significant trees that meet the criteria for designation. All such designated landmarks shall be included in the Significant Tree Register.

(b) Recommending to the City Council the removal of a tree from the Significant Tree Register, pursuant to Section.

(2) Ensure that significant trees are protected and pruned appropriately through the review and approval or disapproval of major pruning in accordance with the criteria in the Development Code.

(3) Review proposed activities by the City and other agencies that may seriously affect register trees and advise the Director, the Planning Commission and City Council regarding such matters.

(4) Perform other activities relating to community trees, including but not limited to:

(a) Providing public education on the history and importance of the Register Trees;

(b) Providing advice to the City Council and other City Boards on protection of trees in the community;

(c) Providing technical information of community tree issues;

(d) Making recommendations to the City Council for community forestry related programs;

**PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE**

(e) Maintaining criteria for inventory and evaluation to implement the purposes of this Section;

(f) Periodically reviewing and making recommendations for updating the Significant Tree Register; and

(g) Recommending to the City Council the acceptance of grant funds and donations towards the protection and planting of trees in the community.

(5) Adopt rules and procedures for the operation of the CFC.

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

### REGISTER TREES

#### 9.305 Procedure for Designation of Register Trees.

(1) Inventory. An inventory shall be conducted of significant trees (including groves) which could qualify for being placed in the Register. Criteria are as follows:

(a) Tree Criteria. An individual tree shall be considered significant if the CFC finds:

1. The tree has a distinctive size, shape or location which warrants a significant status; or

2. The tree has a special botanical significance as a specimen in the Forest Grove area; or

3. The tree possesses exceptional beauty which warrants a significant status; or

4. The tree is significant due to a functional or aesthetic relationship to a natural resource; or

5. Along with one of the above, the tree is significant based upon its association with historic figures, properties, or the general growth and development of the City.

(b) Grove Criteria. A tree grove shall be considered significant if the CFC finds:

1. The grove is relatively mature and evenly aged;

2. The grove has a purity of species composition, is of a rare or unusual nature, or is an exceptional example of a type of forest such as riparian or woodland;

3. The grove is in a healthy growing condition;

4. The grove has a crucial functional and/or aesthetic relationship to a natural resource; or

5. The grove has a historic significance based upon its association with historic figures, properties or the general growth and development of the City.

(2) Update of Tree Inventory. Provisions shall be made for periodic updates of the tree inventory and possible Register as required by changes in the number and condition of significant trees.

(3) Preparation of Potential Register Tree List. The CFC shall review the Inventory and other pertinent information and draw up a proposed list of significant trees and groves of

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

trees that the CFC believes meets the criteria to be placed on the Register.

(4) Notification. Prior to the public hearings specified in Step (5) below, each property owner of the tree or trees under consideration for Register status shall be notified by mail. The notice shall inform tree owners that they can request in writing that the tree(s) on their property not be considered for Register status. Attached to the recommendation to Council shall be a list of current property owners who have requested their tree(s) not be placed on the Register. The notice shall also include, at a minimum the following:

(a) A brief explanation of the existence and function of the Forest Grove Register of Significant Trees.

(b) A statement that particular actions affecting the tree or grove will require prior review and action by the CFC or City staff, as provided in the Development Code.

(c) A statement that the CFC is available and willing to review on an informal basis any plans that may be prepared for work which might affect the tree or grove.

(d) A statement that the City can provide resource materials and guidance in developing plans for work which may affect the tree or grove.

(4) Public Hearings. The designation and updating of the Register Tree List is classified as a Type IV procedure and is subject to all of the procedures and timelines outlined in Section 10.1.170 of this Code. Designation requires public hearing before the following review bodies:

(a) Community Forestry Commission;

(b) City Council.

### **9.310 Removal of Register Tree Designation.**

(1) Removal of a designated tree from the Register may be proposed by a property owner or his authorized agent, by the CFC, or by the City Council. In proposing removal, an application shall be prepared and filed with the City, using prescribed forms. Notice of the public hearing shall be given as prescribed in the Development Code, Section 10.1.610 and 10.1.620 for a Type III review.

(2) The CFC shall consider and act on the request. The CFC shall act to recommend approval of the request as

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

submitted, approve the request with modifications, or delay the request.

(a) The CFC shall make its decision on the basis of the criteria contained in Section 9.255 and shall make specific findings of fact as to whether the tree has lost its significant value based on these criteria.

(b) The CFC has one of two options as follows:

1. The CFC can stay the request for removal from the Register by making specific findings of fact as to why the tree should be retained on the Register, and request review by the City Council. Council review shall meet the notice and public hearing requirements of Section 10.1.715 for quasi-judicial hearings. The City Council can approve the request, approve with conditions, or deny the request. OR

2. The CFC can require a delay of up to one (1) year to explore methods and options of retaining the tree on the Register in its present location, or having the tree moved at a cost to the applicant of less than \$300. If at the end of one (1) year the tree has not been moved or protective arrangements completed, the owner may remove the tree from the register. Under an appeal of the delay requirement, the City Council has the option of denying a request for removal from the Register.

### 9.315 Annual Notification of Register Tree Owners

(1) Once each year, between January 1 and April 1, the City shall mail a notice to the owners and occupants of the property on which each Register Tree is located.

(2) The list of owners shall be drawn from the most recent tax roll of the county Assessor. The list of occupants shall be drawn from the most recent listings posted in the unified billing accounts of the City.

(3) The purpose of the notice shall be to inform or to remind the owners and occupants of the property that such tree or grove has been found by the City to be a significant tree or grove, and that its listing on the Register subjects the tree or grove to certain review requirements.

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

### STREET TREES

- 9.400       **Enforcement Authority.** The City Manager or designee shall be charged with the enforcement of sections 9.300 et al.
- 9.405       **Permission to Plant Trees.** No trees or shrubs shall be planted in or removed from any public parking strip or other public place in the city without prior permission from the City Manager or designee.
- 9.410       **Street Tree Plan.** All trees and shrubs planted in any public parking strip or other public place in the city shall conform as to species and location to the street tree plan and regulations which may be promulgated by resolution of the council.
- 9.415       **Prohibited Trees.** It shall be unlawful to plant in any public parking strip, public alley or easement the following trees: poplar, willow, cottonwood, fruit trees, nut trees, ailanthus. Selected conifers may be planted in a public parking strip, public alley or easement only with the written approval of the City Manager or designee. It shall be unlawful to plant willows, cottonwoods or poplar trees anywhere in the city unless the City Manager approves the site as one where the tree roots will not interfere with a public sewer.
- 9.420       **Removal of Trees.** The City Manager or designee may cause to be trimmed, pruned or removed any trees, shrubs, plants or vegetation in any parking strip or other public place or may require any property owner to trim, prune or remove any trees, shrubs or vegetation in a parking strip abutting the owner's property. Failure to comply with the request after 30 days' notice by the City Manager shall be deemed a violation.
- 9.425       **Dangerous Trees a Nuisance; Summary Powers to Remove Dangerous Trees.**
- (1) Any tree or shrub growing in a parking strip, any public place, or in private property, which is endangering or may endanger the security or usefulness of any public street, sewer, utility service or sidewalk is hereby declared to be a

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

public nuisance. The city may remove or trim such tree, or may require the property owner to remove or trim the tree or shrub on private property, or in a parking strip abutting the owner's property.

(2) It shall be the duty of every property owner to cut off and remove all branches and limbs of trees which extend over or upon any street or sidewalk adjacent to the owner's property for a distance of at least eight feet above the street or sidewalk. (ORD. 2003-07, 04/28/2003)

(3) Failure of the property owner to remove or trim any tree or shrub which constitutes a nuisance or exceeds the limitations specified in this Code, after 30 days' notice by the Manager, shall be deemed a violation. The City may then remove or trim the tree or shrub and assess the costs against the property. (ORD. 2003-07, 04/28/2003)

**9.430 Appeals.** Appeals from orders made under this Code may be made by filing written notice of appeal with the City Manager within 10 days after the order is received. The City Manager shall notify the council of the appeal at the next regular council meeting, at which meeting the appellant and the City Manager may present evidence. Action taken by the council after the hearing shall be conclusive.

**9.435 Abuse or Mutilation of Trees.** It shall be unlawful to abuse, destroy or mutilate any tree, shrub or plant in a public parking strip or any other public place or to attach or place any rope, wire (other than one used to support a young or broken tree), sign, poster, handbill or other thing to or on any tree growing in a public place, or to cause or permit any wire charged with electricity to come in contact with any tree, or to allow any gaseous, liquid or solid substance which is harmful to a tree to come in contact with its roots or leaves.

**9.440 Permit Required.** A tree permit shall be obtained prior to any modification or removal of trees subject to City tree protection requirements. (ORD. 2003-07, 04/28/2003)

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

### ~~SOLAR ACCESS~~

~~9.140 Adoption of Solar Access Ordinance. There is hereby adopted as the solar access ordinance of the City of Forest Grove the Solar Access Ordinance, and by this reference incorporated herein. The complete text of the solar access ordinance, as amended, is included in the Zoning Ordinance on file in the office of the city recorder. (ORD. 1989-01, 01/23/89; ORD 1989-06, 03/13/1989)~~

9.140 Repealed in its entirety per ORD. 2009-04, 03/09/09

### HOUSE NUMBERING

9.200 505 Definitions. As used in sections 9.200 to 9.210, the following means:

Street. Any public thoroughfare, either part of the original town of Forest Grove, or platted and so designated in a subdivision, or conveyed to the public or to the city for use as a public thoroughfare.

9.205 510 Street Names.

(1) The names of the streets and thoroughfares of the city shall be known on and after January 1, 1950, as those set out and described upon the map designated as the street name map of the city and made a part of this Code by reference. The map shall be kept in the city engineer's office.

(2) The street in the Sills Addition to the city, officially platted and designated as Camino Real, is renamed Camino Drive and shall be officially named and designated and for all purposes known as Camino Drive.

9.210 515 Street Numbers. The numbers for buildings and structures abutting upon the streets of the city shall be assigned, designated and used on and after January 1, 1950, in the manner indicated and described upon the street name map, according to the following system:

(1) On Pacific Avenue, and all avenues and thoroughfares parallel with Pacific Avenue, the numbers east of Main Street shall commence with 1900 and increase in an easterly

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

direction with even numbers on the south side of the street and odd numbers on the north side;

(2) On Pacific Avenue, and all avenues and thoroughfares parallel with Pacific Avenue, the numbers west of Main Street shall commence with 1900 and decrease in a westerly direction with even numbers on the south side of the street and odd number on the north side;

(3) On Main Street, and all streets and thoroughfares parallel with Main Street, the numbers north of Pacific Avenue shall commence with the number 2000 and increase in a northerly direction with even numbers on the west side of the street and odd numbers on the east side;

(4) On Main Street, and all streets and thoroughfares parallel with Main Street, the numbers south of Pacific Avenue shall commence with the number 1900 and decrease in a southerly direction with even numbers on the west side of the street and odd numbers on the east side.

(5) Wherever practicable, building and structure numbers shall be assigned at a frequency of each 20 feet.

(6) The plan of numbering is to be applied and extended throughout the present corporate limits of the city and into contiguous territory as may from time to time be annexed to the city.

**9.215 520 House Numbers - Location and Type.** House numbers shall be affixed in a conspicuous location which is clearly visible from the fronting street. Numbers shall be of contrasting color to the surface upon which they are affixed. They may be painted or metallic, plastic, wooden or ceramic fixtures, or other material that will not rust or corrode. For structures that are given street addresses subsequent to the effective date of this ordinance, numbers shall be at least four inches high. (ORD. 1997-14, 09/08/1997)

### **PARKWAY**

**9.3605 Parkway.** Upon all residence streets and avenues the city shall reserve street widths as allowed by the land division ordinance for ordinary travel by the public. The remainder of the street or avenue, except that used for walks, shall be used as a parkway. The parties owning the

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

abutting property shall have the right to enter upon and cultivate the parkway by planting grass, flowers, shrubs, or trees.

**9.3610**            **Abutting Owners Duty.** It shall be the duty of the abutting property owners to keep the parkway in good condition; to trim and care for any trees and shrubs; to care for the flowers or grass; and to maintain the parkway in a slightly condition.

**9.3615**            **Flowers and Fruits.** All flowers or fruit grown or produced on the parkway shall belong to and be at the disposal of the property owner who plants and cares for the plants.

**9.3620**            **Prohibitions.** No person shall cut, remove or deface any tree in the parkway without first obtaining the consent of the City Manager or designee. No person shall ride or drive or park any vehicle, trailer, camper or motor home upon the parkway. (Ord. 1997-14, 09/08/1997)

**9.3625**            **Entry.** The city may enter at any time upon the parkway and do necessary work upon water pipes, sewers, drainage, wiring, poles, etc. and may condemn the parkway when it deems necessary to properly conduct the business of the city.

**9.3630**            **Newspaper Receptacles.** Newspaper receptacles shall be located in compliance with the following requirements:

(1) Newspaper receptacles located within a street right-of-way will be permitted in only the parkway portion of the right-of-way and only if attached to the structural supports of mailboxes.

(2) Newspaper receptacles placed on private property shall not be allowed to protrude or extend into any portions of the public street right-of-way.

# PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

## COMPREHENSIVE PLAN

### 9.5700 Adoption.

(1) The following portions of the Forest Grove Comprehensive Plan, being necessary for the effective implementation of the Plan, and accurate interpretation of the goals and policies, bearing the date September 8, 1980, and by reference incorporated herein, are hereby adopted:

- Chapter II - The Planning Process
- Chapter III - Goals and Policies, and the Citizen Involvement Plan
- Chapters V, VII, VIII, IX, XI and - Summary of Findings, Goals and Policies, and Implementation
- Chapter VI - Summary of Findings, Goals and Policies, Acknowledgement of Responsibility, and Implementation
- Chapter X - Summary of Findings, Goals and Policies, Urban Growth Boundary and Findings, and Implementation
- Chapter XIII - Findings, Goals and Policies, Master Water Plan, Master Sewer Plan, Acknowledgement of Responsibility, and Implementation

### The Comprehensive Plan Map

(2) The complete text of the Comprehensive Plan, as amended, and the Comprehensive Plan Map are on file in the office of the City Recorder.

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

### ZONING

~~9.600 Adoption of Zoning Ordinance. There is hereby adopted as the zoning ordinance of the city of Forest Grove the Zoning Ordinance, marked Exhibit A, and by this reference incorporated herein. The complete text of the Zoning Ordinance, as amended, and the Zoning Map are on file in the office of the city recorder.~~

9.600 Repealed in its entirety per ORD. 2009-04, 03/09/09

### EROSION CONTROL STANDARDS

(Adopted by ORD. 1989-13, 11/27/89)

#### ~~9.701~~ 805 Definitions:

As used in Section 9.702 the following means:

(1) "Land Development" refers to any human-induced change to improved or unimproved real estate, including but not limited to construction, installation or expansion of a building or other structure, land division, drilling, site alteration such as that due to land surface mining, dredging, grading, construction of earthen berms, paving, improvements for use as parking or storage, excavation or clearing.

(2) "Erosion Control Plan" shall be a plan containing a list of best management practices to be applied during construction to control and limit soil erosion.

(3) "Public Works Project" means any land development conducted or financed by a local, state, or federal governmental body.

~~9.702~~ 810 The following subsections shall apply to any new land development within the City, except those developments with application dates prior to January 1, 1990. The application date shall be the date on which a complete application for development approval is received by the City in accordance with the regulations of the City.

