

## May-09

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						2 COUNCIL WS 8am-10am Coffee Hour	
3	Planning Comm 7pm  <b>CITY COUNCIL WORK SESSION - TBA</b>	4	5	6	7	8	
		Fire Bd 8pm	Water Providers CB 7pm	EDC Noon		9 Citywide Shred Day	
10	<b>CITY COUNCIL</b> 5:30 PM - WORK SESSION (TSP) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11	12	13	14	15	
		PU & Clark Dist Walk Tour, 5:30pm Sponsored by Metro		Budget Committee 1st Meeting 7:00 pm - Comm Aud		16	
		CCI 4:30pm Library 6:30pm		PAC 5pm			
17	Planning Comm 7pm  <b>CITY COUNCIL WORK SESSION - TBA</b>	18	19	20	21	22	
		<b>Special Election</b>		Budget Committee 2nd Meeting 7:00 pm - Comm Aud		23	
		Senior Ctr Bd 6pm	P&R 7am CFC 5:15pm	Fernhill Wetlands 6pm			
24	HOLIDAY CITY OFFICES CLOSED	25	26	27	28	29	
			<b>CITY COUNCIL</b> 5:30 PM - EXE SESSION (Prop) 6:00 PM - JTWS W/PC (Reserves) 7:00 PM - REGULAR MEETING 7:30 PM - WS (?Charter) COMMUNITY AUDITORIUM			30	
			HLB 7pm	PSAC 7:30am			
31							

## June-09

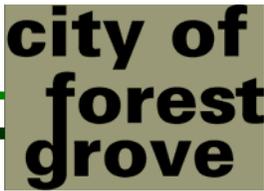
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				4	5	6
	<b>CITY COUNCIL</b> JT WORK SESS W/PLANNING COMM Code Ordinances Review (Sign&ROW) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	1	2	3	4	5
		Fire Bd 8pm		Budget Committee 3rd Meeting 7:00 pm - Comm Aud		6 COUNCIL WS 8am-10am Coffee Hour Thatcher Park Event - Noon
		CCI 4:30pm Library 6:30pm		EDC Noon		
7	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	8	9	10	11	12
				PAC 5pm	JWC Noon	13
14	Planning Comm 7pm  <b>CITY COUNCIL WORK SESSION - TBA</b>	15	16	17	18	19
		Senior Ctr Bd 6pm	P&R 7am CFC 5:15pm	Fernhill Wetlands 6pm		20
21	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	22	23	24	25	26
		HLB 7pm	PSAC 7:30am			27
		<i>Johnston out</i>				
		<i>FG Adult Delegation Visit to Nyuzen, Japan</i>				
28	29	30				
<i>FG Adult Delegation Visit to Nyuzen, Japan</i>						

## July-09

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
				EDC Noon	HOLIDAY CITY OFFICES CLOSED	4 COUNCIL WS 8am-10am Coffee Hour
		<i>Johnston out</i>				
5	Planning Comm 7pm  <b>CITY COUNCIL WORK SESSION - TBA</b>	6	7	8	9	10
				PAC 5pm	JWC Noon	11
		<i>Johnston out</i>				
12	<b>CITY COUNCIL</b> 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13	14	15	16	17
		CCI 4:30pm Library 6:30pm		<b>2nd Qtrly Disclosure Due</b> Apr 1 - Jun 30 Rpt Period	Fernhill Wetlands 6pm	18
			P&R 7am CFC 5:15pm			
		<i>Johnston out</i>				
19	Planning Comm 7pm  <b>CITY COUNCIL WORK SESSION - TBA</b>	20	21	22	23	24
		Senior Ctr Bd 6pm	PSAC 7:30am			25
		<i>Johnston out</i>				
26	<b>NO CITY COUNCIL MEETING</b>	27	28	29	30	31
		HLB 7pm				
		<i>Johnston out</i>		<i>Mayors' Association Summer Conference - Pacific University</i>		

TBA = To be announced at a later date. Please review meeting agenda for meeting time in case of change(s).

5/6/2009 Calendar CC



# FOREST GROVE CITY COUNCIL

## Monday, May 11, 2009

5:30 PM – Work Session (Transportation & Access Mgmt Plan)  
7:00 PM – Regular Meeting

Community Auditorium  
1915 Main Street  
Forest Grove, OR 97116

Forest Grove City Council Meetings are broadcast by Tualatin Valley Community Television (TVCTV) Government Access Programming. To obtain the monthly programming schedule, please contact TVCTV at 503.629.8534 or call the City Recorder at 503.992.3235.

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

Rob Foster  
Public Works Director  
Derek Robbins  
Civil Engineer  
Jon Holan  
Community Development  
Director

5:30 WORK SESSION: TRANSPORTATION AND ACCESS MANAGEMENT PLAN

The City Council will convene in the Community Auditorium 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

1. **PROCLAMATIONS:**

- 1. A. • *Emergency Medical Services Week*
- 1. B. • *National Public Works Week*
- 1. C. • *National Historic Preservation Week*

1. D. **ERIC G. STEWART AWARD PRESENTATION:**

- *Presenting to Kimberli Fitzgerald*

2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. Please sign-in before the meeting on the Citizen Communications form posted in the foyer. In the interest of time, please limit comments to two minutes. Thank you.

3. **CONSENT AGENDA:** See Page 4

4. **ADDITIONS/DELETIONS:**

5. **PRESENTATIONS:**

Colleen Winters Library Director	7:15	5. A.	• <i>Forest Grove Library Foundation Update, Rod Fuiten, Forest Grove Library Foundation President</i>
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Colleen Winters Library Director	7:30	5. B.	• <i>Public Arts Commission (PAC) Proposal to Purchase Public Arts Update, Kathleen Leatham, PAC Chair</i>
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Rob Foster Public Works Director Derek Robbins Civil Engineer	7:45	5. C.	• <i>Forest Grove Transportation and Access Management Plan Update</i>
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Paul Downey Administrative Services Director	8:00	6.	<b><u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2009-06 ADOPTING PROVISIONS TO IMPLEMENT BUSINESS RECYCLING REQUIREMENT, AMENDING FOREST GROVE CODE CHAPTER 7 BY ADDING CODE SECTION 7.700 RELATING TO BUSINESS RECYCLING</u></b>
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Tom Gamble Parks and Recreation Director	8:15	7.	<b><u>PUBLIC HEARING AND RESOLUTION NO. 2009-24 SETTING AQUATIC CENTER FEES AND CHARGES, EFFECTIVE JULY 1, 2009, AND REPEALING RESOLUTION NO. 2008-32</u></b>
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Jon Holan  
Community Development  
Director

8:30

8. RESOLUTION NO. 2009-25 OF THE CITY OF FOREST GROVE SUPPORTING COOPERATIVE EFFORTS RELATING TO TRANSPORTATION, LAND USE, AND ECONOMIC DEVELOPMENT ISSUES WITHIN THE FIVE-WESTERN WASHINGTON COUNTY CITIES (BANKS, CORNELIUS, FOREST GROVE, HILLSBORO, AND NORTH PLAINS)

Jon Holan  
Community Development  
Director

8:45

9. RESOLUTION NO. 2009-26 OF THE CITY OF FOREST GROVE APPROVING THE ADOPTION OF THE URBANIZATION PRINCIPLES FOR JURISDICTIONS WITHIN WESTERN WASHINGTON COUNTY

Paul Downey  
Administrative Services  
Director

9:00

10. DISCUSS AND DETERMINE DISTRIBUTION OF FUNDING FOR COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECTS FOR FISCAL YEAR 2009-10

Michael Sykes  
City Manager

9:30

11. CITY MANAGER'S REPORT:
- 11. A. • *TriMet Line 57 Extension Assessment*
  - 11. B. • *Clean Water Services Projected Fiscal Year 2010 Fees*

9:45

12. COUNCIL COMMUNICATIONS:

10:00

13. ADJOURNMENT

- 
3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve City Council Work Session (CEP Interviews) Meeting Minutes of April 20, 2009
  - B. Approve City Council Executive Session (Labor Negotiations) Meeting Minutes of April 27, 2009.
  - C. Approve City Council Regular Meeting Minutes of April 27, 2009.
  - D. Accept Historic Landmarks Board Meeting Minutes of February 24 and March 24, 2009.
  - E. Accept Parks and Recreation Commission Meeting Minutes of March 18, 2009.
  - F. Community Development Department Monthly Building Activity Informational Report for April, 2009.
  - G. Fire Department Monthly Statistics Report for March 2009.
  - H. Endorse New Liquor License Application (Warehouse) for Henningsen Cold Storage Company, 4124 24<sup>th</sup> Avenue (Applicant: James Bell).

May 11, 2009

## HIGHWAY 47 ACCESS MANAGEMENT PLAN

**Project Team:** Rob Foster, Public Works Director  
Jon Holan, Community Development Director  
Derek Robbins, Civil Engineer  
Michael Sykes, City Manager

**ISSUE STATEMENT:** The purpose of this Work Session is to introduce and receive feedback on a Highway 47 Access Management Plan (AMP) that is currently being discussed.

**BACKGROUND/UPDATE:** The Oregon Department of Transportation (ODOT), Forest Grove City staff, and DKS Associates, consultant, have been working with stakeholders to develop an AMP for Highway 47 consistent with OAR 734 Division 51, as well as pertinent goals, plans, and policies from the City, Washington County, and Metro. Ultimately, the plan will include access management recommendations that balance the City of Forest Grove's land use, local street, and economic development goals with the State access management requirements for safe and efficient highway operations.

The AMP work was initiated back in August of 2005 by the City during discussions with ODOT about potential new roadway connections and developments. Currently, the work on the AMP is running in parallel with updates to the Transportation System Plan. Attached for the City Council consideration is a consultant's Draft of a recommended AMP. This recommendation developed from an initial analysis of access management on Highway 47 and six tested alternatives. The Project Advisory Committee recently modified the consultant's Draft AMP, which has also been included for the discussion. Staff will be reviewing key findings from the initial analysis and previous discussion of the AMP during the Work Session with City Council and making a formal presentation during the regular meeting.

An initial public workshop on the Transportation System Plan Update and Draft AMP will be held on May 28, 2009. City staff will then be coming back to City Council and holding public hearings before final local adoption in late July or early August. The ODOT will then take the final AMP through the Oregon Transportation Commission adoption process. Attached is a timeline of these events.

**RECOMMENDATION:** This is an informational Work Session with City Council. Staff is seeking input from Council and will answer any questions the Council may have on the Draft AMP.

## Memorandum

**DATE:** April 28, 2009  
**TO:** The Forest Grove TSP/Highway 47 AMP Public Advisory Committee  
**FROM:** Carl Springer P.E.  
Mat Dolata

**SUBJECT: Recommended Alternative on Highway 47**

P07136-000-000

The purpose of this memorandum is to identify a recommended access alternative for Highway 47 within the City of Forest Grove. The memorandum will discuss the objectives identified for the corridor and tradeoffs between various alternatives. The package of projects that make up the recommended scenario will be included in the Transportation System Plan (TSP) and Highway 47 Access Management Plan (AMP).

### Future Needs Summary

The needs and deficiencies for the Forest Grove transportation system were identified in the TSP (Chapter 4: Future Needs) and the AMP Alternatives Analysis Memorandum, but are briefly summarized below.

### Operations and Mobility Standards

ODOT traffic operations, access spacing and signal spacing standards are identified for the corridor. The standards and policies are intended to maintain highway mobility, safety, and the “bypass” function for Highway 47 in Forest Grove.

The results of the operational analysis for the AMP base scenario indicate both signalized intersections on Highway 47 (at Pacific Avenue and Sunset Drive) work within ODOT performance standards, but five unsignalized intersections are expected to be deficient with future (2030) traffic demand. The failing unsignalized intersections along Highway 47 include cross streets at Purdin Road / Verboort Road, Martin Road, 19<sup>th</sup> Avenue, Maple Street / Fern Hill Road, and B Street.

The intersection operations analysis indicates several notable patterns in travel demand:

- New development in the northwest section of the City will increase demand at the Purdin Road / Verboort Road / Highway 47 intersection, even with a new intersection at David Hill Road at Highway 47.
- In the northern section of the City, growth in demand is significant for southbound travel (from US 26) making left turns onto Highway 47, especially at Martin Road.

- Growth in demand at Pacific Avenue and Highway 47 does not result in performance below the minimum accepted operating standards, but significant delays are expected, as the v/c ratio (0.94) approaches the minimum standard (0.99).

Table 2 – Highway 47 Intersection Operations

Intersection	Existing (2008)		Future Base (2030)		ODOT Standard
	Level of Service	Volume / Capacity	Level of Service	Volume / Capacity	Volume / Capacity
<i>Unsignalized Intersections</i>					
Highway 47 / Purdin Road	A/D	0.71	A/F	>1.0	0.70
Highway 47 / David Hill Road	-	-	A/F	0.82	0.99
Highway 47 / Oak Street	A/C	0.14	A/F	0.85	0.99
Highway 47 / Martin Road	A/D	0.73	A/F	>1.0	0.99
Highway 47 / 24th Avenue	A/C	0.19	A/E	0.52	0.99
Highway 47 / 19th Avenue	A/D	0.42	A/F	>1.0	0.99
Highway 47 / Poplar Street	A/C	0.31	A/E	0.55	0.99
Highway 47 / Maple Street	A/F	1.00	A/F	>1.0	0.99
Highway 47 / Elm Street	A/D	0.45	A/F	0.72	0.99
Highway 47 / B Street	A/C	0.37	A/F	0.84	0.75
<i>Signalized Intersections</i>					
Highway 47 / Sunset Drive	C	0.36	D	0.52	0.99
Highway 47 / Pacific Avenue	D	0.92	E	0.94	0.99

**Bold text** indicates intersections failing to meet minimum performance standards.

### Local Access and Connectivity

To serve all modes of travel and provide a pattern of connected streets, crossings along Highway 47 should be located where they best serve local demand. As safe crossing opportunities are limited to the two intersections with traffic signals along Highway 47 in Forest Grove, a significant barrier-effect exists for pedestrian and bicycle traffic. Worn footpaths indicate demand for more crossing points particularly where development exists on both sides of Highway 47, between 23<sup>rd</sup> Avenue and Poplar Street.

### Alternatives Analysis Summary

Six alternative circulation and access scenarios along the Highway 47 corridor in Forest Grove that sought to balance serving the various components of travel demand without compromising the highway functional performance and standards. These alternatives were not the only options available in Forest Grove. Rather, they served to illustrate a toolbox of projects that could be pursued to balance the safety, mobility, accessibility and connectivity needs of the City's transportation system and the Highway.