(1) For land development, no preliminary plat,

## PROPOSED AMENDMENTS TO CHAPTER 9 OF THE FOREST GROVE CODE

site plan, permit or public works project shall be approved by the City unless the conditions of the plat permit or plan approval includes an erosion control plan containing methods and/or interim facilities to be constructed or used concurrently with land development and to be operated during construction to control the discharge of sediment in the stormwater runoff. The Erosion Control Plan shall utilize:

(a) Protection techniques to control soil erosion and sediment transport to less than one ton per acre per year as calculated using the soil conservation service universal soil loss equation or other equivalent methods. The Erosion Control Plan shall include temporary sedimentation basins when, because of steep slopes or other sites specific considerations, other on-site sediment control methods will not likely keep the sediment transport to less than one ton per acre per year. The City may establish additional requirements for meeting an equivalent degree of control. Any sediment basins constructed shall be sized using 1.5 feet minimum sediment storage depths plus 2.0 feet storage depth above for a settlement zone. The storage capacity of the basin shall be sized to store all of the sediment that is likely to be transported and collected during construction while the erosion potential exists. When the erosion potential has been removed, the sediment basin, or other sediment facilities, can be removed and the site restored as per the final site plan. All sediment basins shall be constructed with an emergency overflow to prevent erosion or failure of the containment dike, or

(b) A soil erosion matrix derived from and consistent with the universal soil loss equation approved by the City.

COMPENSATION UNDER ARTICLE 1, SECTION 18, OF THE CONSTITUTION OF OREGON (BALLOT MEASURE 7, PASSED NOVEMBER 7, 2000)  
(ORD. 2000-12, 11/28/2000; ORD. 2000-48, 11/27/2000; Repealed in its entirety per ORD. 2003-05, 01/13/2003)

**ORDINANCE NO. 2009-05**

**ORDINANCE ADOPTING CITY OF FOREST GROVE DESIGN GUIDELINES**

**WHEREAS**, the Development Code adopted by Ordinance Number 2009-01 establishes clear and objective design standards; and

**WHEREAS**, pursuant to ORS 197.610 and Metro Code, notice with a copy of the proposed design guidelines was sent to Department of Land Conservation and Development, Department of Transportation and Metro on July 1, 2008; and

**WHEREAS**, notice announcing the Planning Commission hearing was also published in the Forest Grove News Times on August 6 and 13, 2008, and published on February 18, 2009, for the City Council hearing.

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

Section 1. The Forest Grove City Council does hereby approve and adopt the Design Guidelines as included in Exhibit A.

Section 2. The Forest Grove City Council adopts the following reports, analysis and findings in support of this action:

1. Adopts by reference the staff report, including findings and recommendations, dated August 11, 2008.
2. Finds that there is a public need to adopt design guidelines to offer an alternative way to achieve well design developments in the Town Center area as well as for commercial and multi-family residential developments.

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

**PRESENTED AND PASSED** the first reading the 23<sup>rd</sup> day of February, 2009.

**PASSED** the second reading the 9<sup>th</sup> day of March, 2009.

---

Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 9<sup>th</sup> day of March, 2009.

---

Richard G. Kidd, Mayor

**Exhibit A**  
**Design Guidelines**



February 23, 2009

**REPORT AND RESOLUTION ADOPTING CITY COUNCIL GOALS  
FOR FISCAL YEAR JULY 1, 2009, THROUGH JUNE 30, 2010**

**Project Team: Michael J. Sykes, City Manager  
Department Directors  
Anna D. Ruggles, CMC, City Recorder**

---

**BACKGROUND:**

Each year the governing body sets broad goals to help guide City administration and departments as they plan for the upcoming budget year. The following information is to assist Council as they set their goal priorities for Fiscal Year July 1, 2009, through June 30, 2010, budget process.

**DISCUSSION:**

City Council identified three goals for Fiscal Year 2009-10 at the Goal Setting Work Session held on February 9, 2009. A resolution formally adopting the three City Council Goals for Fiscal Year 2009-10 is being presented for Council consideration at the meeting of February 23, 2009.

**COUNCIL GOALS:**

At the February 9, 2009, Council retreat, Council participated in an exercise to review the goals set by Council and to identify new Council goals for Fiscal Year 2009-10. Based on that exercise the following Council goals emerged:

**COUNCIL GOALS PROPOSED FOR FISCAL YEAR 2009-10:**

- GOAL 1      PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS  
AND A PROSPEROUS DYNAMIC GREEN CITY**
- GOAL 2      PROMOTE A PRUDENT FINANCIAL PLAN TO  
MAINTAIN EFFECTIVE SERVICE LEVELS**
- GOAL 3      PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE  
IN REGIONAL AFFAIRS**

**COUNCIL GOALS/OBJECTIVES WORK SESSION:**

The City Council will be meeting to conduct a Goals/Objectives Work Session on February 23, 2009. The purpose of this work session is so Council can identify, rank, and prioritize its objectives for each of the Council Goals (Refer to Exhibit A for a tentative list of objectives that were identified at the work session held on February 9, 2009). The intent of asking for Council priority goals/objectives for the coming fiscal year is to know if there are specific goals/objectives that require budget resources in order to be accomplished. It is recognized that not all of the objectives can be financially accomplished. However, this will provide a framework for each department to focus their activities and prioritize resources during their budget preparations for Fiscal Year 2009-10. In some cases, funds may be available; in other cases, this will guide efforts to find resources, such as grants. In addition, Council will be asked to review and adopt their Council Team Agreement for 2009, which is attached as Agenda Item 12.

**DEPARTMENT PROJECTS IN PROGRESS:**

Department Directors will provide funding source information and incorporate any significant Council goals and objectives into their work plans. Presentations of the department work plans will be presented to Council at the meeting scheduled for March 30, 2009. The department work plans will pertain to the high-priority work assignments that departments must complete within the next 12-months.

**RECOMMENDATION:**

The attached Resolution adopts the three City Council Goals for Fiscal Year 2009-10. Upon adoption of the resolution, staff will incorporate the new City Council Goals into the budget statement for Fiscal Year 2009-10. A resolution adopting the Council goals/objectives will be presented for Council consideration at the meeting scheduled for March 9, 2009.

Forest Grove City Council  
Proposed Goals & Objectives for Fiscal Year 2009-2010

**GOAL 1**      **PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS  
AND A PROSPEROUS DYNAMIC GREEN CITY**

**Objectives:**

**Mayor Kidd**

- Ban backyard burning
- Submit staff recommendations for Facility Master Plan
- Evaluate Town Center Plaza using the Mayors' Institute Model

**Councilor Lowe**

- Fernhill Wetlands
- Forest Grove Senior and Community Center

**Councilor Johnston**

- New Police facility (add police officers)

**Councilor Thompson**

- Sidewalks near schools and bus #57 stop
- Trash containers at all bus stops, with service provided by Waste Management contract
- Write a grant for Fernhill Wetlands shelter and restroom facilities
- Write a grant for next section of the Trails Master Plan
- Evaluate Biomass use of electric production for Forest Grove Light and Power
- Continue pressure for U. S. Post Office for retail store or new Post Office in Town Center
- Continue work and pressure for David Hill connection
- Require Municipal Court to extend graffiti cleanup time

**GOAL 2**      **PROMOTE A PRUDENT FINANCIAL PLAN TO  
MAINTAIN EFFECTIVE SERVICE LEVELS**

**Objectives:**

**Mayor Kidd**

- Explore street maintenance fee
- Annex islands (consider offering incentives)

**Councilor Johnston**

- Library fines

**Councilor Miller**

- Contract with Oregon State Forestry for snow removal

**Councilor Thompson**

- Prepare a balanced budget
- Acquires grants
- Library fee for late return of material
- Provide adequate facilities for police and financial services department
- Annex islands

**GOAL 3**      **PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE  
IN REGIONAL AFFAIRS**



**RESOLUTION NO. 2009-15**

**RESOLUTION OF THE CITY OF FOREST GROVE CITY COUNCIL  
ADOPTING CITY COUNCIL GOALS FOR FISCAL YEAR 2009-10**

**WHEREAS**, pursuant to City of Forest Grove Charter, Chapter IV, Section 20, the City Council must adopt Council Goals for the next fiscal year; and

**WHEREAS**, the Forest Grove City Council held an Annual Town Meeting on January 24, 2009, and

**WHEREAS**, the Forest Grove City Council and Management Team met in Goal Setting Work Session on February 9, 2009, to discuss goals for the next fiscal year; and

**WHEREAS**, the City Council has determined three goals for Fiscal Year 2009-10.

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

Section 1. That the City of Forest Grove City Council hereby adopts the City Council Goals for Fiscal Year 2009-10 as follows:

- GOAL 1      Promote Safe, Livable, and Sustainable Neighborhoods  
                  and a Prosperous Dynamic Green City**
- GOAL 2      Promote a Prudent Financial Plan to Maintain Effective Service  
                  Levels**
- GOAL 3      Promote the Interests and Needs of Forest Grove  
                  in Regional Affairs**

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

**PRESENTED AND PASSED** this 23<sup>rd</sup> day of February, 2009.

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

**APPROVED** by the Mayor this 23<sup>rd</sup> day of February, 2009.

\_\_\_\_\_  
Richard G. Kidd, Mayor



# CITY COUNCIL TEAM AGREEMENT 2009

## Agreements for Conducting Council Meetings and Business

- Attendance at Council meetings is first priority; if unable to attend, please contact the City Recorder.
- Be on time to meetings and read the packet prior to the meeting - be prepared to work.
- Mayor will take the lead in keeping the meeting and discussion focused.
- Distribute information in advance of Council discussion.
- Mayor will recognize councilors when indicating they wish to speak.
- Put a time limit on audience testimony and ask them not to repeat previous speakers.
- Use formal procedure (point of order, call for question, etc.) to focus the meeting. Formal procedure may be used when necessary for effective discussion in lieu of Council’s usual, more informal, process. Individuals should use procedure appropriately and courteously.
- Limit side conversations (beware of mics).
- Refrain from personal attacks, including to presenters, staff, and Council.
- Agree to be diplomatic about disagreement; leave disagreement at the dais and do not try to polarize other councilors.
- Call the City Manager or designee with questions and requests prior to the meeting.
- As a general principle, information available to one council member should be available to all, in a timely manner.
- Every effort will be made to adjourn meetings by 10:00 p.m.

## Individual Council Member Conduct Agreements

Council Members agree to:

- Be straightforward about goals and issues.
- Cultivate exchange of views with other councilors.
- Avoid saying or doing anything that would discredit or harm the City.

## Commitments as a Council

Council strives to:

- Continue to improve citizen involvement, awareness and participation.
- Improve follow-up and resolution of citizen concerns or complaints.
- Act as an advocate for the City.



February 17, 2009

**FINANCIAL REPORT  
FOR THE QUARTER ENDING  
DECEMBER 31, 2008**

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

This is the quarterly financial report for the quarter ending December 31, 2008. This is the second quarter of the City’s fiscal year ending June 30, 2009. If revenue or expenditures were received or expended on a consistent basis throughout the fiscal year, they should be at 50% received or spent. The attached reports show the revenues and expenditures of each department in the General Fund and the revenue and expenditures for all of the other funds. Fund Number 280, the Public Arts Commission Fund, was opened in November 2008 to allow for the separate accounting of fundraising and expenditures for the Public Arts Commission

Many revenues and expenditures are not received or spent on a regular monthly basis during the fiscal year. For example, salary expenses are incurred evenly throughout the fiscal year while capital outlay expenditures can vary widely due to the timing of capital purchases.

I will discuss some line item revenue and expenditures in this report but I am not planning on presenting detailed analysis of line items. If you have specific questions about individual line items, I can address them at the Council meeting.

Overall Comments

The slowdown in the economy is beginning to adversely effect the City’s revenue and expenditure projections in many of the City’s Funds. The comments in last quarter’s financial report about interest, building activity, and the decline in the stock market still apply. Additional factors that could affect multiple funds are:

- Some local businesses have closed and others have reduced production activity. The closures and reductions could affect industrial property values which would lower the amount of property tax collections in the General Fund. Additionally, revenue in the enterprise funds (Light & Power, Water, Sewer, and Surface Water Management

Funds) will be lower. This will affect the ability of those funds to pay for operating costs and will reduce In-Lieu of Tax payments to the General Fund.

- Solid waste franchise revenue is starting to decline. Volume at the franchise station is dropping and Waste Management is forecasting even lower volume over the next several quarters. Solid waste franchise revenue dropped by 33% from the quarter ending September 30, 2008 to the quarter ending December 31, 2008. If volume continues to decline, the estimate of CEP Funds available for distribution in the coming fiscal year will have to be further reduced.
- Medical insurance costs are estimated to increase by 15% as of August 1, 2009, and dental insurance will increase by 5%. Retirement contribution rates are increasing by 0.4% in the coming fiscal year with a potential rate increase in the following year of 5.2%. This will put additional pressure on all funds with labor costs.

Staff will continue to monitor these items and other items as to how they will impact budgets as the City plans for future years.

### General Fund

The departments have submitted their expenditure projections and Administrative Services staff has completed the revenue forecasts through June 30, 2008. The City is projected to collect revenues slightly in excess of projected expenditures so cash reserves do not have to be used this fiscal year to fund expenditures. The current estimate is that the City will increase its beginning cash reserves for July 1, 2009, by \$166,000. This increase is entirely due to savings from vacant positions, particularly in the Police and Engineering Departments. The Police positions have now been filled.

Actual revenue for the current fiscal year is projected to be lower than budgeted revenue by \$327,000. The last time that happened was eight years ago. Total Fine Revenue and Planning Fees have the largest projected declines this year. Total Fine Revenue is projected to be \$134,000 less than budgeted for a decline of 38% this year. Planning Revenue is projected to be \$38,500 less than budgeted for a decline of 51% this year. Franchise revenue is beginning to show signs of softening. Solid waste franchise revenue was discussed earlier in this report. Other revenues will be lower, but some of them, such as construction excise taxes, are passed through to other agencies so if the revenue is not collected there are no corresponding expenditures.

For next fiscal year, initial projections are that operating expenditures will exceed operating revenues (this excludes reserves) by about \$690,000. This number will change as more accurate costs and revenues become available. Staff will have a better number at the April 16, 2009, budget committee informational meeting. Staff expects revenue numbers to decline further.

### Building Permits Fund

This Fund continues to use reserves to fund daily operations. Building activity remains anemic particularly in residential construction. As of December 31, 2008, permit and plan review revenue was at 17.45% of the budgeted revenue for the current fiscal year. In February, the City issued its first single-family residential building permit since the end of October 2008. Some commercial and industrial permits are expected to be issued this Spring but those permits are already included in the revenue projection for this fiscal year.

With the continued pessimistic outlook for building activity due to the economy and to further slow the use of reserves, one of the Permit Coordinator positions was laid off and the staff person was moved to a vacant Administrative Specialist position in the Administrative Services Department. Finance Staff, the Community Development Director and the City Manager are reviewing the Building Permit Fund on a monthly basis.

### Other Funds

Staff is preparing projections for the other funds and will be presenting some of those funds' projections at the budget committee informational meeting on April 16, 2009.

### Summary

Staff continues to monitor the City's finances and the impact of the current economic situation on the City's Budget. Maintaining current services, particularly in the General Fund, is becoming more challenging every week as the bad news continues. Individually, these items have minor implications on the City's revenue; however, the sum of all the items is starting to have a significant effect on future years' budget projections. The budget process is continuing and departments will begin preparing their proposed budgets for FY 2009-10 next week.