The transportation improvement projects considered under the Alternatives Analysis included the following elements:

- New traffic signals on Highway 47 (at David Hill Road, Oak Street / Porter Road, Martin Road, 24<sup>th</sup> Avenue, 19<sup>th</sup> Avenue, Fern Hill Road / Maple Street, Elm Street and B Street.)
- New turn lanes on Highway 47 (at Pacific Avenue)
- New connections to Highway 47 (at David Hill Road, Hawthorne Street, Martin Road, 24<sup>th</sup> Avenue, and 19<sup>th</sup> Avenue)
- Widening Highway 47 to five lanes between 24<sup>th</sup> Avenue and Pacific Avenue
- Extending the Pacific Avenue / 19<sup>th</sup> Avenue couplet to Highway 47
- Turn restrictions or connection closures (at David Hill Road, Oak Street / Porter Road, Martin Road, and 24<sup>th</sup> Avenue)
- Local connections (Yew Street from Martin Road to 24<sup>th</sup> Avenue, new streets connecting Fern Hill Road to Elm Street and Poplar street south of Highway 47, and a frontage road parallel to Quince Street)
- Removing the traffic signal at Sunset Drive

The Alternatives Analysis did not yield a clear choice for a recommended scenario that met all of the identified goals and objectives for the Highway corridor. Each scenario represented tradeoffs and presented unresolved issues. Despite the lack of one clear solution, the analysis yielded consistent findings that guided the selection of the package of projects included in the recommended alternative. Key findings from the Alternatives Analysis included:

- In all future scenarios, a traffic signal or roundabout is needed at B Street and Purdin Road / Verboort Road intersections to meet ODOT performance standards for intersections outside of the Metro Urban Growth Boundary.
- The two intersections with existing traffic signals (Sunset Drive and Pacific Avenue) meet operational standards in all scenarios. However, Pacific Avenue experienced significant delays as currently configured, with LOS E operations projected.
- An additional traffic signal is needed between Pacific Avenue and Sunset Drive to serve the projected increase in demand between US 26 and Forest Grove.
- Without an extension on the west approach, the projected deficiency at 19<sup>th</sup> Avenue and Highway 47 can be mitigated with an additional turn lane. The extension of 19<sup>th</sup> Avenue west to Highway 47 creates an operational deficiency at the intersection that is likely to require a traffic signal.
- The intersection of Highway 47 with Fern Hill Road / Maple Street requires a traffic signal to meet future operational performance standards in all identified scenarios.

## **Recommended Alternative**

The recommended alternative would serve the future demand for traffic while also maintaining the operational and safety standards developed by ODOT. The objectives of the recommended alternative are as follows:

- Configure Highway access and traffic signals to conform, to the extent possible, to ODOT standards
- Enhance pedestrian and bicycle access and safety
- Improve local connectivity
- Minimize overall construction costs

Traffic signals and a new Highway access point are added only where both an operational issue for motor vehicles is addressed and a pedestrian and bicycle crossing between developed urban areas is provided. The scenario includes access closures and new local connections to direct demand to signalized intersections and improve access management along the corridor. Intersection improvements (including turn lanes, traffic signals and roundabouts) are included only where consistent operational issues were identified in the Alternatives Analysis. Given limited funding availability, the recommended alternative attempts to minimize project costs for the transportation system in Forest Grove.

## **Recommended Projects**

The projects included in the recommended alternative are illustrated in Figure 1. The roadway projects include several previously identified in the Metro Regional Transportation Plan (RTP):

- 23<sup>rd</sup>/24<sup>th</sup> Avenue extension to Highway 47
- Heather Industrial Connector from Cornelius to Poplar Street
- Holladay Street Extension from 4<sup>th</sup> Avenue to Yew Street
- Turn lane and traffic signal modification at Highway 47 / Pacific Avenue
- E Street / Pacific Avenue / 19<sup>th</sup> Avenue – couplet extension to roundabout at E Street

Of particular note to the AMP alternatives analysis is the 23<sup>rd</sup>/24<sup>th</sup> Avenue extension. This extension provides an opportunity for a signalized pedestrian crossing, improves freight mobility between industrial areas, and presents a parallel or alternative route for vehicles that would otherwise travel through the congested intersection at Highway 47 and Pacific Avenue.

The Alternatives Analysis findings included consistent operational deficiencies at several Highway 47 intersections. Construction of intersection improvements would mitigate these issues without constructing new roadways. Recommended intersection improvements include:

- Roundabout at Purdin Road / Verboort Road

- Turn lane on westbound 19<sup>th</sup> Avenue, approaching Highway 47<sup>1</sup>
- Traffic Signal at Maple Street / Fern Hill Road
- Traffic Signal at B Street

Connectivity within the local roadway system and access to Highway 47 is addressed through several other programs with the intent of directing demand to signalized intersections along the Highway and addressing operational deficiencies while limiting project costs.

Projects related to roadway connections include:

- Pave and extend Beal Road/McKibbon Road to Martin Road\*
- Close access to Highway 47 at Porter Road
- Close access to Highway 47 at Martin Road
- Realign 24<sup>th</sup> Avenue to connect directly with the Holladay Extension at Yew Street
- Provide a new local connection from Fern Hill Road to Elm Street
- Extend 26<sup>th</sup> Avenue to Oak Street
- Extend Main Street to David Hill Road
- Extend David Hill Road to Main Street
- Extend Main Street to Purdin Road\*

\*Project is located outside of the Forest Grove and Metro Urban Growth Boundary and may therefore be require expansion of the boundary before construction takes place.

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<sup>1</sup> This may be achieved by re-stripping the approach, without additional construction necessary.

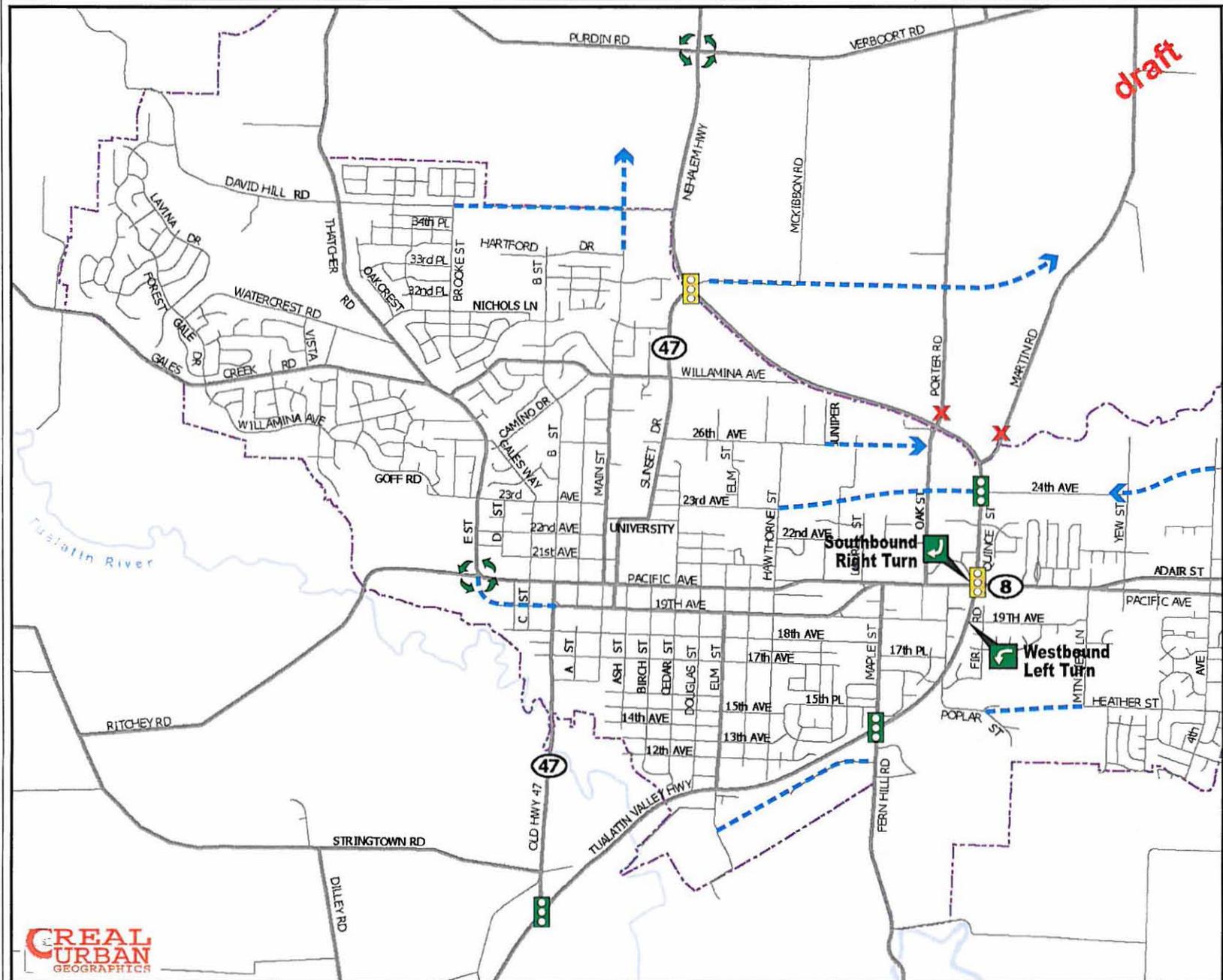
# city of forest grove

## Access Management Plan

### Legend

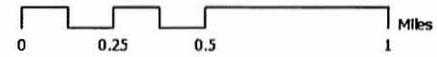
-  Water
-  City Limits
-  Urban Growth Boundary
-  Proposed Roadway Project (Conceptual)
-  Proposed Roundabout
-  Proposed Access Closure
-  Proposed Traffic Signal
-  Existing Traffic Signal

draft



**FIGURE**

**RECOMMENDED ALTERNATIVE**



**Operations Summary**

Table 2 summarizes the findings of the operations analysis for the Recommended Alternative and compares operations to the Base scenario. All operational issues have been addressed with the package of projects identified above.

**Table 2 – Highway 47 Intersection Operations (Recommended Alternative)**

Intersection	Base		Recommended Alternative	
	Level of Service	Volume / Capacity	Level of Service	Volume / Capacity
<i>Unsignalized Intersections</i>				
Highway 47/Purdin Road	A/F	>1.0	B	0.65
Highway 47/David Hill Road	A/F	0.82	-	-
Highway 47/Oak Street	A/F	0.85	A/C	0.21
Highway 47/Martin Road	A/F	>1.0	-	-
Highway 47/24th Avenue	A/E	0.52	B*	0.61
Highway 47/19th Avenue	A/F	>1.0	A/D	0.24
Highway 47/Poplar Street	A/E	0.55	A/C	0.47
Highway 47/Maple Street	A/F	>1.0	B*	0.62
Highway 47/Elm Street	A/F	0.72	A/F	0.68
Highway 47/B Street	A/F	0.84	A*	0.65
<i>Signalized Intersections</i>				
Highway 47/Sunset Drive	D	0.52	D	0.74
Highway 47/Pacific Avenue	E	0.94	D	0.89

*\*Signalized intersection in alternative.*

**Discussion of Benefits**

For purposes of PM peak hour operational performances at Highway 47 intersections in Forest Grove, the key decision is related to how to serve the traffic demand from US 26 to southbound Highway 47. Demand from traffic from the east is currently directed towards Martin Road and Pacific Avenue, where delay is considered to be significant under the future scenario. An additional signalized intersection appears necessary to serve this demand while maintaining ODOT operational performance standards. The three primary candidates for a new signalized crossing are 24<sup>th</sup> Avenue, Martin Road and Oak Street / Porter Road. ODOT signal spacing standards preclude signalizing multiple intersections in close proximity; therefore one intersection must be selected for construction of a traffic signal along this segment of roadway.

The decision to choose 24<sup>th</sup> Avenue for signalization ahead of Oak Street / Porter Road and Martin Road is based on three factors: pedestrian and bicycle connectivity, freight access between industrial areas, and the potential to create a parallel route of travel that will improve operations along Pacific Avenue, particularly at the intersection of Highway 47, where significant delay and queuing is projected. Constructing the 23<sup>rd</sup>/24<sup>th</sup> avenue extension and realigning 24<sup>th</sup> Avenue near Yew Street to connect directly to the proposed extension of Holladay Street (or aligning Holladay Street to connect directly to the existing 24<sup>th</sup> Avenue alignment) creates a direct route connecting Sunset Drive in Forest Grove to 10<sup>th</sup> Avenue in Cornelius.

By closing access to Highway 47 at Martin Road and Porter Road, trips traveling from US 26 to Forest Grove are directed towards Verboort Road or 10<sup>th</sup> Avenue (connecting to Forest Grove via Holladay Street and 24<sup>th</sup> Avenue). Construction of the proposed extension and paving of Beal Road/McKibbon Road to connect to Martin Road would provide a third option for travel between Forest Grove and US 26. Each of these connections would cross Highway 47 at a traffic signal or roundabout that already exists or is likely to be needed regardless of alternatives considered. If the Porter Road or Martin Road access points remain, demand will orient towards those intersections and create operational deficiencies that will require additional traffic signals. This scenario minimizes the number of signals along Highway 47 in order to maintain mobility, while still maintaining operational standards and providing for local crossing demand.

In this scenario, access from Forest Grove to Highway 47 is improved (via the 24<sup>th</sup> Avenue extension) without compromising access management along the corridor.

### **Remaining Issues**

As discussed previously, no identified solution meets all of the project objectives for local accessibility and highway mobility while serving the needs of all of the various transportation demand segments and meeting the defined operational standards and state transportation planning guidelines. The primary tradeoffs associated with the benefits identified above are related to local access to the highway for motor vehicles and the location of crossing points for pedestrians and bicyclists. Most notable among these is the local desire for additional connections to Highway 47 to serve residential demand at Hawthorne Street and David Hill Road and potential commercial development at the west approach at 19<sup>th</sup> Street and Highway 47. These connections are viewed as important residential and commercial connections for residents of the City. While new crossings for pedestrians and bicyclists are included at proposed traffic signals at 24<sup>th</sup> Avenue and Maple Street / Fern Hill road, crossings at David Hill Road (for a proposed trail connection), and 19<sup>th</sup> Avenue or Poplar Street (based on worn footpaths in the vicinity) are not included. These pedestrian and bicyclists would instead be directed towards the proposed traffic signal crossings at Maple Street / Fern Hill Road, Pacific Avenue, 24<sup>th</sup> Avenue, and Sunset Drive.