100 - General Fund

Department #11 - Legislative & Executive

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440029	General Fund Spt Svc (522023)	292,087	292,087	0	100%
471025	Public Arts Comm. Donations	0	0	0	0%
471027	WCVA and Match Funds	42,500	10,000	(32,500)	24%
	<b>REVENUES TOTAL</b>	<b>334,587</b>	<b>302,087</b>	<b>(32,500)</b>	<b>90%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(270,209)	(129,274)	140,935	48%
511010	Part-Time Employee Wages	(9,000)	(2,423)	6,577	27%
512005	Health & Dental Benefits	(45,830)	(22,915)	22,915	50%
512008	Health Reimb Arrangement	(2,644)	(1,578)	1,066	60%
512010	Retirement	(49,976)	(24,082)	25,894	48%
512015	FICA	(21,359)	(8,784)	12,575	41%
512020	Workers Comp	(472)	(610)	(138)	129%
512025	Other Benefits	(1,215)	(1,023)	192	84%
512030	Other Payroll Taxes	(1,952)	(874)	1,078	45%
520110	Operating Supplies	(1,150)	(464)	686	40%
520120	Organization Business Expense	(8,000)	(5,221)	2,779	65%
520180	Subscriptions & Books	(465)	0	465	0%
520200	Computer Software Maintenance	0	(160)	(160)	0%
520503	Printing	(2,060)	(1,137)	923	55%
520506	Postage	(1,126)	(418)	708	37%
520509	Telephone	(1,691)	(352)	1,339	21%
520521	Public Information	(17,225)	(4,910)	12,315	29%
520524	Publications	(1,055)	(110)	945	10%
520530	Memberships	(5,259)	(3,213)	2,046	61%
520563	Sister City Contribution	(5,000)	(300)	4,700	6%
520564	Public Arts Comm. Expenditures	0	(50)	(50)	0%
520578	Insurance & Bonds	(416)	(416)	0	100%
521003	Training/Conferences	(7,658)	(1,967)	5,691	26%
521004	Legislative Conferences & Trainin	(12,000)	(6,431)	5,569	54%
521006	Travel	(1,106)	(68)	1,038	6%
521150	Professional Services	(1,030)	0	1,030	0%
521166	WCVA Branding Grant	(46,250)	(10,000)	36,250	22%
522003	Equipment Maint & Oper Supplies	(515)	(499)	16	97%
522012	Fuel/Oil	0	(48)	(48)	0%
522021	Equipment Fund Charges	(1,428)	(714)	714	50%
522022	Information Systems Fund Charge	(2,874)	(1,437)	1,437	50%
	<b>EXPENDITURES TOTAL</b>	<b>(518,965)</b>	<b>(229,478)</b>	<b>289,487</b>	<b>44%</b>
	<b>Department Net Totals</b>	<b>(184,378)</b>	<b>72,609</b>		

100 - General Fund

Department #12 - Administration Services

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
432280	Healthy Benefits Grant	1,500	3,013	1,513	201%
440022	Lien Searches	11,176	4,053	(7,123)	36%
440025	Copy Service	1,250	59	(1,191)	5%
440028	Passport Execution Fee	17,000	4,525	(12,475)	27%
440029	General Fund Spt Svc (522023)	1,496,917	1,496,915	(2)	100%
440030	Reserved Parking	2,000	967	(1,033)	48%
440040	New Account Set-Up Fee	17,665	10,913	(6,752)	62%
440042	Door Hanger Fee	9,000	7,615	(1,385)	85%
450056	Business License	18,000	8,286	(9,714)	46%
450057	Other	0	29	29	0%
471021	Donations	0	24,205	24,205	0%
472005	Miscellaneous	7,500	2,029	(5,471)	27%
480006	Reimbursements	19,500	1	(19,499)	0%
	<b>REVENUES TOTAL</b>	<b>1,601,508</b>	<b>1,562,611</b>	<b>(38,897)</b>	<b>98%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(780,082)	(365,940)	414,142	47%
511010	Part-Time Employee Wages	(52,290)	(17,582)	34,708	34%
511015	Overtime	(2,400)	(929)	1,471	39%
511020	Temporary Employee Wages	0	(6,941)	(6,941)	0%
512005	Health & Dental Benefits	(198,013)	(97,206)	100,807	49%
512008	Health Reimb Arrangement	(7,692)	(3,696)	3,996	48%
512010	Retirement	(145,380)	(65,481)	79,899	45%
512015	FICA	(63,860)	(29,215)	34,645	46%
512020	Workers Comp	(6,292)	(6,478)	(186)	103%
512025	Other Benefits	(3,846)	(4,026)	(180)	105%
512030	Other Payroll Taxes	(5,525)	(2,597)	2,928	47%
520110	Operating Supplies	(9,000)	(2,276)	6,724	25%
520120	Organization Business Expense	(7,450)	(4,198)	3,252	56%
520150	Utilities	(5,665)	(2,407)	3,258	42%
520180	Subscriptions & Books	0	(50)	(50)	0%
520190	Computer Software	0	(646)	(646)	0%
520200	Computer Software Maintenance	(57,400)	(51,420)	5,980	90%
520220	Small Equipment	(18,195)	0	18,195	0%
520503	Printing	(15,651)	(3,788)	11,863	24%
520506	Postage	(56,000)	(41,740)	14,260	75%
520509	Telephone	(6,028)	(2,322)	3,706	39%
520521	Public Information	(3,500)	(169)	3,331	5%
520524	Publications	(1,771)	(474)	1,297	27%
520530	Memberships	(20,535)	(16,993)	3,542	83%
520533	Recruiting Expenses	(6,500)	(4,289)	2,212	66%
520557	Intergovernmental Services	(21,700)	(7,175)	14,525	33%
520560	Senior Center	(17,500)	(25,624)	(8,124)	146%
520578	Insurance & Bonds	(9,215)	(9,215)	0	100%
521003	Training/Conferences	(24,210)	(9,104)	15,106	38%
521006	Travel	0	(30)	(30)	0%
521113	Attorney Services	(67,000)	(17,489)	49,511	26%
521150	Professional Services	(21,500)	(2,330)	19,170	11%
521162	Consultants	0	(703)	(703)	0%
521165	Contracts for Services	(6,500)	(1,730)	4,770	27%
521168	Misc Medical Services	0	(57)	(57)	0%
521171	Financial Services, Auditing, Inve:	(29,000)	(15,502)	13,498	53%

100 - General Fund

Department #12 - Administration Services

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
521172	Bank Service Fees	(18,000)	(10,853)	7,147	60%
522003	Equipment Maint & Oper Supplies	(26,350)	(11,234)	15,116	43%
522009	Vehicle Maint & Oper Supplies	0	(2)	(2)	0%
522021	Equipment Fund Charges	(4,056)	(2,028)	2,028	50%
522022	Information Systems Fund Charge	(82,425)	(41,213)	41,212	50%
522303	Custodial	(1,000)	0	1,000	0%
522306	Rents & Leases	(980)	0	980	0%
522309	Building/Facility Rental	(21,860)	(10,928)	10,932	50%
522312	Facility Maintenance Supplies	(6,200)	(1,612)	4,588	26%
522315	Facility Mnt/Repairs	(99,900)	(61,373)	38,527	61%
<b>EXPENDITURES TOTAL</b>		<b>(1,930,471)</b>	<b>(959,063)</b>	<b>971,408</b>	<b>50%</b>
<b>Department Net Totals</b>		<b>(328,963)</b>	<b>603,548</b>		

100 - General Fund

Department #13 - Municipal Court

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
460115	Parking Fines (PK)	10,607	7,060	(3,547)	67%
460120	Traffic Fines (TR)	199,040	80,069	(118,972)	40%
460125	Ordinance Fines (OR)	6,000	726	(5,274)	12%
460130	Marijuana Fines/Fees (ML)	1,500	1,545	45	103%
460135	Minor in Possession Fines/Fees (I)	3,600	3,830	230	106%
480006	Reimbursements	13,500	5,288	(8,212)	39%
	<b>REVENUES TOTAL</b>	<b>234,247</b>	<b>98,517</b>	<b>(135,730)</b>	<b>42%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(52,318)	(25,398)	26,920	49%
511010	Part-Time Employee Wages	(42,930)	(15,057)	27,874	35%
512005	Health & Dental Benefits	(10,359)	(5,181)	5,178	50%
512008	Health Reimb Arrangement	(513)	(257)	256	50%
512010	Retirement	(9,702)	(4,797)	4,905	49%
512015	Fica	(7,286)	(3,076)	4,210	42%
512020	Workers Comp	(166)	(186)	(20)	112%
512025	Other Benefits	(429)	(198)	231	46%
512030	Other Payroll Taxes	(676)	(268)	408	40%
520110	Operating Supplies	(1,000)	(266)	734	27%
520120	Organization Business Expense	(200)	0	200	0%
520200	Computer Software Maintenance	(4,900)	0	4,900	0%
520220	Small Equipment	(200)	(244)	(44)	122%
520503	Printing	(200)	0	200	0%
520506	Postage	(1,150)	(367)	783	32%
520509	Telephone	(250)	(96)	154	38%
520521	Public Information	(100)	0	100	0%
520524	Publications	(1,000)	(250)	750	25%
520530	Memberships	(150)	0	150	0%
520539	Assessment - County	(13,000)	(2,541)	10,460	20%
520540	State Crt Security Asmt (SCSF)	(6,600)	(1,541)	5,059	23%
520557	Intergovernmental Services	(1,570)	(378)	1,192	24%
520566	Assessment - State	(65,000)	(12,189)	52,811	19%
520578	Insurance & Bonds	(373)	(373)	0	100%
521003	Training/Conferences	(2,600)	(536)	2,064	21%
521150	Professional Services	(4,300)	(941)	3,359	22%
522022	Information Systems Fund Charge	(6,476)	(3,238)	3,238	50%
522309	Building/Facility Rental	(784)	(394)	390	50%
	<b>EXPENDITURES TOTAL</b>	<b>(234,232)</b>	<b>(77,768)</b>	<b>156,464</b>	<b>33%</b>
	<b>Department Net Totals</b>	<b>15</b>	<b>20,749</b>		

100 - General Fund

Department #14 - Library

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420035	W.C.C.L.S.	625,208	500,166	(125,042)	80%
430601	Public Library Support Grant	4,147	0	(4,147)	0%
440021	Library Charges	5,000	2,525	(2,475)	51%
440023	Print Fees	0	135	135	0%
440025	Copy Service	1,250	0	(1,250)	0%
440301	Rental Income	1,150	508	(642)	44%
471020	Unrestricted Donations	1,000	0	(1,000)	0%
471022	Restricted Library Memorials	0	548	548	0%
	<b>REVENUES TOTAL</b>	<b>637,755</b>	<b>503,883</b>	<b>(133,872)</b>	<b>79%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(317,408)	(151,384)	166,024	48%
511010	Part-Time Employee Wages	(218,135)	(103,248)	114,887	47%
512005	Health & Dental Benefits	(61,823)	(34,527)	27,296	56%
512008	Health Reimb Arrangement	(3,563)	(2,029)	1,534	57%
512010	Retirement	(59,169)	(28,472)	30,697	48%
512015	FICA	(40,969)	(18,846)	22,123	46%
512020	Workers Comp	(935)	(1,073)	(138)	115%
512025	Other Benefits	(2,751)	(1,101)	1,650	40%
512030	Other Payroll Taxes	(3,543)	(1,686)	1,857	48%
520110	Operating Supplies	(5,000)	(1,966)	3,034	39%
520120	Organization Business Expense	(100)	(11)	89	11%
520140	Library Materials	(95,000)	(41,930)	53,070	44%
520150	Utilities	(1,369)	(657)	712	48%
520220	Small Equipment	(2,500)	(105)	2,395	4%
520506	Postage	(1,400)	(598)	802	43%
520509	Telephone	(2,732)	(1,001)	1,731	37%
520521	Public Information	(800)	(148)	652	18%
520530	Memberships	(695)	(655)	40	94%
520536	Customer Refunds	(500)	(93)	407	19%
520557	Intergovernmental Services	(4,000)	(828)	3,172	21%
520578	Insurance & Bonds	(8,429)	(8,429)	0	100%
521003	Training/Conferences	(1,900)	0	1,900	0%
521006	Travel	(1,100)	0	1,100	0%
521165	Contracts for Services	(9,070)	(3,641)	5,429	40%
521168	Misc Medical Services	(100)	0	100	0%
522003	Equipment Maint & Oper Supplies	(3,375)	0	3,375	0%
522021	Equipment Fund Charges	(1,428)	(714)	714	50%
522022	Information Systems Fund Charge	(23,521)	(11,761)	11,760	50%
522312	Facility Maintenance Supplies	(4,000)	(1,501)	2,499	38%
522315	Facility Mnt/Repairs	(2,850)	(1,693)	1,157	59%
550051	Office Equipment & Furniture	(5,000)	0	5,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(883,165)</b>	<b>(418,098)</b>	<b>465,067</b>	<b>47%</b>
	<b>Department Net Totals</b>	<b>(245,410)</b>	<b>85,785</b>		

100 - General Fund

Department #15 - Aquatics

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440004	Swimming Pool	230,047	110,283	(119,764)	48%
440010	Lockers/Vending Machines	12,000	8,448	(3,552)	70%
	<b>REVENUES TOTAL</b>	<b>242,047</b>	<b>118,731</b>	<b>(123,316)</b>	<b>49%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(128,025)	(60,887)	67,138	48%
511010	Part-Time Employee Wages	(169,193)	(71,075)	98,118	42%
511015	Overtime	0	(835)	(835)	0%
512005	Health & Dental Benefits	(32,779)	(16,347)	16,432	50%
512008	Health Reimb Arrangement	(1,456)	(1,005)	451	69%
512010	Retirement	(23,799)	(11,493)	12,306	48%
512015	FICA	(22,021)	(9,913)	12,108	45%
512020	Workers Comp	(8,370)	(8,493)	(123)	101%
512025	Other Benefits	(1,475)	(473)	1,002	32%
512030	Other Payroll Taxes	(2,177)	(880)	1,297	40%
520110	Operating Supplies	(26,700)	(10,774)	15,926	40%
520120	Organization Business Expense	(300)	(256)	44	85%
520130	Personnel Uniforms & Equipment	(550)	0	550	0%
520150	Utilities	(104,027)	(34,552)	69,475	33%
520220	Small Equipment	(8,200)	(5,825)	2,375	71%
520503	Printing	(2,600)	(1,019)	1,581	39%
520506	Postage	(480)	(248)	232	52%
520509	Telephone	(1,520)	(179)	1,341	12%
520521	Public Information	(2,400)	(796)	1,604	33%
520530	Memberships	(425)	0	425	0%
520557	Intergovernmental Services	(900)	(1,543)	(643)	171%
520578	Insurance & Bonds	(7,194)	(7,194)	0	100%
521003	Training/Conferences	(1,700)	(1,910)	(210)	112%
521150	Professional Services	(500)	(212)	288	42%
521168	Misc Medical Services	0	(18)	(18)	0%
522003	Equipment Maint & Oper Supplies	(1,050)	0	1,050	0%
522021	Equipment Fund Charges	(1,428)	(714)	714	50%
522022	Information Systems Fund Charge	(3,028)	(1,514)	1,514	50%
522312	Facility Maintenance Supplies	(12,350)	(5,634)	6,716	46%
522315	Facility Mnt/Repairs	(26,350)	(26,557)	(207)	101%
	<b>EXPENDITURES TOTAL</b>	<b>(590,997)</b>	<b>(280,345)</b>	<b>310,652</b>	<b>47%</b>
	<b>Department Net Totals</b>	<b>(348,950)</b>	<b>(161,614)</b>		