In addition to the issues identified above, the projects located outside of the Urban Growth Boundary may face jurisdictional and state planning rule hurdles that prevent their

construction in the short term. Also urban growth beyond the project horizon year (2030) should be considered. If areas to the north of Highway 47 are developed, local traffic may need to be served by connections via Oak Street / Porter Road or an extension of Hawthorne Street to McKibbon Road. David Hill Road may also be an important east/west connection across Highway 47. The flexibility to provide these crossings should be maintained as it is in the City's interest to provide efficient access between various areas within the City limits and in ODOT's interest to maintain mobility on the corridor by limiting local trips that have alternatives to using the Highway system. For this reason property that is adjacent to potential crossing points should be retained for future consideration.

Perhaps most importantly, the costs for new connections, intersection improvements, and roadway closures are significant for both ODOT and the City. The identified recommended scenario attempts to minimize project costs while still serving travel demand without operational deficiencies at Highway 47 intersections.

#### **Candidate Improvements That Were Not Advanced**

Several candidate projects along Highway 47 were considered as part of the alternatives analysis but ultimately not included in the recommended alternative. The following section describes some of these projects and identifies rationale for the decision to exclude them from the package of projects in the recommended alternative:

1. **Traffic Signal at Purdin Road / Verboort Road:** The current operational deficiency, which will continue to degrade with forecasted increases in volume, may be addressed with either a traffic signal or a roundabout. ODOT recommends long-term construction of a roundabout based on a study of crash reduction benefits and costs. This is a desirable location for a roundabout given the character of the surrounding area and safety concerns resulting from high-speed travel.
2. **Access at David Hill Road:** While David Hill Road would be used by a significant portion of the residential growth in the northwest part of Forest Grove and provide a crossing point for a proposed multi-use trail, several new operational and safety issues would be created by extending David Hill Road to Highway 47. A signal at the intersection would compromise mobility along the corridor. If the intersection were not signalized, it would experience significant delay on the minor street approach. In either case, Highway 47 would likely need to be widened to three lanes for safety and mobility concerns related to northbound left turns blocking through traffic on Highway 47. Given the proximity of the Sunset Drive signal and proposed roundabout at Purdin Road / Verboort Road, as well as the additional costs associated with reconstructing the Highway 47 intersection, this access is not included in the recommended alternative. Instead, Main Street should be extended to provide connectivity to the south, and eventually (as the City expands beyond the current Urban Growth Boundary along David Hill Road) north to Purdin Road. The trail crossing should be incorporated into the Sunset Drive intersection.

3. **Removing the Traffic Signal at Sunset Drive:** Despite relatively low volumes for a signalized intersection, there is little reason to incur the cost to remove the traffic signal at this intersection or construct new access points that would direct demand away from the intersection. The potential exists for more efficient use of the intersection's vehicle carrying capacity by directed traffic away from other intersections to utilize the existing signal. Paving and extending Beal Road/McKibbon Road to connect to Martin Road could potentially serve a significant demand, if and when the Urban Growth Boundary is extended to encompass the lands east of Highway 47 and north of Martin Road.
4. **Access at Hawthorne Street:** While extending Hawthorne Street from 26<sup>th</sup> Avenue to Highway 47 could provide a popular connection for some residents of Forest Grove, it does not address any of the identified operational needs along the Highway. Oak Street serves demand that would be served by a Hawthorne Street extension to the east and Sunset Drive provides access to the west without any identified operational deficiencies. The connection would compromise access management standards along the Highway 47 corridor and would likely necessitate widening Highway 47 to three lanes to prevent westbound left turn blockage (similar to the issue at David Hill Road). In addition, existing development presents an obstacle for extension of the roadway north of 26<sup>th</sup> Avenue. Instead of providing a new Highway 47 access at a Hawthorne Street extension, east/west connections should be provided via extensions of 23<sup>rd</sup>/24<sup>th</sup> Avenue to Highway 47 and 26<sup>th</sup> Avenue to Oak Street.



5. **Traffic Signal at Oak Street / Porter Road:** The traffic demand at Oak Street / Porter Road is heavily influenced by the potential construction of the 23rd/24th Street extension. With construction of the extension, turn volumes are relatively minor and the intersection may be a candidate for closure to maintain access management along Highway 47. However, with closure of Martin Road access at Highway 47, much of the southbound left turn traffic from that intersection shifts to Porter Road, creating a new operational deficiency during the PM peak hour. As a result, the north approach (Porter Road) is recommended for closure with the traffic demand to/from US 26 to the east being served via the proposed roundabout at Verboort Road and the proposed traffic signal at the 24<sup>th</sup> Avenue. In addition, the proposed extension of Beal Road/McKibbon Road between Martin Road and the existing signal at Sunset Drive could provide a third route for this traffic. Locating a traffic signal at Oak Street / Porter Road would not serve pedestrian and bicycle demand between developed areas.

6. **Traffic Signal at Martin Road:** The future base scenario shows significant growth for westbound left turns at the intersection (from growth in PM traffic from US 26). This intersection fails to meet performance standards unless a traffic signal is constructed or alternative access from the northwest to the Highway is created. ODOT traffic signal and access spacing standards discourage locating signals in close proximity to each other, therefore only one traffic signal is considered between three possible locations: Oak Street / Porter Road, Martin Road, and 24<sup>th</sup> Avenue. A signal at 24<sup>th</sup> Avenue was determined to be the best location because of its ability to provide a pedestrian and bicycle crossing between developed areas as well as its potential to provide a parallel route to Pacific Avenue and an industrial connection for freight vehicles on either side of Highway 47.  
  
To avoid an operational deficiency at Martin Road (without a traffic signal) access closure is recommended with traffic instead served by the 23<sup>rd</sup>/24<sup>th</sup> Avenue and Holladay Street extensions (tying into 10<sup>th</sup> Avenue in Cornelius), the proposed roundabout at Verboort Road and Highway 47, and the proposed extension of Beal Road/McKibbon Road to the traffic signal at Sunset Drive.
7. **Right-in/Right-out Turn Restriction at 24<sup>th</sup> Avenue:** The intersection operates with no additional mitigation if no new access is constructed, however, if a western approach is added, a signal would need to be constructed to meet future minimum performance standards. The signal at this location, in conjunction with roadway extensions west to 23<sup>rd</sup> Avenue and east to Holladay Street (tying into Yew Street and 10<sup>th</sup> Avenue) provides an alternative travel route to Pacific Avenue and improves local connectivity.
8. **Widening Highway 47 to Five Lanes between 24<sup>th</sup> Avenue and Pacific Avenue:** The proposed Highway widening would serve to improve Highway mobility and enhance the bypass function through the City. However, the property acquisition and construction costs would be significant and, because of the limited area of improvement, no identified operational deficiencies would be addressed (although queuing and delay would be improved significantly at the Pacific Avenue intersection).
9. **Extending 19<sup>th</sup> Avenue to Connect to Highway 47:** The intersection would require a traffic signal to meet operational performance standards for either an extension of the one-way 19th Avenue / Pacific Avenue couplet or extension of the existing two-way street. While providing improved local access to potential business developments, an extension of 19th Avenue would violate ODOT traffic signal spacing policy for mobility along the highway and also compromise access spacing, without addressing identified operational deficiencies. Costs for the couplet extension would be particularly significant, as both Highway 47 intersections would need to be reconstructed.
10. **Local Street Connection from Fern Hill Road to Poplar Street:** While this is a desirable connection for providing local connectivity and better utilization of the proposed signal at Maple Street / Fern Hill Road, the existing land use (utility and

wetlands) between the roadways makes property acquisition and roadway construction unlikely.

11. **No Traffic Signal at Maple Street / Fern Hill Road:** Without a traffic signal, this intersection fails to meet minimum performance standards in each identified alternative as well as under existing conditions. Operations will continue to degrade with forecasted increases in volume. Additional turn lanes would address the deficiency in the short term, but a traffic signal is the only reasonable mitigation that serves projected demand for the 2030 PM peak hour while meeting identified performance standards.
12. **Traffic Signal at Elm Street:** A signal at Elm Street, with local connection to Fern Hill Road, does not address the operational issue at the Maple Street / Fern Hill Road intersection with Highway 47. Since there is no identified operational deficiency at the intersection, a traffic signal is not included in the recommended alternative.
13. **No Traffic Signal at B Street:** The intersection meets operating standards under current conditions, but is forecasted to fail to meet operational standards for intersections outside of the UGB. Southbound right turning vehicles may simply reroute to Old Highway 47 if queuing occurs at the B Street approach. The intersection should be monitored in the future. A traffic signal at the intersection would address the identified operational issue.

## Next Steps

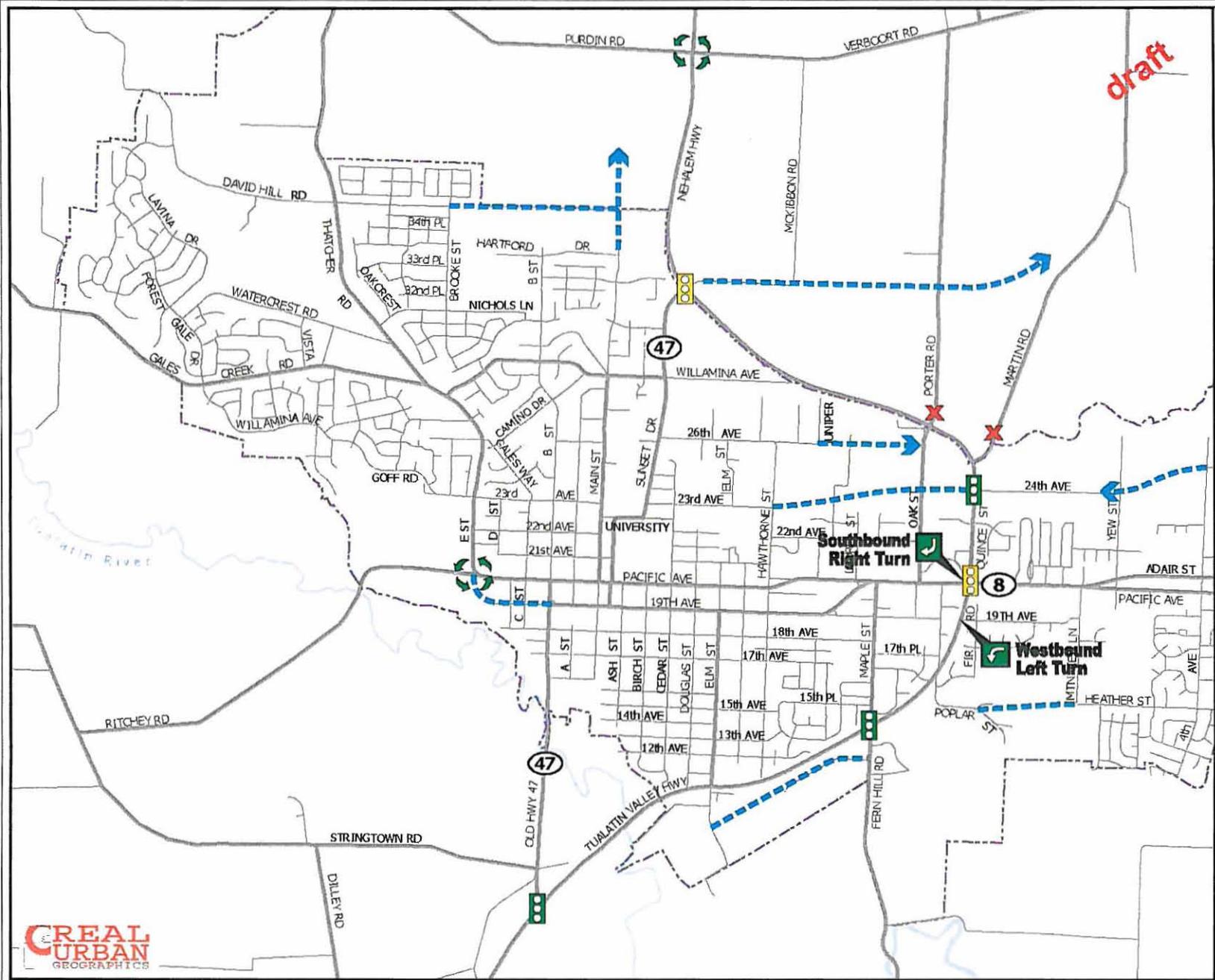
The consultant will review the recommended access management alternative with ODOT, City staff, and the Project Advisory Committee and will discuss modifications prior to presenting the findings at the Public Open House.

# city of forest grove

## Access Management Plan

### Legend

- Water
- City Limits
- Urban Growth Boundary
- Proposed Roadway Project (Conceptual)
- Proposed Roundabout
- Proposed Access Closure
- Proposed Traffic Signal
- Existing Traffic Signal

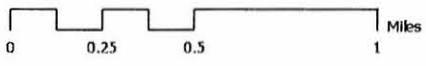


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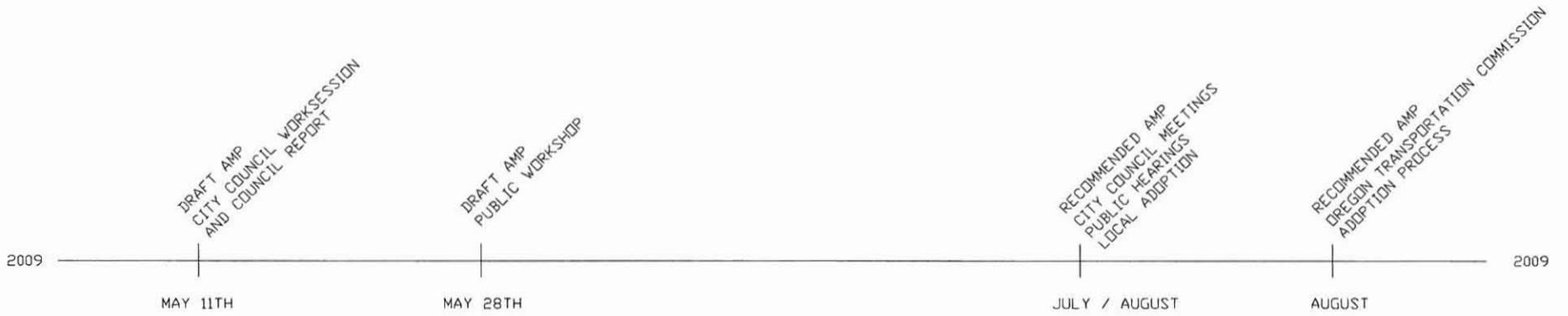


**FIGURE**

**RECOMMENDED ALTERNATIVE**



# TIMELINE TO RECOMMENDED HWY 47 ACCESS MANAGEMENT PLAN



# PROCLAMATION

## **Emergency Medical Services Week May 17 – 23, 2009**

WHEREAS, emergency medical services is a vital public service; and

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

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

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

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

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 17 – 23, 2009, as

## **Emergency Medical Services Week**

With the theme, *EMS: A Proud Partner In Your Community*, and we encourage the community to observe this week with appropriate programs, ceremonies and activities.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 11<sup>th</sup> day of May, 2009.