100 - General Fund

Department #16 - Parks & Recreation

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440007	Recreation User Fees	16,736	6,194	(10,542)	37%
440029	General Fund Spt Svc (522023)	77,780	77,780	0	100%
440301	Rental Income	0	12	12	0%
480006	Reimbursements	0	1,361	1,361	0%
	<b>REVENUES TOTAL</b>	<b>94,516</b>	<b>85,347</b>	<b>(9,169)</b>	<b>90%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(233,141)	(97,566)	135,575	42%
511010	Part-Time Employee Wages	(48,363)	0	48,363	0%
511015	Overtime	0	(102)	(102)	0%
511020	Temporary Employee Wages	0	(26,022)	(26,022)	0%
512005	Health & Dental Benefits	(56,789)	(23,921)	32,868	42%
512008	Health Reimb Arrangement	(2,306)	(810)	1,496	35%
512010	Retirement	(43,576)	(18,437)	25,139	42%
512015	FICA	(21,535)	(9,428)	12,107	44%
512020	Workers Comp	(8,907)	(8,980)	(73)	101%
512025	Other Benefits	(1,049)	(752)	297	72%
512030	Other Payroll Taxes	(2,030)	(824)	1,206	41%
520110	Operating Supplies	(2,450)	(361)	2,089	15%
520120	Organization Business Expense	(100)	(738)	(638)	738%
520130	Personnel Uniforms & Equipment	(2,300)	(870)	1,430	38%
520150	Utilities	(4,138)	(2,535)	1,603	61%
520220	Small Equipment	(12,650)	(1,219)	11,431	10%
520506	Postage	(112)	(5)	107	5%
520509	Telephone	(2,736)	(850)	1,886	31%
520521	Public Information	(400)	(360)	40	90%
520530	Memberships	(1,245)	(515)	730	41%
520557	Intergovernmental Services	(390)	(4,036)	(3,646)	1,035%
520578	Insurance & Bonds	(2,330)	(2,330)	0	100%
521003	Training/Conferences	(1,555)	(312)	1,243	20%
521150	Professional Services	(17,151)	(10,818)	6,333	63%
521168	Misc Medical Services	0	(215)	(215)	0%
522003	Equipment Maint & Oper Supplies	(2,900)	(1,171)	1,729	40%
522012	Fuel/Oil	0	(536)	(536)	0%
522021	Equipment Fund Charges	(48,912)	(24,456)	24,456	50%
522022	Information Systems Fund Charge	(934)	(467)	467	50%
522306	Rents & Leases	(500)	(1,512)	(1,012)	302%
522312	Facility Maintenance Supplies	(15,600)	(11,681)	3,919	75%
522315	Facility Mnt/Repairs	(5,900)	(1,952)	3,948	33%
550181	Major Tools & Work Equipment	(8,800)	0	8,800	0%
	<b>EXPENDITURES TOTAL</b>	<b>(548,799)</b>	<b>(253,784)</b>	<b>295,015</b>	<b>46%</b>
	<b>Department Net Totals</b>	<b>(454,283)</b>	<b>(168,437)</b>		

100 - General Fund

Department #18 - Non-Departmental

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
411003	Property Taxes	4,126,348	3,754,107	(372,241)	91%
411010	Local Option Levy	1,408,346	1,277,504	(130,842)	91%
411150	Property Tax Prior Years	105,000	97,951	(7,049)	93%
413001	Franchise Tax	566,603	135,087	(431,516)	24%
420020	State Revenue Sharing	149,930	78,800	(71,130)	53%
420055	Metro Construction Excise Tax	50,000	32,963	(17,037)	66%
422045	Transient Room Tax	59,519	31,133	(28,386)	52%
422055	SD15 Construction Excise Tax	220,000	23,734	(196,266)	11%
470105	Interest	100,000	69,337	(30,663)	69%
480050	In-Lieu of Tax	875,235	875,235	0	100%
495005	Fund Bal Avail. for Approp.	3,086,129	3,160,112	73,983	102%
	<b>REVENUES TOTAL</b>	<b>10,747,110</b>	<b>9,535,962</b>	<b>(1,211,148)</b>	<b>89%</b>
<b>EXPENDITURES</b>					
520547	Metro Construction Excise Tax	(50,000)	(5,054)	44,946	10%
520549	SD15 Construction Excise Tax Pa	(217,800)	(37,436)	180,364	17%
570124	Transfer to Building Fund	(20,000)	0	20,000	0%
570127	Transfer to Other Funds	(40,000)	(20,000)	20,000	50%
580206	Contingency	(800,000)	0	800,000	0%
590304	Unapp Fund Balance	(2,288,703)	0	2,288,703	0%
	<b>EXPENDITURES TOTAL</b>	<b>(3,416,503)</b>	<b>(62,490)</b>	<b>3,354,013</b>	<b>2%</b>
	<b>Department Net Totals</b>	<b>7,330,607</b>	<b>9,473,472</b>		

100 - General Fund

Department #21 - Police

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420005	Alcoholic Beverages	237,135	125,157	(111,978)	53%
430320	Bulletproof Vest Grant	1,250	0	(1,250)	0%
430327	Reducing Youth Access to Alcoh	15,000	6,610	(8,390)	44%
440025	Copy Service	2,500	1,019	(1,481)	41%
450050	Liquor Licenses	1,700	825	(876)	49%
450057	Other	4,200	38	(4,162)	1%
450225	Impound Fees	24,885	6,126	(18,759)	25%
460105	State Court Fines	51,000	22,812	(28,188)	45%
460115	Parking Fines (PK)	10,607	0	(10,607)	0%
460120	Traffic Fines (TR)	70,320	0	(70,320)	0%
472005	Miscellaneous	0	1,413	1,413	0%
480006	Reimbursements	32,677	36,986	4,309	113%
480010	SRO Reimbursement	54,164	0	(54,164)	0%
480011	Overtime Reimbursement	0	475	475	0%
	<b>REVENUES TOTAL</b>	<b>505,438</b>	<b>201,460</b>	<b>(303,978)</b>	<b>40%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(2,139,307)	(955,388)	1,183,919	45%
511010	Part-Time Employee Wages	(32,627)	(16,659)	15,968	51%
511015	Overtime	(167,048)	(80,725)	86,323	48%
511021	Unemployment Compensation	0	(2,349)	(2,349)	0%
512005	Health & Dental Benefits	(391,469)	(177,803)	213,666	45%
512008	Health Reimb Arrangement	(19,562)	(17,763)	1,799	91%
512010	Retirement	(356,663)	(153,829)	202,834	43%
512015	FICA	(177,785)	(79,363)	98,422	45%
512020	Workers Comp	(83,259)	(83,658)	(399)	100%
512025	Other Benefits	(11,718)	(5,887)	5,831	50%
512030	Other Payroll Taxes	(16,404)	(6,978)	9,426	43%
520110	Operating Supplies	(18,750)	(13,074)	5,676	70%
520120	Organization Business Expense	(3,500)	(1,134)	2,366	32%
520130	Personnel Uniforms & Equipment	(8,680)	(8,981)	(301)	103%
520150	Utilities	(2,224)	(1,144)	1,080	51%
520220	Small Equipment	(4,626)	(4,478)	148	97%
520270	Miscellaneous	(2,000)	(715)	1,285	36%
520503	Printing	(4,250)	(1,053)	3,197	25%
520506	Postage	(2,100)	(1,538)	562	73%
520509	Telephone	(18,010)	(5,785)	12,225	32%
520512	Accreditation	(2,350)	(1,614)	736	69%
520518	Volunteer Reimbursable Expens	(500)	(18)	482	4%
520521	Public Information	(1,200)	(810)	390	67%
520524	Publications	(1,801)	(479)	1,322	27%
520530	Memberships	(1,530)	(720)	810	47%
520557	Intergovernmental Services	(148,143)	(36,247)	111,896	24%
520578	Insurance & Bonds	(32,447)	(32,447)	0	100%
521003	Training/Conferences	(15,470)	(9,974)	5,496	64%
521150	Professional Services	(3,876)	(10,794)	(6,918)	278%
521168	Misc Medical Services	(1,700)	(1,008)	692	59%
522003	Equipment Maint & Oper Supplies	(8,195)	(881)	7,314	11%
522009	Vehicle Maint & Oper Supplies	(749)	(272)	477	36%
522010	Vehicle Maint External	(500)	0	500	0%
522012	Fuel/Oil	0	(99)	(99)	0%
522021	Equipment Fund Charges	(126,096)	(63,048)	63,048	50%

100 - General Fund

Department #21 - Police

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522022	Information Systems Fund Charge	(25,558)	(12,780)	12,778	50%
522306	Rents & Leases	(6,000)	(1,985)	4,015	33%
522312	Facility Maintenance Supplies	(2,350)	(1,197)	1,153	51%
522315	Facility Mnt/Repairs	(8,899)	(1,235)	7,664	14%
	<b>EXPENDITURES TOTAL</b>	<b>(3,847,346)</b>	<b>(1,793,910)</b>	<b>2,053,436</b>	<b>47%</b>
	<b>Department Net Totals</b>	<b>(3,341,908)</b>	<b>(1,592,449)</b>		

100 - General Fund

Department #22 - Fire

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420015	Cigarette	35,675	17,320	(18,355)	49%
420050	Rural Fire District	414,147	111,733	(302,414)	27%
440025	Copy Service	0	55	55	0%
450057	Other	0	6	6	0%
480006	Reimbursements	0	9,002	9,002	0%
480015	Fire Dept Reimbursement	4,650	239	(4,411)	5%
480017	Fire Dept Inspection Reimburse	0	1,354	1,354	0%
<b>REVENUES TOTAL</b>		<b>454,472</b>	<b>139,709</b>	<b>(314,763)</b>	<b>31%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(1,303,713)	(567,010)	736,703	43%
511010	Part-Time Employee Wages	(15,600)	0	15,600	0%
511015	Overtime	(80,076)	(71,385)	8,691	89%
511020	Temporary Employee Wages	0	(17,993)	(17,993)	0%
512005	Health & Dental Benefits	(224,396)	(107,449)	116,947	48%
512008	Health Reimb Arrangement	(12,594)	(5,581)	7,013	44%
512010	Retirement	(240,484)	(91,802)	148,682	38%
512015	FICA	(107,053)	(49,004)	58,049	46%
512020	Workers Comp	(35,089)	(35,418)	(329)	101%
512025	Other Benefits	(6,947)	(5,515)	1,432	79%
512030	Other Payroll Taxes	(9,926)	(4,347)	5,579	44%
512035	Volunteer Fringe Benefits	(1,326)	0	1,326	0%
520110	Operating Supplies	(13,350)	(8,334)	5,016	62%
520120	Organization Business Expense	(5,300)	(701)	4,599	13%
520130	Personnel Uniforms & Equipment	(14,000)	(9,869)	4,131	70%
520150	Utilities	(25,591)	(5,937)	19,654	23%
520220	Small Equipment	(6,000)	(6,925)	(925)	115%
520230	Tools- 50/50	(80,500)	(47,379)	33,121	59%
520300	Emergency Operations Center	(4,000)	(30)	3,970	1%
520503	Printing	(700)	(206)	494	29%
520506	Postage	(900)	(491)	409	55%
520509	Telephone	(4,392)	(1,558)	2,834	35%
520518	Volunteer Reimbursable Expens	(60,000)	(25,968)	34,032	43%
520521	Public Information	(1,600)	(828)	772	52%
520524	Publications	(1,464)	(861)	604	59%
520530	Memberships	(994)	(472)	522	47%
520557	Intergovernmental Services	(104,400)	(49,528)	54,872	47%
520578	Insurance & Bonds	(30,903)	(30,903)	0	100%
521003	Training/Conferences	(25,600)	(11,897)	13,703	46%
521150	Professional Services	(20,040)	(13,282)	6,758	66%
521165	Contracts for Services	(15,000)	(3,500)	11,500	23%
521168	Misc Medical Services	0	(1,075)	(1,075)	0%
522003	Equipment Maint & Oper Supplies	(5,000)	(4,327)	673	87%
522009	Vehicle Maint & Oper Supplies	(52,000)	(29,905)	22,095	58%
522012	Fuel/Oil	(30,000)	(12,791)	17,209	43%
522022	Information Systems Fund Charge	(14,626)	(7,313)	7,313	50%
522303	Custodial	(1,000)	(465)	535	47%
522312	Facility Maintenance Supplies	(3,500)	(1,692)	1,808	48%
522315	Facility Mnt/Repairs	(10,000)	(1,861)	8,139	19%
<b>EXPENDITURES TOTAL</b>		<b>(2,568,064)</b>	<b>(1,233,600)</b>	<b>1,334,464</b>	<b>48%</b>
<b>Department Net Totals</b>		<b>(2,113,592)</b>	<b>(1,093,891)</b>		

100 - General Fund

Department #31 - Planning

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420055	Metro Const Excise Tax-Do Not U	0	0	0	0%
422055	SD15 Constr Excise Tax-Do Not U	0	0	0	0%
430460	SHPO Grant	10,500	9,980	(520)	95%
430587	Grant Match - Other Agencies	25,000	0	(25,000)	0%
440020	Code Enforcement Revenue	4,000	789	(3,211)	20%
440025	Copy Service	0	4	4	0%
440029	General Fund Spt Svc (522023)	48,336	48,336	0	100%
450054	Metro Business License	11,608	16,367	4,759	141%
450057	Other	0	20	20	0%
450072	Occupancy Permits	0	683	683	0%
450101	Planning Fees	58,000	17,240	(40,760)	30%
472020	Forestry Run	1,600	0	(1,600)	0%
	<b>REVENUES TOTAL</b>	<b>159,044</b>	<b>93,417</b>	<b>(65,627)</b>	<b>59%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(194,795)	(89,129)	105,666	46%
511020	Temporary Employee Wages	0	(3,149)	(3,149)	0%
512005	Health & Dental Benefits	(23,172)	(11,588)	11,584	50%
512008	Health Reimb Arrangement	(1,926)	(1,282)	644	67%
512010	Retirement	(36,388)	(13,397)	22,992	37%
512015	FICA	(14,902)	(6,946)	7,956	47%
512020	Workers Comp	(341)	(380)	(39)	111%
512025	Other Benefits	(965)	(665)	300	69%
512030	Other Payroll Taxes	(1,288)	(612)	676	48%
520110	Operating Supplies	(3,064)	(390)	2,674	13%
520120	Organization Business Expense	(660)	(105)	555	16%
520170	Code Enforcement Expenditures	(2,800)	(2,029)	771	72%
520190	Computer Software	(4,002)	0	4,002	0%
520503	Printing	(3,871)	(1,117)	2,754	29%
520506	Postage	(5,729)	(1,330)	4,399	23%
520509	Telephone	(1,287)	(419)	868	33%
520521	Public Information	(7,289)	(1,276)	6,013	18%
520524	Publications	(1,280)	0	1,280	0%
520530	Memberships	(3,249)	(169)	3,080	5%
520557	Intergovernmental Services	(12,685)	(58)	12,627	0%
520569	Forestry Commission	(4,945)	(724)	4,221	15%
520578	Insurance & Bonds	(534)	(534)	0	100%
521003	Training/Conferences	(3,249)	(87)	3,162	3%
521113	Attorney Services	(28,000)	(6,466)	21,534	23%
521150	Professional Services	(35,300)	(1,480)	33,820	4%
522003	Equipment Maint & Oper Supplies	(2,700)	(2,062)	638	76%
522021	Equipment Fund Charges	(1,428)	(714)	714	50%
522022	Information Systems Fund Charge	(4,435)	(2,218)	2,217	50%
522309	Building/Facility Rental	(1,453)	(727)	726	50%
523003	Comm Enhancement Grants	0	0	0	0%
523006	SHPO Grant Expense	(10,500)	(2,944)	7,556	28%
	<b>EXPENDITURES TOTAL</b>	<b>(412,237)</b>	<b>(151,997)</b>	<b>260,240</b>	<b>37%</b>
	<b>Department Net Totals</b>	<b>(253,193)</b>	<b>(58,579)</b>		