A handwritten signature in black ink, appearing to read "Richard G. Kidd".

Richard G. Kidd, Mayor of Forest Grove

# PROCLAMATION

## National Public Works Week May 17 – 23, 2009

**WHEREAS**, public works services provided in our community are an integral part of our citizens' everyday lives; and

**WHEREAS**, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs, such as water, sewers, streets and highways, public buildings, and solid waste collection; and

**WHEREAS**, the health, safety and comfort of this community greatly depends on these facilities and services; and

**WHEREAS**, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

**WHEREAS**, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE WEEK OF MAY 17 – MAY 23, 2009, AS**

## National Public Works Week

In Forest Grove, Oregon, and calls upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.



**WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Forest Grove, Oregon, to be affixed this 11<sup>th</sup> day of May, 2009.

A handwritten signature in black ink, appearing to read "Richard G. Kidd".

Richard G. Kidd, Mayor of Forest Grove

# PROCLAMATION

## National Historic Preservation Month May 2009

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

**WHEREAS**, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

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

**WHEREAS**, "*This Place Matters*" is the theme for National Historic Preservation Month 2009, co-sponsored by the City of Forest Grove Historic Landmarks Board and the National Trust for Historic Preservation.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST GROVE DOES HEREBY PROCLAIM THE MONTH OF MAY 2009, as:**

## National Historic Preservation Month

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



**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Forest Grove, Oregon, to be affixed this 11<sup>th</sup> day of May, 2009.

Richard G. Kidd, Mayor of Forest Grove

# ERIC G. STEWART AWARD

*Is Hereby Awarded to*

**Kimberli Fitzgerald**

*In recognition of*

***Outstanding Commitment***

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

**city of  
forest  
grove**



A handwritten signature in black ink, appearing to read "Richard G. Kidd".

*Richard G. Kidd, Mayor  
Forest Grove City Council  
May 11, 2009*

10

The  
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Is Hereby Awarded To

Kimberli Fitzgerald

In Recognition Of Her

OUTSTANDING COMMITMENT

To The Preservation  
Of  
Forest Grove's History

May 11, 2009

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Richard G. Kidd, Mayor  
City of Forest Grove

The Eric G. Stewart Award is presented by the Historic Landmarks Board to recognize outstanding service and support of historic preservation in Forest Grove. This year we present the award to Kimberli Fitzgerald.

Kim is being recognized for her continuing efforts to research and document the history of several Forest Grove neighborhoods. Most recently, she completed the National Register nomination for Painter's Woods, expected to be designated an official historic district in June. Kim is currently in the midst of preparing another National Register nomination, for the proposed Walker's and Naylor's additions district. Kim has also, on many occasions, participated in discussions about design review and renovation grant projects, and volunteered her expertise on appropriate design and materials.

It is fitting that this award is presented in conjunction with our observation of National Historic Preservation Month, May 2009, in recognizing the contributions that Kimberli Fitzgerald has made to this community.

**FOREST GROVE CITY COUNCIL WORK SESSION  
(CEP PRESENTATIONS)  
APRIL 20, 2009 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 1**

*Minutes are unofficial until approved by the Council.*

**1. ROLL CALL**

Mayor Richard Kidd called the Work Session to order at 4:00 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas Johnston, Victoria Lowe, Camille Miller, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **COUNCIL ABSENT:** None. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

**2. CITIZEN COMMUNICATIONS: None.**

**3. PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECT APPLICATIONS FOR FISCAL YEAR 2008-09**

The following organizations presented their projects to be considered for CEP funds:

<b>PROJECT</b>	<b>SPONSOR</b>
Art Education in Forest Grove	Valley Art Association
Emergency Overnight Housing	St. Vincent dePaul Society
Senior Disaster Preparedness & Sr. Volunteer Enhancement	RSVP of Washington County
Community Learning Center Summer Program	Forest Grove School District
Public Arts Partnership	Public Arts Commission
WESTCO	Community Action Organization
Housing Rehabilitation	Rebuilding Together * Wash Co
Becoming a Community Center	FG Senior & Community Center
Hanging Flower Baskets	FGHS Viking Plants
Tommy Lift Gate for H4H ReStore	West Tuality Habitat for Humanity
Severe Weather Response Shelter & Education	FG UCC
Compost Bin Project	FG UCC
Education Foundation Summer Concert	FG Education Foundation
Food on a Budget @ Farmers Market	FG Farmers Market
Downtown Guide & Distribution	City Club
Sidewalk Chalk Art Festival Enhancement	Valley Art Association

**FOREST GROVE CITY COUNCIL WORK SESSION  
(CEP PRESENTATIONS)  
APRIL 20, 2009 – 6:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

Neighborwoods Program

Community Forestry Commission

Adelante Empresas

Adelante Mujeres

Downtown First Wednesday

City Club

HLB Grant Program

Historic Landmarks Board

Oregon Mayors Association Conference

FG Chamber of Commerce

The following project was submitted and will be included in the Council's evaluation but sponsor was not able to give presentation at the work session:

FG Community Garden

Community Garden Committee

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

4. **ADJOURNMENT**

Mayor Kidd adjourned the Work Session at 9:45 p.m.

Respectfully submitted,

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Beverly Maughan, Executive Assistant to City Manager

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION  
ORS 192.660(2)(D) LABOR  
APRIL 27, 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 Executive Session to order at 6:00 p.m. **ROLL CALL: COUNCIL PRESENT:** Victoria Lowe, Camille Miller, Thomas Johnston, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Rob DuValle, Human Resources Manager; and Anna Ruggles, City Recorder.

**2. EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

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

**3. ADJOURNMENT**

Mayor Kidd adjourned the Executive Session at 7:00 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 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 7:05 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Victoria Lowe, Camille Miller, Thomas Johnston, Ronald Thompson, Peter Truax, Elena Uhing, and Mayor Richard Kidd. **STAFF PRESENT:** Michael Sykes, City Manager; Rob Foster, Public Works Director; Janet Lonneker, Light and Power Director; Jeff Williams, Police Captain; Jeff King, Economic Development Coordinator; and Anna Ruggles, City Recorder.

**1. A. PROCLAMATION: SILVER STAR DAY**

Truax proclaimed May 1, 2009, as “Silver Star Banner Day”. The Proclamation will be mailed to the Silver Star Families of America, who requested the Mayoral Proclamation as an appreciation to all the wounded and disabled veterans in the State of Oregon.

**2. CITIZEN COMMUNICATIONS: None.**

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

- A. Approve City Council Work Session (B&C Interview) Meeting Minutes of April 13, 2009.
- B. Approve City Council Work Session (Metro Aspirations) Meeting Minutes of April 13, 2009.
- C. Approve City Council Regular Meeting Minutes of April 13, 2009.
- D. Accept Committee for Citizen Involvement Meeting Minutes of March 10, 2009.
- E. Accept Community Forestry Commission Meeting Minutes of March 18, 2009.
- F. Accept Public Arts Commission Meeting Minutes of February 12, 2009.
- G. Accept Public Safety Advisory Commission Meeting Minutes of March 25, 2009.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2009 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 2**

- H. Community Development Department Monthly Building Activity Informational Report for March 2009.
- I. Library Department Monthly Circulation Statistics Report for April 2009.
- J. ITEM REMOVED, REFER BELOW.

**MOTION:** Councilor Johnston moved, seconded by Councilor Uhing, to approve the Consent Agenda as amended. **ABSENT:** Councilor Lowe left the dais momentarily during the vote. **MOTION CARRIED 6-0 by voice vote**

**3. J. RESOLUTION NO. 2009-22 MAKING APPOINTMENT TO LIBRARY COMMISSION (NANCY COMBS, TERM EXPIRING DECEMBER 31, 2010)**

Truax removed the above item from the Consent Agenda and expressed his appreciation to Combs for her desire and willingness to serve on the Library Commission, noting Combs will be a strong asset to the Commission.

Hearing no further discussion from the Council, Mayor Kidd asked for a motion and vote to approve Consent Agenda 3. J. as presented.

**MOTION:** Councilor Truax moved, seconded by Councilor Miller, to approve Consent Agenda Item 3. J. as presented. **MOTION CARRIED 7-0 by voice vote.**

- 4. **ADDITIONS/DELETIONS:** None.
- 5. **PRESENTATIONS:** None.
- 6. **PUBLIC HEARING AND RESOLUTION NO. 2009-23 AUTHORIZING THE CITY OF FOREST GROVE TO APPLY FOR A GRANT FROM THE U.S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE (BJA), EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE (JAG) GRANT PROGRAM**

**Staff Report:**

Williams presented the above-proposed resolution requesting Council authorization to allow the City to apply for a grant, noting the City has been allocated \$15,838, as part of the American Recovery and Reinvestment Act of 2009; however, the City must apply for the grant and hold a Public Hearing in order to receive the monies. Williams reported the monies would be used to create a Reserve Officer Volunteer Program, noting two Reserve

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2009 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 3**

Officer positions would be created within the first three months of Fiscal Year 2009 and two additional Reserve Officer positions would be created each of the following three fiscal years, for a total of eight Reserve Officer positions.

Before proceeding with the Public Hearing and Council discussion, Mayor Kidd asked for a motion to adopt Resolution No. 2009-23.

Sykes read Resolution No. 2009-23 by title.

**MOTION:** Councilor Truax moved, seconded by Councilor Lowe, to adopt Resolution No. 2009-23 Authorizing the City of Forest Grove to Apply for a Grant from the U.S. Department of Justice, Bureau of Justice Assistance (BJA), Edward Byrne Memorial Justice Assistance (JAG) Grant Program.

**Public Hearing Opened:**  
Mayor Kidd opened the Public Hearing.

**Proponents:**  
No one wished to testify and no written comments were received.

**Opponents:**  
No one wished to testify and no written comments were received.

**Others:**  
No one wished to testify and no written comments were received.

**Public Hearing Closed:**  
Mayor Kidd closed the Public Hearing.

**Council Discussion:**  
Hearing no 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, Truax, Uhing, and Mayor Kidd. NOES: None. MOTION CARRIED 7-0.

7. **DEPARTMENT WORK PLANS AND ACTION PLANS FOR 2009:**  
Sykes reported the Council established a Work Plan with 45 Council

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
APRIL 27, 2009 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
PAGE 4**

objectives, noting the Council objectives will become the City's Work Plan and a guide for Council and City staff as they move forward throughout the year. Sykes advised that he has asked each Department Director to present their Department Work Plan to Council as the first step in beginning this year's budget process, noting the following directors are the last group to present their department work plans.

- Light and Power Department:  
Lonneker presented a PowerPoint presentation, which outlined the Light and Power Department's Work Plan as noted in her staff report. Lonneker's report focused on system reliability; overhead and underground system expansions; various maintenance-related projects; conservation and energy efficient-related programs; power costs; and other various departmental-related training, programs and projects. In addition, Lonneker addressed Council Goal Objectives pertaining to evaluating biomass; alternative energy sources; and promoting Forest Grove in regional affairs.
- Engineering/Public Works Departments:  
Foster presented a PowerPoint presentation, which outlined the Engineering/Public Works Department's Work Plan as noted in his staff report. Foster's report focused on sewer, water, and storm drainage-related projects; watershed management; street sweeping maintenance program; and other various departmental-related projects. In addition, Foster addressed Council Goal Objectives pertaining to David Hill extension; and other various transportation-related and sidewalk improvement projects.
- Economic Development:  
King presented a PowerPoint presentation, which outlined the Economic Development's Work Plan as noted in his staff report. King's report focused on various marketing and retention tools; promoting new business recruitments; industrial recruitments; commercial corridor recruitments; downtown revitalization programs; various grant-related proposals; and other various economic development-related programs and projects. In addition, King addressed Council Goal Objectives pertaining to Fernhill Wetlands shelter and restrooms; Trails Master Plan; Workforce and Training Express Center; rights-of-way ordinance; and an Economic Development Marketing Plan.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
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**8. CITY MANAGER'S REPORT:**

Sykes reported on upcoming events as noted in the Council calendar and reported on other various upcoming local meetings and events. Sykes provided an update on the budget calendar and report on various City-related matters. In conclusion, Sykes commended the Police Department for their efforts to create a Reserve Officer Volunteer Program, noting the program will enhance Forest Grove's ability to provide additional law enforcement services.

**8. A. COMMUNITY ENHANCEMENT PROGRAM (CEP) GRANT APPLICATIONS:**

Downey distributed a staff report on the CEP grant applications for the Forest Grove Community Garden and Forest Grove Workforce and Training Express Center, noting the report addresses questions raised by the Council during the CEP interview process. Downey advised that the CEP program does not allow for reimbursement of expenses incurred prior to July 1, 2009, unless the Council adopts a new policy. In conclusion of the above discussion, Council made no motion to amend the current CEP policy.

**9. COUNCIL COMMUNICATIONS:**

Johnston reported on the meetings he attended and various upcoming meetings he was planning to attend. In addition, Johnston reported on the Forest Grove School-Based Health Center dedication.

Lowe reported she attended a recent Watershed Tour, noting several tree seedlings will need to be replanted due to the deer population. In addition, Lowe reported on the Community Garden dedication.

Miller reported on the Committee for Citizen Involvement meeting, noting the Committee discussed implementing a calendar for the Vision Statement. In addition, Miller reported on the Police Citizens' Academy graduation.

Thompson reported on the Community Forestry Commission meeting, noting the Commission discussed various fundraising efforts. In addition, Thompson reported on Ride Connection's ridership programs.

Truax reported on the Way Finders Committee meeting, noting the Committee has been very productive. In addition, Truax reported on various events and various Metro and Washington County meetings he attended.

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
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Uhing reported on the upcoming meetings she was planning to attend.

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. In conclusion, Mayor Kidd reported on the new flag and flag pole, located near the intersection of Maple Street and Pacific Avenue, noting a flag dedication will be scheduled for the latter part of May.