100 - General Fund

Department #51 - Engineering

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440025	Copy Service	0	113	113	0%
440029	General Fund Spt Svc (522023)	745,268	745,268	0	100%
450122	Engineering Inspection Fees	75,000	10,804	(64,196)	14%
450124	Erosion Control Fees-Do Not Use	0	0	0	0%
<b>REVENUES TOTAL</b>		<b>820,268</b>	<b>756,185</b>	<b>(64,083)</b>	<b>92%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(483,633)	(227,986)	255,647	47%
511015	Overtime	(2,400)	(38)	2,362	2%
512005	Health & Dental Benefits	(88,790)	(39,218)	49,572	44%
512008	Health Reimb Arrangement	(4,772)	(2,149)	2,623	45%
512010	Retirement	(90,183)	(43,090)	47,093	48%
512015	FICA	(37,181)	(17,299)	19,882	47%
512020	Workers Comp	(4,995)	(5,075)	(80)	102%
512025	Other Benefits	(2,368)	(1,221)	1,147	52%
512030	Other Payroll Taxes	(3,450)	(1,509)	1,941	44%
520110	Operating Supplies	(3,000)	(1,360)	1,640	45%
520120	Organization Business Expense	(500)	(241)	259	48%
520130	Personnel Uniforms & Equipment	(710)	0	710	0%
520190	Computer Software	(3,000)	0	3,000	0%
520200	Computer Software Maintenance	0	(3,039)	(3,039)	0%
520220	Small Equipment	(1,300)	0	1,300	0%
520503	Printing	(375)	(159)	216	42%
520506	Postage	(550)	(169)	381	31%
520509	Telephone	(2,940)	(814)	2,126	28%
520524	Publications	(960)	(57)	903	6%
520530	Memberships	(1,340)	(978)	362	73%
520557	Intergovernmental Services	(650)	(29)	621	4%
520578	Insurance & Bonds	(1,096)	(1,096)	0	100%
521003	Training/Conferences	(3,080)	(1,625)	1,455	53%
521113	Attorney Services	0	(2,956)	(2,956)	0%
521150	Professional Services	(85,520)	(1,048)	84,472	1%
522003	Equipment Maint & Oper Supplies	(4,060)	(1,124)	2,936	28%
522021	Equipment Fund Charges	(11,724)	(5,862)	5,862	50%
522022	Information Systems Fund Charge	(25,436)	(12,718)	12,718	50%
522306	Rents & Leases	(100)	0	100	0%
550400	Tech Projects	(16,100)	0	16,100	0%
<b>EXPENDITURES TOTAL</b>		<b>(880,213)</b>	<b>(370,857)</b>	<b>509,356</b>	<b>42%</b>
<b>Department Net Totals</b>		<b>(59,945)</b>	<b>385,328</b>		
<b>Fund Total Revenues</b>		<b>15,830,992</b>	<b>13,397,911</b>		
<b>Fund Total Expenditures</b>		<b>(15,830,992)</b>	<b>(5,831,389)</b>		
<b>Fund Net</b>		<b>0</b>	<b>7,566,521</b>		

205 - Building Permits Fund  
 Department #32 - Building Services  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440025	Copy Service	0	142	142	0%
450074	Structural Building Permits	322,694	52,768	(269,926)	16%
450076	Manufactured Home Permits	0	721	721	0%
450078	Plumbing Permits	75,564	14,349	(61,215)	19%
450080	Mechanical Permits	24,553	4,396	(20,157)	18%
450082	Structural State Surcharge	34,398	5,955	(28,443)	17%
450084	Manuf. Housing State Surcharge	0	228	228	0%
450086	Plumbing State Surcharge	8,035	1,614	(6,421)	20%
450088	Mechanical Plans St. Surcharge	2,638	549	(2,089)	21%
450106	Structural Plan Review Fees	202,990	37,396	(165,594)	18%
450108	Plumbing Plan Review Fees	0	3,363	3,363	0%
450110	Mechanical Plan Review Fees	0	36	36	0%
450112	FL&S Plan Review Fees	32,806	0	(32,806)	0%
450124	Erosion Control Fees	12,000	5,079	(6,921)	42%
450126	Misc - Reinspect & Invstg Fee	10,000	185	(9,815)	2%
470105	Interest	18,361	6,779	(11,582)	37%
481005	Transfer from Other Funds	20,000	0	(20,000)	0%
495005	Fund Bal Avail. for Approp.	531,235	602,278	71,043	113%
	<b>REVENUES TOTAL</b>	<b>1,295,274</b>	<b>735,837</b>	<b>(559,437)</b>	<b>57%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(319,200)	(143,371)	175,829	45%
511020	Temporary Employee Wages	0	(290)	(290)	0%
512005	Health & Dental Benefits	(62,388)	(29,713)	32,675	48%
512008	Health Reimb Arrangement	(3,146)	(1,097)	2,049	35%
512010	Retirement	(59,464)	(27,093)	32,371	46%
512015	FICA	(24,419)	(10,848)	13,572	44%
512020	Workers Comp	(2,284)	(2,342)	(58)	103%
512025	Other Benefits	(1,525)	(965)	560	63%
512030	Other Payroll Taxes	(2,265)	(945)	1,320	42%
520110	Operating Supplies	(2,333)	(374)	1,959	16%
520120	Organization Business Expense	(636)	0	636	0%
520170	Code Enforcement Expenditures	(17,000)	0	17,000	0%
520190	Computer Software	(452)	0	452	0%
520503	Printing	(2,176)	(475)	1,701	22%
520506	Postage	(2,175)	(65)	2,110	3%
520509	Telephone	(1,136)	(881)	255	78%
520521	Public Information	(370)	0	370	0%
520524	Publications	(1,032)	0	1,032	0%
520530	Memberships	(952)	0	952	0%
520557	Intergovernmental Services	(82,358)	(9,751)	72,607	12%
520578	Insurance & Bonds	(587)	(587)	0	100%
521003	Training/Conferences	(6,064)	(1,130)	4,934	19%
521113	Attorney Services	(3,000)	0	3,000	0%
521150	Professional Services	(300)	(1,533)	(1,233)	511%
521172	Bank Service Fees	(300)	(65)	235	22%
522003	Equipment Maint & Oper Supplies	(1,500)	0	1,500	0%
522021	Equipment Fund Charges	(6,368)	(3,176)	3,192	50%
522022	Information Systems Fund Charge	(7,191)	(3,596)	3,595	50%
522023	General Fund Admin Services	(40,732)	(40,732)	0	100%
550100	General Govt Projects	(98,700)	0	98,700	0%
580206	Contingency	(100,000)	0	100,000	0%

205 - Building Permits Fund

Department #32 - Building Services

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
590304	Unapp Fund Balance	(445,221)	0	445,221	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,295,274)</b>	<b>(279,029)</b>	<b>1,016,245</b>	<b>22%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>456,808</b>		
	<b>Fund Total Revenues</b>	<b>1,295,274</b>	<b>735,837</b>		
	<b>Fund Total Expenditures</b>	<b>(1,295,274)</b>	<b>(279,029)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>456,808</b>		

210 - Street Fund

Department #52 - Streets & Traffic

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420041	Washington County	109,000	0	(109,000)	0%
422015	State Gas Tax	909,770	427,971	(481,799)	47%
422025	County Gas Tax	88,951	41,280	(47,671)	46%
430706	CDBG Grant	233,500	0	(233,500)	0%
430710	Safe Routes to School	0	877	877	0%
450057	Other	0	6,412	6,412	0%
470105	Interest	37,330	12,945	(24,385)	35%
495005	Fund Bal Avail. for Approp.	1,244,310	1,285,293	40,983	103%
<b>REVENUES TOTAL</b>		<b>2,622,861</b>	<b>1,774,778</b>	<b>(848,083)</b>	<b>68%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(130,614)	(76,568)	54,046	59%
511015	Overtime	(2,596)	(34)	2,562	1%
512005	Health & Dental Benefits	(29,095)	(22,036)	7,059	76%
512008	Health Reimb Arrangement	(1,304)	0	1,304	0%
512010	Retirement	(24,646)	(13,358)	11,288	54%
512015	FICA	(10,191)	(5,806)	4,385	57%
512020	Workers Comp	(6,255)	(6,293)	(38)	101%
512025	Other Benefits	(599)	(507)	92	85%
512030	Other Payroll Taxes	(969)	(503)	466	52%
520110	Operating Supplies	(2,000)	(764)	1,236	38%
520120	Organization Business Expense	(50)	0	50	0%
520130	Personnel Uniforms & Equipment	(1,500)	(1,506)	(6)	100%
520150	Utilities	(80,000)	(27,237)	52,763	34%
520190	Computer Software	(1,500)	(812)	688	54%
520220	Small Equipment	(5,500)	(410)	5,090	7%
520240	Construction Supplies	(59,000)	(6,790)	52,210	12%
520280	Street Light Maint. (610-430110)	(77,200)	0	77,200	0%
520503	Printing	(250)	(407)	(157)	163%
520506	Postage	(100)	0	100	0%
520509	Telephone	(650)	(160)	490	25%
520521	Public Information	(500)	(150)	350	30%
520524	Publications	(100)	0	100	0%
520530	Memberships	0	(122)	(122)	0%
520557	Intergovernmental Services	(21,800)	(7,831)	13,969	36%
520578	Insurance & Bonds	(6,217)	(6,217)	0	100%
521003	Training/Conferences	(850)	(90)	760	11%
521150	Professional Services	(122,950)	(14,441)	108,509	12%
521168	Misc Medical Services	0	(227)	(227)	0%
521172	Bank Service Fees	(2,400)	(519)	1,881	22%
522003	Equipment Maint & Oper Supplies	(1,200)	(15)	1,186	1%
522012	Fuel/Oil	0	(83)	(83)	0%
522021	Equipment Fund Charges	(44,866)	(25,852)	19,014	58%
522022	Information Systems Fund Charge	(1,625)	(813)	812	50%
522023	General Fund Admin Services	(404,559)	(404,559)	0	100%
522306	Rents & Leases	(3,100)	(245)	2,855	8%
522309	Building/Facility Rental	(3,132)	(1,566)	1,566	50%
522312	Facility Maintenance Supplies	(500)	0	500	0%
550181	Major Tools & Work Equipment	(51,100)	0	51,100	0%
550563	Construction Maintenance	(395,000)	(184,048)	210,952	47%
550575	Street Construction	(50,000)	(1,118)	48,882	2%
551060	CDBG Projects	(507,500)	0	507,500	0%

210 - Street Fund

Department #52 - Streets & Traffic

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
580206	Contingency	(210,443)	0	210,443	0%
590304	Unapp Fund Balance	(361,000)	0	361,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(2,622,861)</b>	<b>(811,084)</b>	<b>1,811,777</b>	<b>31%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>963,694</b>		
	<b>Fund Total Revenues</b>	<b>2,622,861</b>	<b>1,774,778</b>		
	<b>Fund Total Expenditures</b>	<b>(2,622,861)</b>	<b>(811,084)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>963,694</b>		

212 - Street Tree Fund

Department #31 - Planning

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
450140	Tree Planting Fees	26,385	2,668	(23,717)	10%
470105	Interest	2,400	1,091	(1,309)	45%
495005	Fund Bal Avail. for Approp.	86,881	95,138	8,257	110%
	<b>REVENUES TOTAL</b>	<b>115,666</b>	<b>98,897</b>	<b>(16,769)</b>	<b>86%</b>
<b>EXPENDITURES</b>					
520290	Street Tree Planting	(115,666)	0	115,666	0%
	<b>EXPENDITURES TOTAL</b>	<b>(115,666)</b>	<b>0</b>	<b>115,666</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>98,897</b>		
	<b>Fund Total Revenues</b>	<b>115,666</b>	<b>98,897</b>		
	<b>Fund Total Expenditures</b>	<b>(115,666)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>98,897</b>		

315 - 911 Emergency Fund  
 Department #20 - Debt Service  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
422035	911 Emergency Tax	160,000	56,584	(103,416)	35%
	<b>REVENUES TOTAL</b>	<b>160,000</b>	<b>56,584</b>	<b>(103,416)</b>	<b>35%</b>
<b>EXPENDITURES</b>					
520557	Intergovernmental Services	(160,000)	(56,584)	103,416	35%
	<b>EXPENDITURES TOTAL</b>	<b>(160,000)</b>	<b>(56,584)</b>	<b>103,416</b>	<b>35%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>0</b>		
	<b>Fund Total Revenues</b>	<b>160,000</b>	<b>56,584</b>		
	<b>Fund Total Expenditures</b>	<b>(160,000)</b>	<b>(56,584)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>0</b>		

220 - Forfeiture Sharing Fund

Department #21 - Police

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
470105	Interest	500	580	80	116%
495005	Fund Bal Avail. for Approp.	61,800	61,419	(381)	99%
	<b>REVENUES TOTAL</b>	<b>62,300</b>	<b>61,999</b>	<b>(301)</b>	<b>100%</b>
<b>EXPENDITURES</b>					
520220	Small Equipment	(14,823)	(3,950)	10,873	27%
550186	Forfeiture Proceed Purchases	(14,800)	0	14,800	0%
570103	Transfer to General Fund	(32,677)	(32,677)	0	100%
	<b>EXPENDITURES TOTAL</b>	<b>(62,300)</b>	<b>(36,627)</b>	<b>25,673</b>	<b>59%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>25,371</b>		
	<b>Fund Total Revenues</b>	<b>62,300</b>	<b>61,999</b>		
	<b>Fund Total Expenditures</b>	<b>(62,300)</b>	<b>(36,627)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>25,371</b>		

225 - Fire Equipment Repl. Fund  
 Department #23 - Fire Equipment Repl Fund  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420010	Rural District Share	55,000	32,076	(22,924)	58%
470105	Interest	12,000	7,961	(4,039)	66%
481005	Transfer from Other Funds	84,000	42,000	(42,000)	50%
495005	Fund Bal Avail. for Approp.	723,187	692,563	(30,624)	96%
	<b>REVENUES TOTAL</b>	<b>874,187</b>	<b>774,600</b>	<b>(99,587)</b>	<b>89%</b>
<b>EXPENDITURES</b>					
551261	Equipmnt Replacement	(533,000)	(225,265)	307,735	42%
580206	Contingency	(50,000)	0	50,000	0%
590304	Unapp Fund Balance	(291,187)	0	291,187	0%
	<b>EXPENDITURES TOTAL</b>	<b>(874,187)</b>	<b>(225,265)</b>	<b>648,922</b>	<b>26%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>549,335</b>		
	<b>Fund Total Revenues</b>	<b>874,187</b>	<b>774,600</b>		
	<b>Fund Total Expenditures</b>	<b>(874,187)</b>	<b>(225,265)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>549,335</b>		

240 - Bikeway Development Fund  
 Department #52 - Streets & Traffic  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
422015	State Gas Tax	9,190	4,323	(4,867)	47%
450052	Bicycle Licenses	50	84	34	168%
470105	Interest	1,740	645	(1,095)	37%
495005	Fund Bal Avail. for Approp.	57,993	58,087	94	100%
	<b>REVENUES TOTAL</b>	<b>68,973</b>	<b>63,139</b>	<b>(5,834)</b>	<b>92%</b>
<b>EXPENDITURES</b>					
550169	General Capital Outlay	(68,973)	0	68,973	0%
	<b>EXPENDITURES TOTAL</b>	<b>(68,973)</b>	<b>0</b>	<b>68,973</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>63,139</b>		
	<b>Fund Total Revenues</b>	<b>68,973</b>	<b>63,139</b>		
	<b>Fund Total Expenditures</b>	<b>(68,973)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>63,139</b>		