**10. ADJOURNMENT:**

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

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder



**Members Present:** Kevin Kamberg, Cindy Kistler, Neil Poulsen, Claude Romig, Lance Schamberger, Margie Waltz-Actor  
**Members Excused:** George Cushing  
**Staff Present:** James Reitz  
**Council Liaison:** Elena Uhing  
**Citizens Present:** 03

1. **Call to Order:** Poulsen called the meeting to order at 7:00 p.m. **The January 27, 2009 meeting minutes were approved as submitted.**

2. **Citizen Communication:**

(a) Victor Rodriguez and his contractor (Larry Wade) discussed a remodel project at Mr. Rodriguez's 2018 17<sup>th</sup> Avenue home. The project will result in the removal of some exterior siding. The "outer" siding is asbestos shingle; the original "inner" siding is lap cedar with a 2 ½-inch reveal. While the project is to the rear of the home and not readily visible from the street, the owner is considering the long-term removal of all the asbestos shingles. The issue is that new 2 ½-inch reveal siding would have to be custom-milled, at an expense about eight times greater than standard lap siding. He requested the Board's opinion of using a smooth-faced Hardie-Plank lap siding with a 4-inch reveal.

Kim Fitzgerald noted that NPS guidelines encourage the preservation of the original fabric when possible. If the asbestos shingles can be removed without seriously damaging the siding underneath, thus allowing it to be restored, that would be the preferred approach. The second choice would be to remove the asbestos shingles, leave the original siding in place, and install the new siding over it. A 4-inch reveal would be acceptable, and a future owner would still have the option of restoring the original at a later time.

(b) Fitzgerald stated that a Hillsboro resident had approached her with information about many of the county's cemeteries. Judy Goldman is in the process of digitizing the information, including data on several Forest Grove-area cemeteries. She is looking for an appropriate group or agency here that would allow local historians access for research. Fitzgerald said she would follow up with the Oregon Commission on Historic Cemeteries; Reitz suggested that this would be valuable data that should be made available in the City's history room.

3. **Action Items/Discussion:**

(a) **Walker's/Naylor's Update Project:** Fitzgerald said that she has completed about half of the database. She, Michelle Dennis, Poulsen and Reitz will be meeting tomorrow (the 25<sup>th</sup>) to tour the neighborhood and develop some tentative boundaries. Reitz will use that information to complete the next SHPO grant application. Assuming that the grant request is successful, the money would be used to pay for Fitzgerald and Dennis to prepare a district nomination.

(b) **Painter's Woods District Update:** Fitzgerald noted that she had prepared both a staff report and Powerpoint presentation for the SACHP meeting this Friday (the 27<sup>th</sup>) in Salem. Poulsen, Reitz, and perhaps Mary Jo Morelli will also be attending the meeting. Fitzgerald noted that the SACHP may still want some changes, but she is confident that the nomination has been revised to respond to their concerns.

(c) **Annual Goals:** **Waltz-Actor/Kamberg to approve the goals as written. Motion carried unanimously.**

- (d) **Design Guidelines:** The draft document is now posted on the City's website. Uhing suggested that the Board conduct an extensive outreach effort over the next six months or so.
- (e) **Spring (May) Newsletter:** Poulsen will do an article on the transformation of Theater in the Grove; Romig will develop an article based on a one-hundred-year-old elementary school history test.

**4. Old Business/New Business:**

- **Council Liaison Update:** Uhing reported that the Council has continued working on its goals; that the Council is working with nearby communities to provide a unified front to the Legislature; and that the CCI will be following up with each of the commissions and boards on the progress made on their goals.
- **A. T. Smith House:** Waltz-Actor said that debt relief efforts are continuing; only about \$6,000 remains to be paid off. Also, the French drain project has received financial support from both SHPO and the Cultural Trust, with each awarding a \$15,000 grant.

**5. Adjournment:** The February 24, 2009 meeting adjourned at 8:00 p.m.

These minutes respectfully submitted by Senior Planner James Reitz

APPROVED

**Members Present:** George Cushing, Kevin Kamberg, Neil Poulsen  
**Members Excused:** Cindy Kistler, Claude Romig, Margie Waltz-Actor (one vacancy)  
**Staff Excused:** James Reitz  
**Council Liaison:** Elena Uhing  
**Citizens Present:** -0-

1. **Call to Order:** Poulsen called the meeting to order at 7:07 p.m. Those present discussed whether a quorum was based on the number of positions or instead on the number of current members; it was concluded that it was based on the number of positions. Uhing reported that Schamberger had resigned from the HLB to take a position on the CFC. She suggested the Board consider changing its bylaws to reflect a quorum based on current members. As a quorum was not present, no formal action could be taken on any matter. Approval of the February 24, 2009 meeting minutes was deferred to the April meeting.
2. **Citizen Communication:** None.
3. **Action Items/Discussion:**
  - (a) **Walker's/Naylor's Update Project:** Fitzgerald was not present to provide an update.
  - (b) **Painter's Woods District Update:** Poulsen reported that the nomination was approved at the SACHP meeting in February. He noted that many people worked on it and attended the meeting to present their information. In addition to the valuable research by Fitzgerald, Mary Jo Morelli gave a presentation demonstrating the distinction between the Clark District and Painter's Woods; it was a deciding factor in the SACHP's approval of the nomination.
  - (c) **CEP Grant Application:** Poulsen presented his draft application and asked for comments. Uhing suggested we consider the applying in the Infrastructure category as well because the historic district street signs filled that need. After discussion it was noted that the Social and Education category included Theater-in-the-Grove and supporting the FHFG's historic house tour as well as the Board's renovation grants helping to restore historic houses for the tour. Uhing stressed that the application needs to stand out and the photos Poulsen prepared along with a few more would help tremendously. Poulsen will include the additional information and verify dollar amounts. He hopes to have the application submitted by March 27<sup>th</sup>.
  - (d) **Spring (May) Newsletter:** Poulsen said he would do an article on how the Painter's Woods nomination was approved. It was also suggested that an article be prepared to describe what the Board does.
  - (e) **Design Guidelines:** Poulsen asked if there was a timeline to make the guidelines a more formal requirement. Uhing advised that they should remain voluntary for a minimum of one year before even considering making them mandatory. A lot of public comment would be required before the City Council would even consider this issue.
4. **Old Business/New Business:**
  - **Council Liaison Update:** Uhing noted the efforts of western Washington County cities to work on their mutual goals and the plan to present them to the State Legislature in April.
  - Poulsen reported that a CCI member had contacted him re the goals. He said that he would put together a comparison of both the CCI goals and the Board's goals. Cushing noted that the minutes from December and January had discussed both CCI goals and Board goals.
5. **Adjournment:** The March 24, 2009 meeting adjourned at 8:02 p.m.

City of Forest Grove  
Park and Recreation Commission

Meeting Minutes 3-18-09 7:00 AM

Present: Duane Anderson, Ralph Brown, Quinn Johnson, Stephanie Vasquez, Paul Waterstreet. Staff: Tom Gamble, Steve Huffman

Approval of Minutes: Approved minutes of Feb 25, 2009 meeting.  
Ralph Brown moved Stephanie Vasquez seconded. Approved 5 yea, 0 no.

#### Old Business:

##### Thatcher Park

Modular building including restrooms and concession stand in place, roof is completed. The park should be finished by April 25<sup>th</sup>. Items to be completed: Landscaping along Thatcher Rd, David Hill Road improvements and tree plantings. Grand Opening is June 6, 12-2 PM. Invitations will be sent out.

Other events: Community School planning a walk through the tree area. FG Library is planning activities for children. Baseball and Softball games are scheduled.

##### “B”-Street Trail

The department is moving forward with designing and planning department meeting scheduled with Washington County concerning this area being designated industrial. A public trail is not allowed in this zone. Tom is working on having this area designated transportation. This would allow the trail. City of FG is working with ODOT concerning Carnation Rd.

Because of the above concerns we may have to ask for an extension to the completion date. Engineering studies by GEO Design include soil analysis in the area of the bridge.

#### New Business

##### Park Sustainability Study

Stephanie is planning to direct a Park Sustainability Study to determine what is being done to lower costs and provide for park sustainability. We are doing many things that save money and provide quality parks for the residents of Forest Grove. She will enlist volunteers and some staff time to complete the study. When completed, the report will come to Parks Commission and then on to the City Council. The study is needed as a prerequisite to grant applications.

##### Budget

City of FG Department Directors have been given a challenge to reduce department budgets by 5%. Staff is still considering the options to achieve this number. It will be especially difficult as the Parks Department is experiencing growth in service levels. One of the issues is the addition of maintenance costs related to the opening of Thatcher Park and about 3 miles of new trail development within the system in the next year.



# Monthly Building Activity Report

April-09

2008-09

Category	Period: April-08		Period: April-09	
	# of Permits	Value	# of Permits	Value
Man. Home Setup		NA		NA
Sing-Family New	17	\$ 4,737,133.22	3	\$942,410
SFR Addition & Alt/Repair	5	\$ 64,797.22	4	\$51,076
Mult. Fam. New/At	4	\$ 162,214.23		
Group Care Facility	1	\$ 9,940.00		
Commercial New	1	\$ 400,000.00		
Commerical Addition	1	\$ 2,000.00		
Commercial Alt/Repair	2	\$ 60,000.00	3	\$20,700
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs	1	\$2,700		
Grading	1			
Demolitions	2	1 Comm. Bld 1 SFR		
<b>Total</b>	<b>35</b>	<b>\$5,438,785</b>	<b>10</b>	<b>\$1,014,186</b>

### Year-to-Date

2007-08		2008-09	
Permits	Value	Permits	Value
212	\$37,144,205	121	\$9,906,048

# FIRE DEPARTMENT MONTHLY REPORT

March 2009

36

ALARM RESPONSE	THIS MONTH			7 AM - 4:59 PM			5 PM - 6:59 AM	
TOTAL CALLS	190			91			99	
TYPES OF ALARMS	City	THIS MONTH		City	THIS Y-T-D		THIS MONTH	LAST
		Dist	Total		DIST	Total	LAST YEAR	Y-T-D
Rescue & First Aid	132	13	145	380	56	436	146	461
Structure Fire	2	0	2	7	2	9	4	12
Vehicle Fire (mobile property)	0	0	0	1	1	2	0	2
Brush, Grass, Leaves, Trees	0	1	1	0	2	2	1	2
Trash, Rubbish	0	0	0	0	2	2	0	3
Smoke & Odor Investigation	0	0	0	0	0	0	3	6
Illegal Burn	0	0	0	0	0	0	3	8
Hazardous Mat/Situation	2	3	5	10	8	18	4	16
Public Service/Good Intent	26	5	31	62	14	76	21	78
Mutual Aid	0	0	4	0	0	14	8	21
False Alarm/Alarm Malfunctions	2	0	2	24	2	26	7	50
<b>TOTAL CALLS</b>	164	22	190	484	87	585	197	659
CAUSES OF FIRES	City	Dist	Total	City	Dist	Total	Last Year	Last Y-T-D
Matches,smoking,discarded matl	-	-	-	-	2	2	1	1
Electrical, battery	-	-	-	2	-	2	2	4
Appliance Malfunction	-	-	-	-	-	-	-	1
Chimneys, flues, pellet stoves	-	-	-	3	2	5	2	6
Spontaneous Combustion,Rekindle	-	-	-	-	-	-	-	-
Machinery/Mechanical	-	-	-	-	-	-	-	-
Ignition of Hot Grease/Cooking	-	-	-	1	-	1	-	-
Explosions	-	-	-	-	-	-	-	-
Fuel System Malfunction	-	-	-	-	1	1	-	1
Sparks, Embers, Coals	1	-	1	1	-	1	-	-
Fireworks	-	-	-	-	-	-	-	-
Contact W/Heating Device	1	-	1	1	-	1	-	1
Incendiary/Suspicious	-	-	-	-	1	1	-	3
Undetermined	-	-	-	-	-	-	-	-
Juveniles With Fire	-	-	-	-	-	-	-	-
Burning Out of Control, unattended	-	1	1	-	1	1	-	1
Vehicle Problems, oil, trans, etc.	-	-	-	-	-	-	-	1
Other	-	-	-	-	-	-	-	-

LEADING CAUSE THIS MONTH: Various Causes  
 LEADING CAUSE THIS Y-T-D: Chimneys - Flues

CAUSE LAST YEAR: Electrical /Chimneys & Flues  
 LAST YEAR TO DATE: Chimneys-Flues

## FIRE DEPARTMENT MONTHLY REPORT

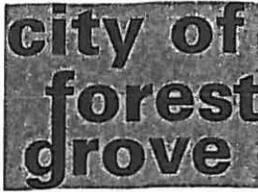
March 2009

	This Month	This Y-T-D	Last Year	Last Y-T-D
Calls occurring at same time	18	57	27	98
<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	\$1,600	\$54,360	\$78,020	\$583,020
Estimated Fire Savings	\$809,400	\$2,319,150	\$1,058,980	\$1,633,980
<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	149.58 hrs	938.91 hrs	837.59 hrs	2,107.84 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	3	9	7	16
Educational Inspections	4	27	6	16
Institutional Inspections	3	5	5	11
Residential/Apts.,Motels,etc.	5	11	4	6
Stores & Offices	11	61	18	77
Industrial & Mfg Inspection	0	0	3	4
Storage/Farm,wrhses,etc.	0	2	0	1
Special/Bridges,vacant blds	0	0	4	16
Complaint Inspections	0	3	0	4
Home Business	0	0	2	3
Driveway Inspections	0	1	2	7
Smoke Alarms	0	11	0	11
Self Inspected Businesses	0	0	0	0
<b>Total Inspections</b>	<b>26</b>	<b>130</b>	<b>51</b>	<b>172</b>
<b>PERSONNEL</b>		<b>This Month</b>	<b>Last Month</b>	<b>Last Year</b>
Total Paid Personnel		23	23	21
Volunteer Roster		34	35	41
Total Hours Lost for Sickness (paid)		105.50 hrs	395.50 hrs	69 hrs
Total Hours Lost for Injury		0 hrs	0 hrs	168 hrs
<b>APPARATUS</b>		<b>This Month</b>	<b>Last Month</b>	<b>Last Year</b>
Gasoline		gals	92.60 gals	31.50 gals
Diesel		gals	438.40 gals	573.30 gals
<b>Total Fuel Usage</b>		<b>gals</b>	<b>530.60 gals</b>	<b>604.80 gals</b>
<b>REMARKS:</b>				
18 calls @ same time. 11 times 2 calls @ same time, 2 times 3 calls @ same time, 1 time 4 calls @ same time.				
45 calls to Assisted Living Facilities, 10 calls to 24-hr Care Homes				

MONTH/YEAR: **March 2009**

NEW SMOKE ALARMS	0	COMPLAINTS	0	DRIVEWAYS	0
LOANER SMOKE ALARMS	0	INVESTIGATIONS	0	PLANS REVIEWED	
SELF INSPECTED BUSINESSES	0	JUVENILES	0	- COMMERCIAL	0
HOME OCCUPATIONS	0	ADDRESS SIGNS	13	- SUB-DIVISIONS	0

OCCUPANCY	REGULAR INSPECTION	RE-INSPECTION	SPECIAL INSPECTION	HAZARDS NOTED	HAZARDS ABATED	PUBLIC EDUCATION PROGRAMS
ASSEMBLIES Amusement, recreation, churches, restaurants, clubs, etc.	0	2	1	0	4	0
EDUCATIONAL Schools, Colleges, Trade Schools, etc.	0	4	0	0	8	10
INSTITUTIONAL Day care, Hospitals, Assisted Living, Nursing, Jails, etc.	2	0	1	0	0	0
RESIDENTIAL Apartments, Hotels, Dorms, Motels, etc.	0	5	0	0	12	0
STORES AND OFFICES Retail, equipment sales and service, offices, repair shops, etc.	9	1	1	1	1	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



FOR CITY USE ONLY  
(Please return to City Recorder)

3H

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:** James R. Bell  
**NAME OF BUSINESS:** Henningesen Cold Storage Company  
**BUSINESS ADDRESS:** 4124 24<sup>th</sup> Avenue, Forest Grove

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

<b>ACTION:</b> <input type="checkbox"/> Change in Application <input checked="" type="checkbox"/> New Application <input 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>WAREHOUSE</b> This license allows the holder to store, import, bottle, blend, transport and export, non-tax paid or tax paid wine, malt beverages or cider.	<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"/> Business <input type="checkbox"/> Change in Ownership <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input type="checkbox"/> Other _____	<input type="checkbox"/> F - CAT Caterer <input type="checkbox"/> F - COM Commercial Establishment <input type="checkbox"/> F - PC Passenger Carrier <input type="checkbox"/> F - CLU Private Club <input type="checkbox"/> F - 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 checked="" type="checkbox"/> Warehouse <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

5-5-09  
**Date**

Police Department Recommendation Revised 04/09

## Memorandum

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**TO:** Mayor Kidd and City Councilors

**FROM:** Colleen Winters, Library Director  
Michael Sykes, City Manager

**DATE:** May 11, 2009

**SUBJECT:** Library Foundation Update & Public Arts Commission

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Forest Grove Library Foundation:

The Forest Grove Library Foundation has been very active since their last visit with the Council in 2003. President Rod Fuiten would appreciate an opportunity to update the Council on the Foundation's activities.

Public Arts Commission:

Kathleen Leatham, Public Arts Commission Chair, will present the Public Arts Commission's recommendation for the two proposed sites for the public art that will be purchased with funds received from the Chamber's "Buy a Brick" Campaign.

May 5, 2009

**REPORT ON AN ORDINANCE ADOPTING PROVISIONS TO IMPLEMENT BUSINESS  
RECYCLING REQUIREMENT, AMENDING FOREST GROVE CODE CHAPTER 7 BY ADDING  
CODE SECTION 7.700 RELATING TO BUSINESS RECYCLING**

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

**ISSUE STATEMENT** The regional government, Metro, adopted Ordinance No. 08-1198 which amends the Regional Solid Waste Management Plan, 2008-2018 update, to include a business recycling requirement. The ordinance amends Metro Code Chapter 5.10, Regional Solid Waste Management Plan, by adding provisions to implement the business recycling requirement.

Metro also adopted Ordinance No. 08-1201 which adopted the business recycling requirement model ordinance pursuant to Metro Code Section 5.10.350 and the Regional Solid Waste Management Plan, 2008-2018 update. Local governments are required by this ordinance to implement business recycling requirements as of February 27, 2009. Staff has prepared an ordinance to implement Metro's business recycling requirements.

**DISCUSSION** The City is required by Metro Code Section 5.10.320 to implement business recycling requirements. There are alternatives the City can choose in implementing the ordinance. First, the City can adopt the Business Recycling Requirement Model Ordinance or demonstrate that existing local government ordinances comply with the performance standard in Metro Code Section 5.10.330 and the intent of this ordinance. Second, the City can enforce compliance with requirements or enter into an intergovernmental agreement to have Metro enforce compliance. Staff recommends that the City adopt its own ordinance that meets Metro requirements and that the City do the enforcement efforts within Forest Grove. The City has an extension from Metro and City staff has informed Metro staff that the City should have its ordinance completed in May.

The proposed ordinance is closely modeled after the Metro Model Ordinance and closely follows ordinances adopted by other cities. It requires all businesses that have a City of Forest Grove Business License to recycle and describes what must be recycled. It provides for exemptions for businesses operated out of homes and a process for a business to receive an exemption from the recycling requirements with City approval.

The ordinance requires the City or its designated agent to provide businesses with educational and technical assistance. The City has been working with the Washington County Recycle at Work services to help local businesses implement recycling for several years. The City will continue to use that resource if available and will look at other ways to provide educational and technical assistance.

The ordinance has enforcement requirements as required by Metro. As mentioned earlier, staff recommends that the City do the enforcement of the ordinance. Policy and procedures on how enforcement will be done have not yet been developed but will focus on education efforts and working with businesses to achieve compliance with the ordinance. The ordinance does allow for a fine to a business but only after steps to help the business achieve compliance. As staff has discussed with the Council in previous meetings, the intent of the City ordinance is to avoid enforcement whenever possible.

**RECOMMENDATION**        The City Manager and staff are recommending that the City Council approve the proposed ordinance.

**April 30, 2009**

**NewsTimes**

**Legal Ads/Public Notice:**

**To be published: Wednesday, May 6, 2009**

**NOTICE OF PUBLIC HEARING  
PROPOSED ORDINANCE AMENDING CITY CODE BY ADDING  
PROVISIONS TO IMPLEMENT BUSINESS RECYCLING  
REQUIREMENTS IN THE CITY OF FOREST GROVE**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a public hearing on **Monday, May 11, 2009, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting an ordinance that would amend City Code to implement business recycling requirements in the City of Forest Grove. The proposed ordinance, if enacted by the City Council, would take effect on the thirtieth day (30<sup>th</sup>) after enactment.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and proposed ordinance are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call the City Recorder's Office at 503.992.3235.

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

**To be published Wednesday, May 6, 2009**

at least 14 days before the public hearing and provide a copy to the local government.

(f) During the hearing the Council shall receive testimony on the Chief Operating Officer's report and shall allow any person to testify orally or in writing.

(g) If the Metro Council concludes that the local government action does not violate the RSWMP requirements or this chapter, the Council shall enter an order dismissing the matter. If the Council concludes that the local government action does violate the RSWMP requirements, this chapter, or both, the Council shall issue an order that identifies the noncompliance and directs changes in the local government action.

(h) The Council shall issue its order, with analysis and conclusions, no later than 30 days following the public hearing on the matter. The order shall be based upon the Chief Operating Officer's report and upon testimony at the public hearing. The order may rely upon the report for its findings and conclusions related to compliance with this chapter. The order shall address any testimony during the public hearing that takes exception to the report. The Chief Operating Officer shall provide a copy of the order to the local government.

(i) The order of the Metro Council is a final order that a local government may appeal by filing a petition for writ of review.

(Ordinance No. 08-1183A.)

#### 5.10.160 Technical Assistance

The Chief Operating Officer shall encourage local governments to take advantage of the programs of technical and financial assistance provided by Metro to help achieve compliance with the requirements of this chapter.

(Ordinance No. 08-1183A.)

### **The Regional Service Standard**

#### 5.10.210 Purpose and Intent

Local governments shall adopt and implement the regional service standard or alternative program as required by the RSWMP and as

specified in this chapter and the administrative procedures. The regional service standard ensures a comprehensive and consistent level of recycling service for the region and assists the region in meeting state recovery goals.

(Ordinance No. 08-1183A.)

#### 5.10.220 Regional Service Standard

(a) By January 1, 2009, local governments shall implement the regional service standard either by:

- (1) Adopting the provisions of Metro Code Section 5.10.230(a) through (d); or
- (2) Adopting an alternative program that meets the performance standard and that is approved by Metro in accordance with Metro Code Section 5.10.240.

(b) The local government shall provide information related to compliance with this requirement at the Director's request or as required by the administrative procedures.

(Ordinance No. 08-1183A.)

#### 5.10.230 Regional Service Standard Elements

The following shall constitute the regional service standard under the RSWMP:

(a) For single-family residences, including duplexes, triplexes, and fourplexes, the local government shall:

- (1) Ensure provision of at least one (1) recycling container to each residential customer;
- (2) Ensure provision of weekly collection of all standard recyclable materials; and
- (3) Ensure provision of a residential yard debris collection program that includes weekly on-route collection of yard debris for production of compost from each residential customer or equivalent on-route collection of yard debris for production of compost if granted approval for an alternative program under Metro Code Section 5.10.240.

(b) For multi-family residences, the local government shall ensure provision of regular collection of standard recyclable materials for each multi-family dwelling community having five (5) or more units.

(c) For businesses, the local government shall ensure provision of regular collection of standard recyclable materials.

(d) For education and outreach, the local government shall ensure provision of a recycling education and promotion program to all waste generators that supports the management of solid waste according to the waste reduction hierarchy as follows:

(1) For all waste generators:

- A. Provide information regarding waste prevention, reusing, recycling, and composting; and
- B. Participate in one community or media event per year to promote waste prevention, reuse, recycling, or composting.

(2) For single-family residences and businesses:

- A. For existing customers, provide education information at least four (4) times a calendar year; and
- B. For new customers, provide a packet of educational materials that contains information listing the materials collected, the schedule for collection, the proper method of preparing materials for collection, and an explanation of the reasons to recycle.

(3) For multi-family residences:

- A. Provide waste reduction and recycling educational and promotional information designed for and directed toward the residents of multifamily dwellings as frequently as necessary to be effective in reaching new residents and reminding existing residents of the opportunity to recycle, including the types of materials

accepted and the proper preparation of the items; and

- B. Provide waste reduction and recycling educational and promotional information designed for and directed toward multifamily property owners and managers at least annually.

(Ordinance No. 08-1183A.)

5.10.240 Alternative Program and Performance Standard

(a) A local government seeking alternative program approval shall submit an application for an alternative program to the Director that contains:

- (1) A description of the existing program;
- (2) A description of the proposed alternative program; and
- (3) A comparison of the existing and alternative programs for type of materials collected, frequency of collection of material, and levels of recovery.

(b) A local government's alternative program shall perform at the same level or better as the regional service standard and shall meet the following performance standard:

- (1) The alternative program shall provide for as much or more recovery of standard recyclable materials as recovered under the regional service standard;
- (2) The alternative program shall ensure that the per capita use of recycling service is the same or more than the per capita use of recycling service under the regional service standard;
- (3) The alternative program shall prevent waste generation at the same level or better than the waste generation prevented under the regional service standard;
- (4) The alternative program shall provide education and outreach to promote the waste reduction

hierarchy and to encourage the separation of recyclables from waste; and

- (5) The alternative program shall ensure that any innovations in the provision of recycling service are technologically and economically feasible.

(c) If the Director determines that the alternative program meets the performance standard, the Director shall approve the application. The Director may condition the approval on completion of a successful pilot program. If the Director determines that the alternative program does not meet the performance standard, the Director shall deny the application. The Director shall decide whether to approve or deny the application within 60 days of the date the Director received the application or, if the Director conditions approval on successful completion of a pilot program, within 60 days of the conclusion of the pilot program. The Director shall provide a copy of the decision to the local government.

(d) A local government may seek review of the Director's decision by filing a written request for review with the Chief Operating Officer within 0 days of the date of the Director's decision.

(e) The Chief Operating Officer shall consider a request for review without a public hearing and shall issue an order within 0 days of receiving the request for review. The Chief Operating Officer shall provide a copy of the order to the local government.

(f) A local government may seek Council review under section 5. 0. 50 of the Chief Operating Officer's order regarding an alternative program under this section.

(g) This section does not prevent a local government from seeking an exception under section 5. 0. 0.

(Ordinance o. 0 A.)

### **Business Recycling Requirement**

#### **5.10.310 Purpose and Intent**

The Business Recycling Requirement provides an opportunity for businesses to work with local governments to provide recycling

education, to create a consistent standard throughout the Metro region, and to increase recycling. A significant increase in business recycling will assist the Metro region in achieving waste reduction goals.

(Ordinance No. 08-1200.)

#### 5.10.320 Implementation Alternatives for Local Governments

(a) By February 27, 2009, local governments shall comply with this title by implementing the Business Recycling Requirement as follows:

- (1) (a) Adopt the Business Recycling Requirement Model Ordinance; or  
  
(b) Demonstrate that existing local government ordinances comply with the performance standard in Section 5.10.330 and the intent of this title; and
- (2) (a) Establish compliance with the Business Recycling Requirement Model Ordinance or local government ordinance; or  
  
(b) Enter into an intergovernmental agreement with Metro that provides for Metro to establish compliance for the local government.

(b) The local government shall provide information related to the local government's implementation of the Business Recycling Requirement at the Director's request or as required by the administrative procedures.

(Ordinance No. 08-1200.)

#### 5.10.330 Business Recycling Requirement Performance Standard

(a) The following shall constitute the Business Recycling Requirement performance standard:

- (1) Businesses shall source separate all recyclable paper, cardboard, glass and plastic bottles and jars, and aluminum and tin cans for reuse or recycling;

- (2) Businesses and Business Recycling Service Customers shall ensure the provision of recycling containers for internal maintenance or work areas where recyclable materials may be collected, stored, or both; and
- (3) Businesses and Business Recycling Service Customers shall post accurate signs where recyclable materials are collected, stored, or both that identify the materials that the Business must source separate for reuse or recycling and that provide recycling instructions.

(b) Local governments shall establish a method for ensuring compliance with the Business Recycling Requirement.

(c) Local governments may exempt a Business from some or all of the Business Recycling Requirement if:

- (1) The Business provides access to the local government for a site visit; and
- (2) The local government determines during the site visit that the Business cannot comply with the Business Recycling Requirement.

(Ordinance No. 08-1200.)