250 - Library Donations Fund  
 Department #14 - Library  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
481005	Transfer from Other Funds	1,056	0	(1,056)	0%
495005	Fund Bal Avail. for Approp.	4,150	4,150	0	100%
	<b>REVENUES TOTAL</b>	<b>5,206</b>	<b>4,150</b>	<b>(1,056)</b>	<b>80%</b>
<b>EXPENDITURES</b>					
520220	Small Equipment	(5,206)	0	5,206	0%
	<b>EXPENDITURES TOTAL</b>	<b>(5,206)</b>	<b>0</b>	<b>5,206</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>4,150</b>		
	<b>Fund Total Revenues</b>	<b>5,206</b>	<b>4,150</b>		
	<b>Fund Total Expenditures</b>	<b>(5,206)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>4,150</b>		

260 - Trail System Fund

Department #16 - Parks & Recreation

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
470105	Interest	1,500	1,798	298	120%
495005	Fund Bal Avail. for Approp.	156,680	156,271	(409)	100%
	<b>REVENUES TOTAL</b>	<b>158,180</b>	<b>158,070</b>	<b>(110)</b>	<b>100%</b>
<b>EXPENDITURES</b>					
522320	TRAIL MAINTENANCE	(6,000)	0	6,000	0%
550240	Trail Construction	(152,180)	0	152,180	0%
	<b>EXPENDITURES TOTAL</b>	<b>(158,180)</b>	<b>0</b>	<b>158,180</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>158,070</b>		
	<b>Fund Total Revenues</b>	<b>158,180</b>	<b>158,070</b>		
	<b>Fund Total Expenditures</b>	<b>(158,180)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>158,070</b>		

265 - Transportation Services Fund  
 Department #12 - Administration Services  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430725	DHS Transportation Grant	400,000	154,091	(245,909)	39%
495005	Fund Bal Avail. for Approp.	0	(25,313)	(25,313)	0%
	<b>REVENUES TOTAL</b>	<b>400,000</b>	<b>128,778</b>	<b>(271,222)</b>	<b>32%</b>
<b>EXPENDITURES</b>					
523015	Transportation Grant	(400,000)	(105,075)	294,925	26%
	<b>EXPENDITURES TOTAL</b>	<b>(400,000)</b>	<b>(105,075)</b>	<b>294,925</b>	<b>26%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>23,703</b>		
	<b>Fund Total Revenues</b>	<b>400,000</b>	<b>128,778</b>		
	<b>Fund Total Expenditures</b>	<b>(400,000)</b>	<b>(105,075)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>23,703</b>		

275 - Community Enhancement Fund  
 Department #12 - Administration Services  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
420025	Metro Enhancement Fee	80,000	37,722	(42,278)	47%
470105	Interest	400	48	(352)	12%
495005	Fund Bal Avail. for Approp.	43,790	43,318	(472)	99%
	<b>REVENUES TOTAL</b>	<b>124,190</b>	<b>81,088</b>	<b>(43,102)</b>	<b>65%</b>
<b>EXPENDITURES</b>					
523003	Comm Enhancement Grants	(90,107)	(85,472)	4,635	95%
523004	CEP Carryover	(3,363)	0	3,363	0%
590304	Unapp Fund Balance	(30,720)	0	30,720	0%
	<b>EXPENDITURES TOTAL</b>	<b>(124,190)</b>	<b>(85,472)</b>	<b>38,718</b>	<b>69%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>(4,384)</b>		
	<b>Fund Total Revenues</b>	<b>124,190</b>	<b>81,088</b>		
	<b>Fund Total Expenditures</b>	<b>(124,190)</b>	<b>(85,472)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>(4,384)</b>		

280 - Public Arts Fund

Department #11 - Legislative & Executive

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
471025	Public Arts Comm. Donations	0	10,381	10,381	0%
	<b>REVENUES TOTAL</b>	<b>0</b>	<b>10,381</b>	<b>10,381</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>10,381</b>		
	<b>Fund Total Revenues</b>	<b>0</b>	<b>10,381</b>		
	<b>Fund Total Expenditures</b>				
	<b>Fund Net</b>	<b>0</b>	<b>10,381</b>		

310 - Traffic Impact Fund  
 Department #52 - Streets & Traffic  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451045	T.I.F. - Transit	34,320	2,934	(31,386)	9%
451050	T.I.F. - Residential	423,280	9,931	(413,349)	2%
451055	T.I.F. - Industrial	385,003	4,337	(380,666)	1%
451065	T.I.F. - Institutional	0	8,364	8,364	0%
470105	Interest	91,352	39,446	(51,906)	43%
495005	Fund Bal Avail. for Approp.	3,045,070	3,012,319	(32,751)	99%
	<b>REVENUES TOTAL</b>	<b>3,979,025</b>	<b>3,077,330</b>	<b>(901,695)</b>	<b>77%</b>
<b>EXPENDITURES</b>					
550169	General Capital Outlay	(3,979,025)	0	3,979,025	0%
550560	Bonnie Lane	0	(13,303)	(13,303)	0%
	<b>EXPENDITURES TOTAL</b>	<b>(3,979,025)</b>	<b>(13,303)</b>	<b>3,965,722</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>3,064,027</b>		
	<b>Fund Total Revenues</b>	<b>3,979,025</b>	<b>3,077,330</b>		
	<b>Fund Total Expenditures</b>	<b>(3,979,025)</b>	<b>(13,303)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>3,064,027</b>		

320 - Park Acq. & Dev Fund  
 Department #16 - Parks & Recreation  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451009	Parks SDC	429,000	48,000	(381,000)	11%
470105	Interest	20,000	12,264	(7,736)	61%
495005	Fund Bal Avail. for Approp.	1,425,894	1,486,126	60,232	104%
	<b>REVENUES TOTAL</b>	<b>1,874,894</b>	<b>1,546,390</b>	<b>(328,504)</b>	<b>82%</b>
<b>EXPENDITURES</b>					
550200	Parks Projects - General	(649,894)	(1,000)	648,894	0%
550247	Thatcher Park	(1,100,000)	(633,213)	466,787	58%
550248	Forest Glen Trail	(125,000)	(140,938)	(15,938)	113%
	<b>EXPENDITURES TOTAL</b>	<b>(1,874,894)</b>	<b>(775,151)</b>	<b>1,099,743</b>	<b>41%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>771,239</b>		
	<b>Fund Total Revenues</b>	<b>1,874,894</b>	<b>1,546,390</b>		
	<b>Fund Total Expenditures</b>	<b>(1,874,894)</b>	<b>(775,151)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>771,239</b>		

330 - Capital Projects Fund  
 Department #12 - Administration Services  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
450057	Other	0	3,000	3,000	0%
451042	Sunset Sewer Connection Fee	0	26,193	26,193	0%
470105	Interest	50,000	44,176	(5,824)	88%
480021	Pacific University Reimbursement	600,000	600,000	0	100%
495005	Fund Bal Avail. for Approp.	3,149,805	3,140,849	(8,956)	100%
<b>REVENUES TOTAL</b>		<b>3,799,805</b>	<b>3,814,218</b>	<b>14,413</b>	<b>100%</b>
<b>EXPENDITURES</b>					
521150	Professional Services	(70,000)	(14,122)	55,878	20%
550150	Fiber Optic Project	(15,000)	0	15,000	0%
550153	Wireless Project	(4,100)	(953)	3,147	23%
550154	City Hall-Generator	(80,000)	(32,276)	47,724	40%
550169	General Capital Outlay	(80,705)	0	80,705	0%
550201	Parks Land Acquisition	0	(18,997)	(18,997)	0%
550246	Metro Bond Property Purchase	(2,350,000)	0	2,350,000	0%
550247	Thatcher Park	(1,200,000)	(1,200,337)	(337)	100%
550576	Sunset Drive Utilities	0	(26,193)	(26,193)	0%
<b>EXPENDITURES TOTAL</b>		<b>(3,799,805)</b>	<b>(1,292,877)</b>	<b>2,506,928</b>	<b>34%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>2,521,341</b>		
<b>Fund Total Revenues</b>		<b>3,799,805</b>	<b>3,814,218</b>		
<b>Fund Total Expenditures</b>		<b>(3,799,805)</b>	<b>(1,292,877)</b>		
<b>Fund Net</b>		<b>0</b>	<b>2,521,341</b>		

350 - CIP Excise Tax Fund

Department #12 - Administration Services

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
450200	C.I.P. Fees	205,000	104,737	(100,263)	51%
470105	Interest	2,500	1,255	(1,245)	50%
495005	Fund Bal Avail. for Approp.	101,347	102,039	692	101%
	<b>REVENUES TOTAL</b>	<b>308,847</b>	<b>208,031</b>	<b>(100,816)</b>	<b>67%</b>
<b>EXPENDITURES</b>					
550170	Capital Projects - Support Service	(60,641)	0	60,641	0%
550171	Capital Projects - Public Safety	(98,006)	0	98,006	0%
570127	Transfer to Other Funds	(150,200)	(75,100)	75,100	50%
	<b>EXPENDITURES TOTAL</b>	<b>(308,847)</b>	<b>(75,100)</b>	<b>233,747</b>	<b>24%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>132,931</b>		
	<b>Fund Total Revenues</b>	<b>308,847</b>	<b>208,031</b>		
	<b>Fund Total Expenditures</b>	<b>(308,847)</b>	<b>(75,100)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>132,931</b>		

410 - General Debt Service Fund

Department #19 -

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
411003	Property Taxes	469,083	418,191	(50,892)	89%
411150	Property Tax Prior Years	12,000	9,243	(2,757)	77%
470105	Interest	5,000	3,887	(1,113)	78%
495005	Fund Bal Avail. for Approp.	195,648	193,252	(2,396)	99%
	<b>REVENUES TOTAL</b>	<b>681,731</b>	<b>624,573</b>	<b>(57,158)</b>	<b>92%</b>
<b>EXPENDITURES</b>					
562005	Principal - 1999 GO Bonds	(255,000)	0	255,000	0%
562006	Principal - Fire Station	(60,000)	(60,000)	0	100%
562040	Interest - 1999 GO Bonds	(144,578)	(72,289)	72,289	50%
562060	Interest - Fire Station	(21,505)	(11,623)	9,883	54%
590304	Unapp Fund Balance	(200,648)	0	200,648	0%
	<b>EXPENDITURES TOTAL</b>	<b>(681,731)</b>	<b>(143,911)</b>	<b>537,820</b>	<b>21%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>480,662</b>		
	<b>Fund Total Revenues</b>	<b>681,731</b>	<b>624,573</b>		
	<b>Fund Total Expenditures</b>	<b>(681,731)</b>	<b>(143,911)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>480,662</b>		

430 - SPWF-Debt Service Fund

Department #19 -

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451200	Assessment Charges	6,550	4,108	(2,442)	63%
470105	Interest	36,000	36,000	0	100%
470130	Interest - Assessments	6,300	2,909	(3,391)	46%
495005	Fund Bal Avail. for Approp.	89,928	89,929	1	100%
	<b>REVENUES TOTAL</b>	<b>138,778</b>	<b>132,945</b>	<b>(5,833)</b>	<b>96%</b>
<b>EXPENDITURES</b>					
562015	Principal - 91 S.P.W.F. Loan	(45,136)	(45,135)	1	100%
562020	Principal - 95 S.P.W.F. Loan	(17,451)	(17,451)	0	100%
562050	Interest - 91 S.P.W.F. Loan	(9,521)	(9,521)	0	100%
562055	Interest - 95 S.P.W.F. Loan	(8,781)	(8,781)	0	100%
590304	Unapp Fund Balance	(57,889)	0	57,889	0%
	<b>EXPENDITURES TOTAL</b>	<b>(138,778)</b>	<b>(80,888)</b>	<b>57,890</b>	<b>58%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>52,057</b>		
	<b>Fund Total Revenues</b>	<b>138,778</b>	<b>132,945</b>		
	<b>Fund Total Expenditures</b>	<b>(138,778)</b>	<b>(80,888)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>52,057</b>		

505 - Library Endowment Fund  
 Department #14 - Library  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
470105	Interest	900	526	(374)	58%
495005	Fund Bal Avail. for Approp.	156	127	(29)	82%
495006	Restricted Fund Balance	41,187	41,186	(1)	100%
	<b>REVENUES TOTAL</b>	<b>42,243</b>	<b>41,840</b>	<b>(403)</b>	<b>99%</b>
<b>EXPENDITURES</b>					
570127	Transfer to Other Funds	(1,056)	0	1,056	0%
590304	Unapp Fund Balance	(41,187)	0	41,187	0%
	<b>EXPENDITURES TOTAL</b>	<b>(42,243)</b>	<b>0</b>	<b>42,243</b>	<b>0%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>41,840</b>		
	<b>Fund Total Revenues</b>	<b>42,243</b>	<b>41,840</b>		
	<b>Fund Total Expenditures</b>	<b>(42,243)</b>	<b>0</b>		
	<b>Fund Net</b>	<b>0</b>	<b>41,840</b>		

610 - Light Fund

Department #41 - Light & Power

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
425033	BPA Refund Payment	0	200,419	200,419	0%
440035	NSF Handling Charge	1,500	1,035	(465)	69%
440105	Residential Sales	6,391,886	2,725,483	(3,666,403)	43%
440110	General Service - 1 ph Sales	565,000	265,602	(299,398)	47%
440112	General Service - 3 ph Sales	620,000	289,616	(330,384)	47%
440120	Industrial Service - Special Contr	1,900,000	910,866	(989,134)	48%
440125	Large Commercial Industrial	3,482,582	1,815,572	(1,667,010)	52%
440130	Public Street Lighting Sales	67,739	24,568	(43,171)	36%
440135	Rental Lights	105,000	51,336	(53,664)	49%
440140	Irrigation Service	4,500	4,029	(471)	90%
440150	Green Power Units	15,000	7,344	(7,656)	49%
440165	Connection Charges	350,000	30,094	(319,906)	9%
440170	Street Light Maint. (210-520280)	73,000	0	(73,000)	0%
440175	Reconnect Charges	30,000	6,549	(23,452)	22%
440180	Pole Rental	24,000	0	(24,000)	0%
440302	Auditorium Rental	21,000	12,673	(8,327)	60%
445005	Sale of Scrap	10,000	5,564	(4,436)	56%
445010	Sale of Materials	5,000	61	(4,939)	1%
450057	Other	22,000	19,465	(2,535)	88%
451035	Contribution-In-Aid	6,000	260	(5,740)	4%
470105	Interest	115,000	64,149	(50,851)	56%
480020	Conservation Incentive Reimburs	50,000	8,933	(41,067)	18%
495005	Fund Bal Avail. for Approp.	4,966,302	5,566,554	600,252	112%
	<b>REVENUES TOTAL</b>	<b>18,825,509</b>	<b>12,010,171</b>	<b>(6,815,338)</b>	<b>64%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(1,791,089)	(729,124)	1,061,965	41%
511010	Part-Time Employee Wages	(16,556)	(12,046)	4,510	73%
511015	Overtime	(90,000)	(59,669)	30,331	66%
512005	Health & Dental Benefits	(302,754)	(130,576)	172,178	43%
512008	Health Reimb Arrangement	(5,009)	(2,385)	2,624	48%
512010	Retirement	(347,099)	(126,030)	221,069	36%
512015	FICA	(145,170)	(59,846)	85,324	41%
512020	Workers Comp	(45,049)	(45,326)	(277)	101%
512025	Other Benefits	(9,913)	(3,959)	5,954	40%
512030	Other Payroll Taxes	(13,328)	(5,364)	7,964	40%
520110	Operating Supplies	(11,500)	(4,360)	7,140	38%
520120	Organization Business Expense	(12,700)	(3,961)	8,739	31%
520130	Personnel Uniforms & Equipment	(16,350)	(10,353)	5,997	63%
520150	Utilities	(21,000)	(9,173)	11,827	44%
520180	Subscriptions & Books	(600)	0	600	0%
520190	Computer Software	(2,000)	0	2,000	0%
520200	Computer Software Maintenance	(4,500)	0	4,500	0%
520210	Computer Supplies	0	(1,466)	(1,466)	0%
520220	Small Equipment	(47,000)	(15,995)	31,005	34%
520240	Construction Supplies	(675,000)	(231,587)	443,413	34%
520260	PURCHASED POWER	(8,034,108)	(3,910,391)	4,123,717	49%
520270	Miscellaneous	0	(114)	(114)	0%
520503	Printing	(7,000)	0	7,000	0%
520506	Postage	(1,200)	(609)	592	51%
520509	Telephone	(8,600)	(3,822)	4,778	44%
520521	Public Information	(5,000)	(1,640)	3,360	33%