#### 5.10.340 Metro Enforcement of Business Recycling Requirement

Upon a request by a local government under Section 5.10.320 to enter into an intergovernmental agreement, Metro shall perform the local government function to ensure compliance with the Business Recycling Requirement as follows:

(a) Provide written notice to a Business or Business Recycling Service Customer that does not comply with the recycling requirement. The notice of noncompliance shall describe the violation, provide an opportunity to cure the violation within the time specified in the notice, and offer assistance with compliance.

(b) Issue a citation to a Business or Business Recycling Service Customer that does not cure a violation within the time specified in the notice of noncompliance. The citation shall provide an additional opportunity to cure the violation within

the time specified in the citation and shall notify the Business or Business Recycling Service Customer that it may be subject to a fine.

(c) Assess a fine to a Business or Business Recycling Service Customer that does not cure a violation within the time specified in the citation. The notice of assessment of fine shall include the information required by Metro Code Section 5.09.090. Metro shall serve the notice personally or by registered or certified mail. A Business or Business Recycling Service Customer may contest an assessment by following the procedures set forth in Metro Code Section 5.09.130 and 5.09.150.

(Ordinance No. 08-1200.)

#### 5.10.350 Metro Model Ordinance Required

Metro shall adopt a Business Recycling Requirement Model Ordinance that includes a compliance element. The Model Ordinance shall represent one method of complying with the Business Recycling Requirement. The Model Ordinance shall be advisory and local governments are not required to adopt the Model Ordinance, or any part thereof, to comply. Local governments that adopt the Model Ordinance in its entirety shall be deemed to have complied with the Business Recycling Requirement.

(Ordinance No. 08-1200.)

\*\*\*\*\*

**Attachment C**  
**BUSINESS RECYCLING REQUIREMENT MODEL ORDINANCE**

**Section 1. Intent**

The purpose of this ordinance is to comply with the Business Recycling Requirement set forth in Metro Code Chapter 5.10. A significant increase in business recycling will assist the Metro region in achieving waste reduction goals, conserving natural resources, and reducing greenhouse gas emissions.

**Section 2. Applicability**

This ordinance applies to all Businesses and Business Recycling Service Customers. A Business is any entity of one or more persons, corporate or otherwise, engaged in commercial, professional, charitable, political, industrial, educational, or other activity that is non-residential in nature, including public bodies. A Business Recycling Service Customer is a person who enters into a service agreement with a waste hauler or recycler for business recycling services.

This ordinance does not apply to Businesses whose primary office is located in a residence. A residence is the place where a person lives.

**Section 3. Business Recycling Requirement**

Businesses shall source separate all recyclable paper, cardboard, glass and plastic bottles and jars, and aluminum and tin cans for reuse or recycling.

Businesses and Business Recycling Service Customers shall ensure the provision of recycling containers for internal maintenance or work areas where recyclable materials may be collected, stored, or both.

Businesses and Business Recycling Service Customers shall post accurate signs where recyclable materials are collected, stored, or both that identify the materials that the Business must source separate for reuse or recycling and that provide recycling instructions.

**Section 4. Exemption from Business Recycling Requirement**

A Business may seek exemption from the Business Recycling Requirement by providing access to a recycling specialist for a site visit and establishing that it cannot comply with the Business Recycling Requirement.

**Section 5. Compliance with Business Recycling Requirement**

A Business or Business Recycling Service Customer that does not comply with the Business Recycling Requirement may receive a written notice of noncompliance. The notice of noncompliance shall describe the violation, provide the Business or Business Recycling Service Customer an opportunity to cure the violation within the time specified in the notice, and offer assistance with compliance.

A Business or Business Recycling Service Customers that does not cure a violation within the time specified in the notice of noncompliance may receive a written citation. The citation shall provide an additional opportunity to cure the violation within the time specified in the citation and shall notify the Business or Business Recycling Service Customer that it may be subject to a fine.

A Business or Business Recycling Service Customer that does not cure a violation within the time specified in the citation may be subject to a fine.

ORDINANCE NO. 2009-06

**ORDINANCE ADOPTING PROVISIONS TO IMPLEMENT BUSINESS RECYCLING REQUIREMENT, AMENDING FOREST GROVE CODE CHAPTER 7 BY ADDING CODE SECTION 7.700 RELATING TO BUSINESS RECYCLING**

**WHEREAS**, The regional government, Metro, adopted Ordinance No. 08-1198 which amends the Regional Solid Waste Management Plan, 2008-2018 Update, to include a business recycling requirement. The ordinance amends Metro Code Chapter 5.10, Regional Solid Waste Management Plan, by adding provisions to implement the business recycling requirement; and

**WHEREAS**, Metro, also adopted Ordinance No. 08-1201 which adopted the business recycling requirement model ordinance pursuant to Metro Code Section 5.10.350 and the Regional Solid Waste Management Plan, 2008-2018 Update.

**WHEREAS**, The City of Forest Grove desires to comply with Metro Code 5.10, as amended.

**WHEREAS**, The City of Forest Grove held a duly noticed Public Hearing on May 11, 2009, on the proposed ordinance.

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

**Section 1.** The Forest Grove City Council does hereby approve implementing the business recycling requirement as defined in the attached Exhibit A, Business Recycling.

**Section 2.** Chapter 7 of the Forest Grove Code, entitled Business License, is hereby amended to add a new Code Section 7.700 "Business Recycling Requirement" as defined in the attached Exhibit A, Business Recycling.

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

**PRESENTED AND PASSED** the first reading the 11<sup>th</sup> day of May, 2009.

**PASSED** the second reading the 26<sup>th</sup> day of May, 2009.

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

**APPROVED** by the Mayor this 26<sup>th</sup> day of May, 2009.

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

## EXHIBIT A

### **BUSINESS RECYCLING**

#### **7.700 Business Recycling Requirement.**

- A. All businesses required to have a Forest Grove Business License as specified in Section 7.105 shall recycle as follows:
1. Businesses shall source separate from the waste stream all paper, cardboard, glass/plastic bottles or jars, and aluminum/tin cans;
  2. Businesses and business recycling service customers shall provide recycling containers for internal maintenance or work areas where recyclable materials may be collected, stored, or both; and
  3. Businesses and business recycling service customers shall post accurate signs where recyclable materials are collected, stored, or both that identify the materials that the business must source separate and that provide recycling instructions.
- B. Exemptions:
1. This Section does not apply to a business operated from their home. A residence is the place where a person lives.
  2. A business may seek an exemption from the requirements in subsection A, if:
    - A. The business provides access to the City or designated agent for a site visit; and
    - B. The City or designated agent determines during the site visit that the business cannot comply with the Business Recycling Requirement because of space or economic restrictions or other extenuating circumstances.
- C. To assist businesses in compliance with this Section, the City or designated agent shall:
1. Notify businesses of the Business Recycling Requirement at the time application is made for a Business License;
  2. Provide businesses with education and technical assistance to assist with meeting the requirements of this section; and

3. The City's business license procedures shall include provisions requiring that the business shall certify that they have complied with the requirements of this Section upon signing the Business License Application and the business shall also certify upon renewal of the Business License that they have complied with the requirements of this Section.
- D. A business that does not comply with the Business Recycling Requirement may receive a written notice of noncompliance. The notice shall describe:
1. The violation,
  2. How the business or business recycling service customer can cure the violation within the time specified in the notice, and
  3. An offer of assistance with compliance.
- E. A business or business recycling service customer that does not cure the violation within the time specified in the notice of noncompliance may receive a written citation. The citation shall provide:
1. An additional opportunity to cure the violation within the time specified on the citation, and
  2. Notification to the business or business recycling service customer that it may be subject to a fine under the provisions of Code Section 1.095 of this code.
- F. A business or business recycling service customer that does not cure the violation within the time specified in the notice of noncompliance may be subject to a fine. The general penalty of violation is punishable under the provisions of Code Section 1.095 of this code.

May 11, 2009

**REPORT ON RESOLUTION SETTING AQUATIC CENTER  
FEES AND CHARGES**

**PROJECT TEAM:** Paul Downey, Administrative Services Director  
Tom Gamble, Parks and Recreation Director  
Michael Sykes, City Manager

**ISSUE:** Fee increases are normally brought to the City Council in June for adjustments to be effective as of July 1. Changes in Aquatic Center fees are presented prior to other fee increases so the Aquatic Center can include the revised fees in its summer brochure which is printed in May. Having the correct fees in the brochure reduces confusion for the public. Staff is requesting that the Council establish the new Aquatic Center fees now and has prepared a resolution setting fees for Council consideration.

**DISCUSSION:** During FY 01-02, the City completed a cost-of-service study and the City Council approved fee increases based on that study. City Code Section 2.601 states the licenses, permits, and fees will be adjusted by Council Resolution in July each year. It further states that subsequent adjustments prior to completion of the next required cost-of-service study shall be made in accordance with Section 2.605. That section states that adjustments to fees and charges shall be based on the CPI of the percentage of the wage adjustment for City employees.

Staff has prepared the proposed fee schedule using a general wage and benefits increase of 3%. The fees have been rounded up or down where necessary to reduce creating change issues. A proposed fee schedule including the percentage change in the fee is attached.

Four new fees are being proposed. These are fees for Lifeguarding Classes, Spray Park Rental, Recertification Challenge Fee, and a Drop-in Aerobic Fee. The fees for the Lifeguarding Classes and Recertification Challenge reflect the costs of providing the training and the costs of materials. The Drop-in Aerobic Fee would allow people to attend individual aerobic classes. Out-of-town visitors would like to attend an individual class and this fee will allow them to do that.

The Spray Park Rental is proposed to increase from \$17.75 to \$50.00. Currently when the Spray Park is rented, the cost is \$17.75 per hour plus pool admission costs for the guests attending the party. The proposed \$50.00 fee would eliminate the admission charges for the guests attending the party.

The City Council will be asked to approve increases in the City's other fees at a June 2009 meeting.

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

April 30, 2009

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, May 6, 2009

**NOTICE OF PUBLIC HEARING  
PROPOSED RESOLUTION INCREASING VARIOUS AQUATIC FEES  
FOR THE CITY OF FOREST GROVE**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold a public hearing on **Monday, May 11, 2009, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider adopting a resolution that would increase various Aquatic fees approximately three percent (3%). The proposed fees would be effective July 1, 2009.

This hearing is open to the public and interested parties are encouraged to attend. A copy of the report and a list of the proposed fees are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P. O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please call Anna Ruggles, City Recorder, at 503.992.3235.

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

To be published Wednesday, May 6, 2009

**RESOLUTION NO. 2009-24****RESOLUTION SETTING FEES & CHARGES  
FOR AQUATIC CENTER**

**WHEREAS**, the City Code Section 2.601 requires fees and charges to be adjusted annually in July of each year in accordance with Code Section 2.605; and

**WHEREAS**, the Aquatic Center Fees and Charges have been previously set by Resolution 2008-32; and

**WHEREAS**, staff is proposing fee adjustments in accordance with City Code Section 2.605; and

**WHEREAS**, staff has prepared a resolution with the proposed fees and charges attached as Exhibit 1; and

**WHEREAS**, a duly noticed Public Hearing was held on May 11, 2009.

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

Section 1. The Aquatic Center Fees and Charges listed on Exhibit 1 of this resolution are hereby adopted effective July 1, 2009.

Section 2. Resolution 2008-32 is hereby repealed upon the effective date of the foregoing Aquatic Center Fees and Charges listed on Exhibit 1 of this resolution.

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

**PRESENTED AND PASSED** this 11<sup>th</sup> day of May, 2009.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 11<sup>th</sup> day of May, 2009.

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Richard G. Kidd, Mayor

# Forest Grove Fee Schedule Aquatic Center Exhibit 1

Adopted Fee - 07/01/08    Proposed Fees - 7/1/09

## Public and Fitness Swim

In-City under 2 years	0.00	0.00
In-City 2-17 years and 65 years and over	2.60	2.70
In-City 18-64 years	3.90	4.00
In-City Family	9.35	9.65
Outside-City under 2 years		
Outside-City 2-17 years and 65 years and over	3.60	3.75
Outside-City 18-64 years	5.75	5.90
Outside-City Family	13.00	13.40
Drop-in Aerobic Fee	0.00	5.50

## Membership

In-City Family	105.50	108.75
In-City Individual	53.00	54.60
In-City Senior	32.50	33.50
Outside-City Family	143.50	148.00
Outside-City Individual	71.75	74.00
Outside-City Senior	42.90	44.25

## Punch Pass (10 visits)

In-City 2-17 years and 65 years and over	21.75	22.50
In-City 18-64 years	32.75	33.75
Outside-City 2-17 years and 65 years and over	29.00	30.00
Outside-City 18-64 years	47.25	48.75

## Pacific University

Monthly Fee	910.00	1000.00
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## Laminating Service

Small Card	0.50	0.50
Large	2.00	2.00

## Mat

Rental	1.00	1.00
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## Instruction

In-City Member (per session)	26.75	27.50
In-City Non-Member (per session)	40.00	41.25
Non-Member 65 years and older (per session)	32.50	33.50

## Instruction

Outside-City Member (per session)	26.75	27.50
Outside-City Non-Member (per session)	53.50	55.00

## Lifeguard Training

Member		115.20
In-City Non-Member		142.50
Out-of City		170.20
Recertification Challenge Fee		25.00

## Pool Rental

1-60 People (per hour)	100.00	103.00
61-100 People (per hour)	112.00	120.00
101-200 People (per hour)	135.00	140.00

## Staff/Classroom (per hour)

	17.75	18.30
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## Spray Park Rental (per hour)

	17.75	50.00
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## School District 15

Fee per Employee per Hour	14.25	14.70
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# Memorandum

**To:** City Council  
**From:** Jon Holan, Community Development Director  
Michael Sykes, City Manager  
**Date:** May 11, 2009  
**Re:** Adopt Resolution Supporting Five-Cities of Western Washington County  
Commitment

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**Request:** Staff requests that the City Council adopt the attached resolution:

- Expressing the City of Forest Grove's support sub-regional efforts pertaining to transportation, planning, and economic development efforts for the five-western Washington County cities;
- Jointly pursue inclusion of the findings from current cooperative efforts, including the results of the Western Washington County Economic Opportunity Analysis, within the final Urban Growth Report for the 2010 Regional Urban Growth Boundary (UGB) Review and other relevant Regional planning reports and technical work-products prepared to support the designation of Regional industrial urban and rural reserves in 2009; and
- On a pro-rata basis, contribute funding to cooperative planning efforts of the five-western Washington County cities, commensurate with expected benefit and budgetary constraints.