610 - Light Fund

Department #41 - Light & Power

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
520524	Publications	(1,000)	(123)	877	12%
520530	Memberships	(80,109)	(24,592)	55,517	31%
520533	Recruiting Expenses	(2,500)	(4,610)	(2,110)	184%
520542	Bill Paying Assistance Program	(40,000)	(9,057)	30,943	23%
520554	Conservation Incentives	(100,000)	(34,974)	65,026	35%
520555	Industrial Conservation Augments	(50,000)	(8,933)	41,067	18%
520557	Intergovernmental Services	(7,300)	(1,053)	6,248	14%
520578	Insurance & Bonds	(38,283)	(38,283)	0	100%
521003	Training/Conferences	(31,400)	(18,697)	12,703	60%
521113	Attorney Services	(7,500)	(4,407)	3,093	59%
521150	Professional Services	(61,250)	(27,167)	34,083	44%
521162	Consultants	(42,000)	0	42,000	0%
521165	Contracts for Services	(173,900)	(35,068)	138,832	20%
521168	Misc Medical Services	(1,000)	(6,018)	(5,018)	602%
521172	Bank Service Fees	(12,500)	(2,659)	9,841	21%
522003	Equipment Maint & Oper Supplies	(24,000)	(5,387)	18,613	22%
522009	Vehicle Maint & Oper Supplies	(25,000)	(16,099)	8,901	64%
522010	Vehicle Maint External	(3,000)	(11,302)	(8,302)	377%
522012	Fuel/Oil	(25,000)	(15,221)	9,779	61%
522022	Information Systems Fund Charge	(20,789)	(10,395)	10,394	50%
522023	General Fund Admin Services	(913,088)	(456,542)	456,546	50%
522306	Rents & Leases	(13,800)	(4,943)	8,857	36%
522312	Facility Maintenance Supplies	(4,000)	(7,700)	(3,700)	192%
522315	Facility Mnt/Repairs	(12,000)	(4,710)	7,290	39%
550051	Office Equipment & Furniture	(2,000)	0	2,000	0%
550166	Building Improvements	(385,000)	(20,000)	365,000	5%
550181	Major Tools & Work Equipment	(112,500)	(44,232)	68,268	39%
550960	FG Substation Improvements	(60,000)	0	60,000	0%
550962	System Additions & Upgrades	(25,000)	0	25,000	0%
551260	Vehicle Replacement	(247,000)	(41,447)	205,553	17%
570127	Transfer to Other Funds	(114,530)	(50,178)	64,352	44%
570130	In-Lieu of Tax	(681,017)	(340,511)	340,506	50%
580206	Contingency	(2,021,304)	0	2,021,304	0%
590303	Reserved Fund Balance	(300,000)	0	300,000	0%
590304	Unapp Fund Balance	(1,575,214)	0	1,575,214	0%
<b>EXPENDITURES TOTAL</b>		<b>(18,825,509)</b>	<b>(6,612,103)</b>	<b>12,213,406</b>	<b>35%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>5,398,068</b>		
<b>Fund Total Revenues</b>		<b>18,825,509</b>	<b>12,010,171</b>		
<b>Fund Total Expenditures</b>		<b>(18,825,509)</b>	<b>(6,612,103)</b>		
<b>Fund Net</b>		<b>0</b>	<b>5,398,068</b>		

620 - Sewer Fund

Department #54 - Sewer

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Use
<b>REVENUES</b>					
440105	Residential Sales	2,782,950	1,408,866	(1,374,084)	51%
440106	Commercial Sales	661,169	330,397	(330,772)	50%
440120	Industrial Service - Special Contra	162,000	91,114	(70,886)	56%
450057	Other	5,000	0	(5,000)	0%
451040	Sewer Laterals	22,992	2,694	(20,298)	12%
470105	Interest	37,164	19,023	(18,141)	51%
495005	Fund Bal Avail. for Approp.	1,499,924	1,538,739	38,815	103%
	<b>REVENUES TOTAL</b>	<b>5,171,199</b>	<b>3,390,833</b>	<b>(1,780,366)</b>	<b>66%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(182,613)	(71,632)	110,981	39%
511015	Overtime	(757)	(66)	691	9%
512005	Health & Dental Benefits	(44,277)	(23,633)	20,644	53%
512008	Health Reimb Arrangement	(1,824)	0	1,824	0%
512010	Retirement	(34,474)	(12,572)	21,902	36%
512015	FICA	(14,028)	(5,462)	8,566	39%
512020	Workers Comp	(9,345)	(9,380)	(35)	100%
512025	Other Benefits	(825)	(592)	233	72%
512030	Other Payroll Taxes	(1,325)	(572)	753	43%
520110	Operating Supplies	(3,500)	(1,020)	2,480	29%
520120	Organization Business Expense	(75)	(16)	59	21%
520130	Personnel Uniforms & Equipment	(2,075)	(1,616)	459	78%
520150	Utilities	(900)	(647)	253	72%
520190	Computer Software	(2,000)	(876)	1,124	44%
520220	Small Equipment	(6,500)	(1,437)	5,063	22%
520240	Construction Supplies	(15,500)	(929)	14,571	6%
520270	Miscellaneous	(500)	0	500	0%
520503	Printing	(200)	(47)	154	23%
520506	Postage	(125)	(13)	112	10%
520509	Telephone	(920)	(226)	694	25%
520521	Public Information	(225)	0	225	0%
520524	Publications	(700)	0	700	0%
520530	Memberships	(250)	(340)	(90)	136%
520557	Intergovernmental Services	(2,662,565)	(1,219,750)	1,442,815	46%
520578	Insurance & Bonds	(9,360)	(9,360)	0	100%
521003	Training/Conferences	(2,700)	(344)	2,356	13%
521150	Professional Services	(3,000)	(244)	2,756	8%
521168	Misc Medical Services	(375)	(240)	135	64%
521172	Bank Service Fees	(3,000)	(649)	2,351	22%
522003	Equipment Maint & Oper Supplies	(1,000)	(51)	949	5%
522012	Fuel/Oil	0	(51)	(51)	0%
522021	Equipment Fund Charges	(53,027)	(30,504)	22,523	58%
522022	Information Systems Fund Charge	(1,319)	(660)	659	50%
522023	General Fund Admin Services	(378,353)	(378,353)	0	100%
522306	Rents & Leases	0	(394)	(394)	0%
522309	Building/Facility Rental	(6,265)	(3,133)	3,132	50%
522312	Facility Maintenance Supplies	(250)	(310)	(60)	124%
522315	Facility Mnt/Repairs	(250)	0	250	0%
550181	Major Tools & Work Equipment	(12,000)	(6,900)	5,100	58%
550763	Sewer Construction	(210,000)	0	210,000	0%
562001	Principal-CWS/City Phase III Reh	(70,425)	(34,274)	36,151	49%
562041	Interest - CWS/City Phase III Reh	(23,580)	(12,728)	10,852	54%

620 - Sewer Fund

Department #54 - Sewer

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
570130	In-Lieu of Tax	(53,394)	(53,394)	0	100%
580206	Contingency	(357,398)	0	357,398	0%
590304	Unapp Fund Balance	(1,000,000)	0	1,000,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(5,171,199)</b>	<b>(1,882,413)</b>	<b>3,288,786</b>	<b>36%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,508,420</b>		
	<b>Fund Total Revenues</b>	<b>5,171,199</b>	<b>3,390,833</b>		
	<b>Fund Total Expenditures</b>	<b>(5,171,199)</b>	<b>(1,882,413)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,508,420</b>		

622 - Sewer SDC Fund

Department #54 - Sewer

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451005	System Development Charge	417,200	62,175	(355,025)	15%
451042	Sunset Sewer Connection Fee	4,000	2,250	(1,750)	56%
470105	Interest	32,736	15,374	(17,362)	47%
495005	Fund Bal Avail. for Approp.	1,091,188	1,178,290	87,102	108%
	<b>REVENUES TOTAL</b>	<b>1,545,124</b>	<b>1,258,089</b>	<b>(287,035)</b>	<b>81%</b>
<b>EXPENDITURES</b>					
520557	Intergovernmental Services	(333,760)	(49,740)	284,020	15%
521150	Professional Services	(2,000)	0	2,000	0%
550760	Construction Projects	(50,000)	0	50,000	0%
562002	Principal-CWS/City Sunset Drive	(88,947)	(60,997)	27,950	69%
562042	Interest - CWS/City Sunset Drive	(32,013)	0	32,013	0%
580206	Contingency	(188,404)	0	188,404	0%
590304	Unapp Fund Balance	(850,000)	0	850,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,545,124)</b>	<b>(110,737)</b>	<b>1,434,387</b>	<b>7%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>1,147,352</b>		
	<b>Fund Total Revenues</b>	<b>1,545,124</b>	<b>1,258,089</b>		
	<b>Fund Total Expenditures</b>	<b>(1,545,124)</b>	<b>(110,737)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>1,147,352</b>		

## 630 - Water Fund

## Department #53 - Water

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440105	Residential Sales	1,412,745	827,027	(585,718)	59%
440106	Commercial Sales	465,301	286,002	(179,299)	61%
440118	Multi-Family Sales	380,432	201,395	(179,037)	53%
440120	Industrial Service - Special Contr	286,415	141,078	(145,337)	49%
440160	Non-Metered Sales	21,415	10,644	(10,771)	50%
440165	Connection Charges	40,936	14,794	(26,142)	36%
440305	Building Rental Income	35,928	17,965	(17,963)	50%
445020	Raw Water Sales	293,624	240,985	(52,639)	82%
445025	Timber Sales	420,000	907,844	487,844	216%
450057	Other	5,000	1,631	(3,369)	33%
470105	Interest	72,237	29,306	(42,931)	41%
495005	Fund Bal Avail. for Approp.	2,407,882	2,535,199	127,317	105%
	<b>REVENUES TOTAL</b>	<b>5,841,915</b>	<b>5,213,870</b>	<b>(628,045)</b>	<b>89%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(548,617)	(230,429)	318,188	42%
511015	Overtime	(27,711)	(11,925)	15,786	43%
512005	Health & Dental Benefits	(137,298)	(62,461)	74,837	45%
512008	Health Reimb Arrangement	(5,080)	(5,198)	(118)	102%
512010	Retirement	(101,847)	(42,414)	59,433	42%
512015	FICA	(43,553)	(18,477)	25,076	42%
512020	Workers Comp	(24,608)	(24,724)	(116)	100%
512025	Other Benefits	(3,283)	(1,559)	1,724	47%
512030	Other Payroll Taxes	(4,113)	(1,641)	2,472	40%
520110	Operating Supplies	(65,861)	(27,461)	38,400	42%
520120	Organization Business Expense	(150)	0	150	0%
520130	Personnel Uniforms & Equipment	(3,500)	(3,444)	56	98%
520150	Utilities	(79,150)	(28,511)	50,639	36%
520190	Computer Software	(3,000)	(812)	2,188	27%
520220	Small Equipment	(14,100)	(3,561)	10,539	25%
520240	Construction Supplies	(170,500)	(15,149)	155,351	9%
520250	JWC Water Purchases	(328,133)	(127,678)	200,455	39%
520503	Printing	(2,500)	(47)	2,454	2%
520506	Postage	(1,000)	(234)	766	23%
520509	Telephone	(5,250)	(2,716)	2,534	52%
520521	Public Information	(500)	0	500	0%
520524	Publications	(1,075)	(162)	913	15%
520530	Memberships	(800)	(815)	(15)	102%
520548	Watershed Management	(25,000)	(964)	24,037	4%
520550	Watershed Maintenance	(17,000)	(14,943)	2,057	88%
520551	Timber Harvesting	(190,000)	(349,136)	(159,136)	184%
520557	Intergovernmental Services	(57,500)	(18,565)	38,935	32%
520578	Insurance & Bonds	(26,675)	(26,675)	0	100%
521003	Training/Conferences	(6,300)	(205)	6,095	3%
521113	Attorney Services	(50,000)	(12,188)	37,812	24%
521150	Professional Services	(34,000)	(57,375)	(23,375)	169%
521168	Misc Medical Services	0	(664)	(664)	0%
521172	Bank Service Fees	(8,500)	(1,816)	6,684	21%
522003	Equipment Maint & Oper Supplies	(13,000)	(2,197)	10,803	17%
522012	Fuel/Oil	0	(135)	(135)	0%
522021	Equipment Fund Charges	(79,607)	(44,844)	34,763	56%
522022	Information Systems Fund Charge	(14,443)	(7,222)	7,221	50%

630 - Water Fund

Department #53 - Water

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
522023	General Fund Admin Services	(782,410)	(782,410)	0	100%
522303	Custodial	(7,500)	0	7,500	0%
522306	Rents & Leases	(1,500)	(3,757)	(2,257)	250%
522312	Facility Maintenance Supplies	(2,200)	(2,686)	(486)	122%
522315	Facility Mnt/Repairs	(3,000)	(3,863)	(863)	129%
550181	Major Tools & Work Equipment	(87,400)	0	87,400	0%
550190	Bond Projects	(4,000)	(8,414)	(4,414)	210%
550660	Joint - Capital Equipment	(2,601)	0	2,601	0%
550663	JWC - Other Projects	(204,000)	(25,712)	178,288	13%
550666	Water Line Extension	(260,000)	0	260,000	0%
550669	Water Treatment Plant Equip	(62,000)	(4,968)	57,032	8%
550672	Watershed Capital	(60,000)	(25,473)	34,527	42%
550760	Construction Projects	(30,000)	0	30,000	0%
562010	Principal - 2003 FFC Bonds	(225,000)	0	225,000	0%
562030	Principal - Scoggins Reservoir	(27,783)	0	27,783	0%
562045	Interest - 2003 FFC Bonds	(182,331)	(91,166)	91,165	50%
562070	Interest - Scoggins Reservoir	(45,014)	0	45,014	0%
570127	Transfer to Other Funds	(28,800)	(23,322)	5,478	81%
570130	In-Lieu of Tax	(107,996)	(107,996)	0	100%
580203	JWC - Contingency	(333,250)	0	333,250	0%
580206	Contingency	(100,000)	0	100,000	0%
580212	Debt Service Contingency	(400,000)	0	400,000	0%
590304	Unapp Fund Balance	(791,476)	0	791,476	0%
<b>EXPENDITURES TOTAL</b>		<b>(5,841,915)</b>	<b>(2,226,114)</b>	<b>3,615,801</b>	<b>38%</b>
<b>Department Net Totals</b>		<b>0</b>	<b>2,987,756</b>		
<b>Fund Total Revenues</b>		<b>5,841,915</b>	<b>5,213,870</b>		
<b>Fund Total Expenditures</b>		<b>(5,841,915)</b>	<b>(2,226,114)</b>		
<b>Fund Net</b>		<b>0</b>	<b>2,987,756</b>		

632 - Water SDC Fund

Department #53 - Water

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451005	System Development Charge	596,000	71,998	(524,002)	12%
470105	Interest	21,024	10,038	(10,986)	48%
495005	Fund Bal Avail. for Approp.	700,814	796,992	96,178	114%
	<b>REVENUES TOTAL</b>	<b>1,317,838</b>	<b>879,028</b>	<b>(438,810)</b>	<b>67%</b>
<b>EXPENDITURES</b>					
550760	Construction Projects	(442,000)	(59,259)	382,741	13%
580209	SDC Contingency	(50,838)	0	50,838	0%
590304	Unapp Fund Balance	(825,000)	0	825,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,317,838)</b>	<b>(59,259)</b>	<b>1,258,579</b>	<b>4%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>819,769</b>		
	<b>Fund Total Revenues</b>	<b>1,317,838</b>	<b>879,028</b>		
	<b>Fund Total Expenditures</b>	<b>(1,317,838)</b>	<b>(59,259)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>819,769</b>		

**640 - Surface Water Management Fund**

**Department #55 - Surf Water Mgmt**

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440101	Surface Water Management Fees	612,149	306,749	(305,400)	50%
450057	Other	0	67	67	0%
470105	Interest	18,248	5,653	(12,595)	31%
495005	Fund Bal Avail. for Approp.	608,259	570,290	(37,969)	94%
	<b>REVENUES TOTAL</b>	<b>1,238,656</b>	<b>882,758</b>	<b>(355,898)</b>	<b>71%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(138,456)	(77,486)	60,970	56%
511015	Overtime	0	(345)	(345)	0%
512005	Health & Dental Benefits	(34,279)	(17,063)	17,216	50%
512008	Health Reimb Arrangement	(1,383)	0	1,383	0%
512010	Retirement	(26,141)	(13,549)	12,592	52%
512015	FICA	(10,592)	(5,836)	4,756	55%
512020	Workers Comp	(7,007)	(7,051)	(44)	101%
512025	Other Benefits	(623)	(419)	204	67%
512030	Other Payroll Taxes	(1,003)	(395)	608	39%
520110	Operating Supplies	(1,500)	(590)	910	39%
520120	Organization Business Expense	(50)	0	50	0%
520130	Personnel Uniforms & Equipment	(1,500)	(1,201)	299	80%
520150	Utilities	(1,000)	0	1,000	0%
520190	Computer Software	(1,500)	(810)	690	54%
520220	Small Equipment	(2,000)	0	2,000	0%
520240	Construction Supplies	(10,500)	(96)	10,404	1%
520503	Printing	(1,500)	(852)	648	57%
520506	Postage	(50)	0	50	0%
520509	Telephone	(430)	(83)	347	19%
520521	Public Information	(500)	0	500	0%
520524	Publications	(275)	0	275	0%
520530	Memberships	0	(22)	(22)	0%
520557	Intergovernmental Services	(137,533)	(70,265)	67,268	51%
520578	Insurance & Bonds	(5,901)	(5,901)	0	100%
521003	Training/Conferences	(750)	0	750	0%
521150	Professional Services	(3,350)	(4,459)	(1,109)	133%
521168	Misc Medical Services	0	(106)	(106)	0%
522003	Equipment Maint & Oper Supplies	(1,300)	0	1,300	0%
522021	Equipment Fund Charges	(58,396)	(33,690)	24,706	58%
522022	Information Systems Fund Charge	(459)	(230)	229	50%
522023	General Fund Admin Services	(141,244)	(141,244)	0	100%
522306	Rents & Leases	(400)	0	400	0%
522309	Building/Facility Rental	(3,132)	(1,566)	1,566	50%
522312	Facility Maintenance Supplies	(2,000)	(13)	1,987	1%
550863	Storm Sewer Construction	(491,000)	(100,467)	390,533	20%
570130	In-Lieu of Tax	(32,828)	(32,828)	0	100%
580206	Contingency	(45,074)	0	45,074	0%
590304	Unapp Fund Balance	(75,000)	0	75,000	0%
	<b>EXPENDITURES TOTAL</b>	<b>(1,238,656)</b>	<b>(516,567)</b>	<b>722,089</b>	<b>42%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>366,192</b>		

640 - Surface Water Management Fund

Department #55 - Surf Water Mgmt

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
	Fund Total Revenues	1,238,656	882,758		
	Fund Total Expenditures	(1,238,656)	(516,567)		
	Fund Net	0	366,192		

642 - SWM SDC Fund

Department #55 - Surf Water Mgmt

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
451006	SWM SDC Quality	31,836	4,850	(26,986)	15%
451007	SWM SDC Quantity	38,910	0	(38,910)	0%
470105	Interest	10,459	4,119	(6,340)	39%
495005	Fund Bal Avail. for Approp.	348,639	291,013	(57,626)	83%
	<b>REVENUES TOTAL</b>	<b>429,844</b>	<b>299,983</b>	<b>(129,861)</b>	<b>70%</b>
<b>EXPENDITURES</b>					
550860	Quantity System Improvements	(113,000)	(17,015)	95,985	15%
550863	Storm Sewer Construction	0	(7,654)	(7,654)	0%
580207	SWM SDC Cont. Quality	(142,580)	0	142,580	0%
580208	SWM SDC Cont. Quantity	(174,264)	0	174,264	0%
	<b>EXPENDITURES TOTAL</b>	<b>(429,844)</b>	<b>(24,669)</b>	<b>405,175</b>	<b>6%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>275,314</b>		
	<b>Fund Total Revenues</b>	<b>429,844</b>	<b>299,983</b>		
	<b>Fund Total Expenditures</b>	<b>(429,844)</b>	<b>(24,669)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>275,314</b>		

710 - Information Systems Fund  
 Department #12 - Administration Services  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
430601	Public Library Support Grant	9,750	0	(9,750)	0%
440225	Equipment Charges	238,851	119,430	(119,421)	50%
470105	Interest	8,000	5,371	(2,629)	67%
495005	Fund Bal Avail. for Approp.	411,045	421,222	10,177	102%
	<b>REVENUES TOTAL</b>	<b>667,646</b>	<b>546,023</b>	<b>(121,623)</b>	<b>82%</b>
<b>EXPENDITURES</b>					
520110	Operating Supplies	(3,500)	(666)	2,834	19%
520190	Computer Software	(10,850)	(2,311)	8,539	21%
520200	Computer Software Maintenance	(32,701)	(26,029)	6,672	80%
520210	Computer Supplies	(19,450)	(4,002)	15,448	21%
520220	Small Equipment	(87,138)	(23,123)	64,015	27%
520506	Postage	0	(17)	(17)	0%
520557	Intergovernmental Services	(7,550)	(7,667)	(117)	102%
521150	Professional Services	(36,000)	0	36,000	0%
522003	Equipment Maint & Oper Supplies	(8,100)	(7,507)	593	93%
550051	Office Equipment & Furniture	(49,500)	0	49,500	0%
550460	Accounting System	(90,365)	(22,962)	67,403	25%
580206	Contingency	(10,000)	0	10,000	0%
590304	Unapp Fund Balance	(312,492)	0	312,492	0%
	<b>EXPENDITURES TOTAL</b>	<b>(667,646)</b>	<b>(94,283)</b>	<b>573,363</b>	<b>14%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>451,740</b>		
	<b>Fund Total Revenues</b>	<b>667,646</b>	<b>546,023</b>		
	<b>Fund Total Expenditures</b>	<b>(667,646)</b>	<b>(94,283)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>451,740</b>		

## 720 - Equipment Fund

## Department #56 - Equipment Rental &amp; Repl

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
440220	Equipment Rental	318,708	159,348	(159,360)	50%
440221	City Hall Vehicle Replacement	13,344	6,672	(6,672)	50%
440222	Parks Veh & Equipment Replacer	18,984	9,492	(9,492)	50%
440223	Police Veh & Equipment Replacer	66,200	33,100	(33,100)	50%
440224	Public Works Veh & Equipment R	196,608	60,804	(135,804)	31%
440227	Light/Fire Maintenance	34,000	16,439	(17,561)	48%
440228	Sale of Gas & Oil	43,500	28,749	(14,751)	66%
445015	Sale of Equipment	15,000	14,698	(302)	98%
470005	Transfers From Other Funds	40,000	0	(40,000)	0%
470105	Interest	5,120	1,119	(4,001)	22%
481005	Transfer from Other Funds	0	20,000	20,000	0%
495005	Fund Bal Avail. for Approp.	170,651	(90,984)	(261,635)	-53%
495010	City Hall Veh Fund Bal Avail	0	13,320	13,320	0%
495011	Parks Veh Fund Bal Avail	0	102,880	102,880	0%
495012	Police Veh Fund Bal Avail	0	77,903	77,903	0%
495013	PW Veh Fund Bal Avail	0	14,358	14,358	0%
	<b>REVENUES TOTAL</b>	<b>922,115</b>	<b>467,899</b>	<b>(454,216)</b>	<b>51%</b>
<b>EXPENDITURES</b>					
511005	Regular Employee Wages	(120,924)	(57,351)	63,573	47%
511015	Overtime	(757)	0	757	0%
512005	Health & Dental Benefits	(24,554)	(11,747)	12,807	48%
512008	Health Reimb Arrangement	(1,207)	0	1,207	0%
512010	Retirement	(22,814)	(10,839)	11,975	48%
512015	FICA	(9,309)	(4,351)	4,958	47%
512020	Workers Comp	(3,470)	(3,498)	(28)	101%
512025	Other Benefits	(638)	(414)	224	65%
512030	Other Payroll Taxes	(878)	(379)	499	43%
520110	Operating Supplies	(2,000)	(365)	1,635	18%
520120	Organization Business Expense	(150)	(12)	138	8%
520130	Personnel Uniforms & Equipment	(500)	(126)	374	25%
520190	Computer Software	(5,100)	0	5,100	0%
520220	Small Equipment	(3,000)	(3,197)	(197)	107%
520503	Printing	(50)	0	50	0%
520506	Postage	(200)	0	200	0%
520509	Telephone	(1,500)	(95)	1,405	6%
520521	Public Information	(50)	0	50	0%
520524	Publications	(100)	0	100	0%
520530	Memberships	0	(3)	(3)	0%
520557	Intergovernmental Services	(900)	(122)	778	14%
520578	Insurance & Bonds	(29,374)	(29,374)	0	100%
521003	Training/Conferences	(1,000)	(22)	978	2%
521150	Professional Services	(3,900)	(1,635)	2,265	42%
521168	Misc Medical Services	0	(36)	(36)	0%
521172	Bank Service Fees	(700)	(130)	570	19%
522003	Equipment Maint & Oper Supplies	(1,000)	(1,021)	(21)	102%
522009	Vehicle Maint & Oper Supplies	(60,000)	(30,501)	29,499	51%
522010	Vehicle Maint External	(25,000)	(3,740)	21,260	15%
522012	Fuel/Oil	(185,000)	(80,948)	104,052	44%
522022	Information Systems Fund Charge	(3,710)	(1,855)	1,855	50%
522306	Rents & Leases	(200)	0	200	0%
522309	Building/Facility Rental	(23,400)	(11,700)	11,700	50%

720 - Equipment Fund

Department #56 - Equipment Rental & Repl

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
550181	Major Tools & Work Equipment	(8,000)	0	8,000	0%
551263	Parks Veh & Equipmnt Replacem	(73,000)	(58,051)	14,949	80%
551264	Police Veh & Equipmnt Replacem	(30,000)	0	30,000	0%
551265	Public Works Veh & Equipmnt Re	(75,000)	0	75,000	0%
580206	Contingency	(50,000)	0	50,000	0%
590304	Unapp Fund Balance	(154,730)	0	154,730	0%
	<b>EXPENDITURES TOTAL</b>	<b>(922,115)</b>	<b>(311,512)</b>	<b>610,603</b>	<b>34%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>156,387</b>		
	<b>Fund Total Revenues</b>	<b>922,115</b>	<b>467,899</b>		
	<b>Fund Total Expenditures</b>	<b>(922,115)</b>	<b>(311,512)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>156,387</b>		

730 - City Utility Fund

Department #12 - Administration Services

For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
481005	Transfer from Other Funds	114,530	50,178	(64,352)	44%
481010	Transfer from Water Fund	28,800	23,322	(5,478)	81%
	<b>REVENUES TOTAL</b>	<b>143,330</b>	<b>73,500</b>	<b>(69,830)</b>	<b>51%</b>
<b>EXPENDITURES</b>					
520151	City Hall Utilities	(19,450)	(11,114)	8,336	57%
520152	Library Utilities	(34,550)	(11,510)	23,040	33%
520153	Aquatics Utilities	(33,800)	(17,631)	16,169	52%
520154	Parks Utilities	(22,780)	(20,267)	2,513	89%
520155	Police Utilities	(19,000)	(6,751)	12,249	36%
520156	Fire Utilities	(10,500)	(5,399)	5,101	51%
520157	Engineering Building Utilities	(3,250)	(827)	2,423	25%
	<b>EXPENDITURES TOTAL</b>	<b>(143,330)</b>	<b>(73,500)</b>	<b>69,830</b>	<b>51%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>0</b>		
	<b>Fund Total Revenues</b>	<b>143,330</b>	<b>73,500</b>		
	<b>Fund Total Expenditures</b>	<b>(143,330)</b>	<b>(73,500)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>0</b>		

740 - Risk Management Fund  
 Department #12 - Administration Services  
 For the Period Ending: December, 2008

Budget Year Elapsed → 50%

G/L Account #	Account Name	Budget	YTD Activity	Balance	% Used
<b>REVENUES</b>					
444126	P/L Insurance - General Fund	92,937	92,937	0	100%
444127	P/L Insurance - Other Funds	116,397	116,397	0	100%
444128	WC Insurance - General Fund	147,853	148,826	973	101%
444129	WC Insurance - Other Funds	98,017	98,018	1	100%
470105	Interest	4,200	4,932	732	117%
495005	Fund Bal Avail. for Approp.	215,146	253,618	38,472	118%
	<b>REVENUES TOTAL</b>	<b>674,550</b>	<b>714,729</b>	<b>40,179</b>	<b>106%</b>
<b>EXPENDITURES</b>					
520585	Property/Liability Premiums	(209,334)	(155,802)	53,532	74%
520586	P/L Claims - General Fund	(4,200)	(1,813)	2,387	43%
520590	Worker's Compensation Premium	(245,870)	(58,261)	187,609	24%
520591	WC Claims - General Fund	0	(43,523)	(43,523)	0%
580206	Contingency	(68,910)	0	68,910	0%
590303	Reserved Fund Balance	(146,236)	0	146,236	0%
	<b>EXPENDITURES TOTAL</b>	<b>(674,550)</b>	<b>(259,398)</b>	<b>415,152</b>	<b>38%</b>
	<b>Department Net Totals</b>	<b>0</b>	<b>455,330</b>		
	<b>Fund Total Revenues</b>	<b>674,550</b>	<b>714,729</b>		
	<b>Fund Total Expenditures</b>	<b>(674,550)</b>	<b>(259,398)</b>		
	<b>Fund Net</b>	<b>0</b>	<b>455,330</b>		