**Discussion:** At the last Joint Legislative Session with elected officials from the five-western Washington County communities of North Plains, Banks, Cornelius, Hillsboro and Forest Grove, a presentation was made by Bill Reid of Johnson – Reid about the long-term economic connection amongst the five communities. This was the result of a co-operative Economic Opportunity Analysis conducted by Mr. Reid's firm for the five-city area.

As part of the discussion at that session, a resolution was distributed for each community to consider adopting. Since that date, the Planning Directors for the five cities met and developed two versions of the resolution. One version of the resolution, which had softer wording, was proposed for the two smaller communities outside Metro to address their concerns. A second resolution, without the softer language, was developed for the three communities in Metro. Staff has confirmed that at least the communities of Banks, North Plains and Cornelius have adopted one version of the resolution.

The attached resolution is the version for the three communities within Metro.

**Recommendation:** Staff recommends that the City Council adopt the attached resolution.

**RESOLUTION NO. 2009-25****RESOLUTION OF THE CITY OF FOREST GROVE  
SUPPORTING COOPERATIVE EFFORTS RELATING TO  
TRANSPORTATION, LAND USE, AND ECONOMIC DEVELOPMENT ISSUES  
WITHIN THE FIVE-WESTERN WASHINGTON COUNTY CITIES (BANKS,  
CORNELIUS, FOREST GROVE, HILLSBORO, AND NORTH PLAINS)**

**WHEREAS**, the Cities of Banks, Cornelius, Forest Grove, Hillsboro and North Plains retained Johnson-Reid, LLC, to prepare a five-city, western Washington County Economic Opportunity Analysis that focuses on short- and long-term future urban industrial/employment land needs, demands and opportunities within a West Washington County subregion of the traded sector industrial clusters and the local retail and office sectors in this County; and

**WHEREAS**, this joint effort has proven beneficial to each city and has served as a model for sub-area cooperation; and

**WHEREAS**, each city foresees the need to continue cooperative efforts related to transportation, land use, and economic development matters; and

**WHEREAS**, an example of an economic development matter important to the five-western Washington County cities is the stated goal of the Governor to promote traded-sector industry clusters, especially high technology, solar and green industries; and

**WHEREAS**, joint planning efforts between the five-western Washington County cities will support the Governor's goal by encouraging the location and expansion of high technology, solar and green industries, and supportive businesses, in western Washington County; and

**WHEREAS**, cooperative efforts between the five-western Washington County cities will also promote a consistent voice on planning matters of common interest or goals among the cities that supports a partnership with the Metro regional government as Metro prepares the 2009 Urban Growth Report and coordinates the activities of the regional reserves steering committee.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:** by and through their respective approvals of this Resolution, the Cities of Banks, Cornelius, Forest Grove, Hillsboro, and North Plains hereby mutually agree to undertake the following actions:

**Section 1.** Engage in, and support ongoing sub-regional efforts related to transportation, land use, and economic development matters within the West Washington County subregion, including the pursuit of designated industrial urban reserves and Urban Growth Boundary (UGB) expansions to accommodate

the 50-year and 20-year land needs of the traded-sector industrial clusters within the West Washington County Industrial subregion; and,

**Section 2.** Jointly pursue inclusion of the findings from these cooperative efforts, including the results of the Western Washington County Economic Opportunity Analysis, within the final Urban Growth Report for the 2010 Regional UGB Review and other relevant Regional planning reports and technical work-products prepared to support the designation of Regional industrial urban and rural reserves in 2009; and,

**Section 3.** On a pro-rata basis, contribute funding to cooperative planning efforts of the five-western Washington County cities, commensurate with expected benefit and budgetary constraints.

**BE IT FURTHER RESOLVED**, that by approval of this Resolution by its City Council, a City makes a commitment to each other City who also approves this Resolution to jointly undertake the actions described in this Resolution.

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

**PRESENTED AND PASSED** this 11<sup>th</sup> day of May, 2009.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 11<sup>th</sup> day of May, 2009.

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Richard G. Kidd, Mayor

# Memorandum

**To:** City Council  
**From:** Jon Holan, Community Development Director  
Michael Sykes, City Manager  
**Date:** May 11, 2009  
**Re:** Adopt Resolution on Urbanization

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**Request:** Staff is requesting the City Council to adopt the attached resolution indicating the City's commitment in supporting the countywide urbanization program.

**Discussion:** Washington County is asking all participating jurisdictions to adopt a proposed resolution supporting the urbanization program that has developed over the past year. This matter was reviewed by the Council on March 9<sup>th</sup>. At that time, the Council expressed concern about subsection (6) of the resolution pertaining to developing financial tools for the County which may have adverse impacts on cities. As a result, staff inserted additional wording in that subsection as follows:

“(6) With respect to those existing areas of urban unincorporated Washington County in which the interested Cities do not pursue annexation activities such that these areas remain within the governance of Washington County, we will join fellow Jurisdictions that participated in the Urbanization Forum in identifying and developing financial tools, and legislation attendant thereto, for Washington County that will not use resources generated by the Cities' residents or that do not diminish fiscal resources to Cities to provide urban services to unincorporated areas; such areas shall be paid by the urban unincorporated residents who remain outside of the governance of the Cities; and” (underlined wording is new)

**Recommendation:** Staff recommends that the City Council adopt the attached resolution as amended by staff.



**RESOLUTION NO. 2009-26**

**RESOLUTION OF THE CITY OF FOREST GROVE  
APPROVING THE ADOPTION OF THE URBANIZATION PRINCIPLES  
FOR JURISDICTIONS WITHIN WASHINGTON COUNTY**

**WHEREAS**, in 2008, the Cities of Washington County, including mayors and managers, Board of Commissioners of Washington County and managers, the largest Service Districts of Washington County, including chief executive officers and board chairs (TVF&R; THPRD; TVWD; CWS), and Washington County Sheriff convened a public Washington County Urbanization Forum and held four (4) public Urbanization Forum meetings in 2008 to discuss key urbanization issues, including listening to public comments on such issues; and

**WHEREAS**, during Urbanization Forum discussion the participants explored issues and conditions pertaining to forming consensus policies for the governance and management of: (1) existing unincorporated urbanized areas in the County that contain approximately 200,000 residents; and, (2) areas added to the regional Urban Growth Boundary (UGB) in the County for future urban development and growth in the County, and imminent growth management issues confronting all Urbanization Forum participants as forecasted population growth in Washington County takes shape; and

**WHEREAS**, Washington County citizens and civic organizations participated in the Urbanization Forum, principally through CPO leadership, in public large group and small group meetings held in April, June, October, November and December of 2008; and

**WHEREAS**, it was determined during the Urbanization Forum discussions that the following seven (7) urban unincorporated areas within the existing UGB required an area-by-area approach to determine if any changes are appropriate or desired in current service and governance solutions, and separate area-by-area discussions were conducted in each of these areas:

- (1) Cedar Hills/Raleigh Hills/West Slope/Garden Home;
- (2) Bethany/Rock Creek/North Bethany;
- (3) Cedar Mill;
- (4) Bull Mt/Areas 63&64;
- (5) Metzger;
- (6) Reedville; and
- (7) Aloha;

**WHEREAS**, it was also determined in Urbanization Forum discussions that resolution of matters of urbanization governance and management of areas added to the Urban Growth Boundary in Washington County by Metro requires consensus among the Urbanization Forum participants and Metro on a separate urbanization policy prepared by the Urbanization Forum for these areas; and

**WHEREAS**, the Urbanization Forum used a Steering Committee, a working group and a series of public meetings to formulate and draft proposed policies pertaining to future governance and urbanization within existing unincorporated urban areas and areas outside the UGB that are added to the UGB by Metro; and

**WHEREAS,** Urbanization Forum participants agree that, while an urbanization policy that assigns to cities the governance and management of new as-yet undeveloped areas added to the UGB engenders different urbanization issues and, accordingly, should be considered distinct from an urbanization policy for existing unincorporated urban areas not likely to become part of a city in the foreseeable future and already governed by Washington County, both urbanization policies are connected in terms of the quality and delivery of public services to such areas by their service providers and governing institutions, and the quality of urban life and amenities of residents and communities in both areas; and

**WHEREAS,** future actions of the jurisdictions within Washington County and Metro will be well served by each jurisdiction considering and adopting the consensus recommendations of the Urbanization Forum to serve as guideposts for decisions of the individual jurisdictions on matters of concern to the Urbanization Forum; and

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

**Section 1.** The City Council of the City of Forest Grove, together with the Cities, County and Service Districts which participated in the Urbanization Forum (Cities of Beaverton, Cornelius, Forest Grove, Hillsboro, King City, North Plains, Sherwood, Tigard and Tualatin; Washington County; CWS, THPRD, TVF&R; TVW), hereby adopts this proposed Urbanization Forum Resolution and hereby commits to undertake and complete the specific actions listed below at the earliest practicable time:

(1) We expressly recognize and support the process and work of the Urbanization Forum; and

(2) We will join fellow Jurisdictions that participated in the Urbanization Forum in preparing and executing amendments by December 2009 to Urban Planning Area Agreements ("UPAA's") and/or executed and pending Urban Service Agreements ("SB 122 Agreements"), as deemed necessary and appropriate by its counsel, to provide that all future additions to the applicable Urban Growth Boundary in Washington County during and after 2010 must be governed and urbanized by the interested City in the County. Urbanized means land use decision making authority. The decision as to how urban services will be delivered shall be determined by the interested City in consultation with area service providers in accordance with existing law and applicable agreements. "Interested" includes but is not limited to designations under SB 122 Agreements; and

(3) In conjunction with paragraph (2) we will join fellow Jurisdictions that participated in the Urbanization Forum in commonly supporting actions as appropriate to abide by a policy which ensures jurisdiction of roadways which are deemed by the County to be part of the county-wide road system, shall be under the jurisdiction of Washington County. Concurrent with annexation, the relevant City shall request all other roads that are not part of the Countywide Road System be transferred and the County shall transfer these roads; and

(4) We will join fellow Jurisdictions that participated in the Urbanization Forum in commonly urging Metro to expand the existing Urban Growth Boundary only to such areas as are contiguous to incorporated areas of Washington County; and

(5) While it is the high priority of Urbanization Forum participants that UGB expansion by Metro in Washington County be contiguous to a governing City, in the event the Urban Growth Boundary in Washington County is expanded to include areas non-contiguous to an incorporated area, we will work with fellow Jurisdictions that participated in the Urbanization Forum, Metro and other interested entities to seek legislation or other enabling authority, as may be needed, to enable the inclusion of such areas outside the existing Urban Growth Boundary within the interested City; and

(6) With respect to those existing areas of urban unincorporated Washington County in which the interested Cities do not pursue annexation activities such that these areas remain within the governance of Washington County, we will join fellow Jurisdictions that participated in the Urbanization Forum in identifying and developing financial tools, and legislation attendant thereto, for Washington County that will not use resources generated by the Cities' residents or that do not diminish fiscal resources to Cities to provide urban services to unincorporated areas; such areas shall be paid by the urban unincorporated residents who remain outside of the governance of the Cities; and

(7) We will continue to work with fellow jurisdictions in Washington County and the public through the Urbanization Forum and/or other appropriate mechanisms to explore and discuss on a continuing basis the needs of current and future urbanized Washington County; and

**Section 2.** That a copy of this Resolution adopted this 11<sup>th</sup> day of May, 2009, be hereby transmitted to all jurisdictions who participated as members of the Washington County Urbanization Forum, Metro, the Washington County CPO's, and other interested civic and community organizations.

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

**PRESENTED AND PASSED** this 11<sup>th</sup> day of May, 2009.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 11<sup>th</sup> day of May, 2009.

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Richard G. Kidd, Mayor

## MEMORANDUM

TO: City Council

FROM: Paul Downey, Director of Administrative Services  
Michael Sykes, City Manager

DATE: May 5, 2009

SUBJECT: CEP Funding Work Session

The City Council has heard the presentations from the applicants for the CEP Grant awards. Staff provided additional information at the April 27, 2009, council meeting. Councilors have submitted their individual scores and staff have prepared a worksheet showing the scores and the funding available by total and by category. A copy of the scoring sheet is attached to this report. The purpose of this work session is to recommend funding for consideration at the public hearing scheduled for May 26, 2009.

The percentage funding by category was set by Council resolution earlier this year. Adopted policy allows the City Council to adjust the percentages as part of the funding allocation process. If the Council recommends funding of projects that is not within the established percentages, staff will prepare an amended funding resolution for the Council to consider at the public hearing.

2009-10 COMMUNITY ENHANCEMENT GRANT APPLICATIONS																			
PROJECT EVALUATION SUMMARY										AMOUNT REQUESTED					AMOUNT ALLOCATED				
PROJECT	Uhing	Kidd	Thompson	Lowe	Truax	Miller	TJ	Average	INFRA-STRUCTURE	SOCIAL & EDUCATIONAL	PROMOTION & TOURISM	BEAUTIFICATION	TOTAL	INFRA-STRUCTURE	SOCIAL & EDUCATIONAL	PROMOTION & TOURISM	BEAUTIFICATION	TOTAL	
Food on a Budget @ Farmers Market	58	51	45	50	53	35	44	48.0		\$ 2,500	\$1,000		\$ 3,500					\$ -	
Emergency Overnight Housing	53	51	42	43	49	45	51	47.7		\$ 500			\$ 500					\$ -	
Art Education in Forest Grove	45	54	43	41	55	33	60	47.3		\$ 4,000			\$ 4,000					\$ -	
WESTCO	49	43	46	46	47	60	35	46.6		\$ 5,000			\$ 5,000					\$ -	
Oregon Mayors Association Conference	53	70	47	0	50	43	63	46.6			\$4,403		\$ 4,403					\$ -	
Community Learning Center Summer Program	49	48	39	39	43	53	53	46.3		\$ 10,450			\$ 10,450					\$ -	
Becoming a Community Center	35	54	60	51	50	31	41	46.0	\$ 2,000	\$ 2,000	\$2,000	\$2,000	\$ 8,000					\$ -	
Sidewalk Chalk Art Festival Enhancement	46	50	50	48	40	37	46	45.3		\$ 1,500	\$2,000		\$ 3,500					\$ -	
Public Arts Partnership	40	53	41	30	60	40	50	44.9	\$ 8,000		\$4,600		\$ 12,600					\$ -	
Housing Rehabilitation	48	49	51	47	47	27	36	43.6		\$ 4,000		\$1,000	\$ 5,000					\$ -	
Downtown First Wednesday	40	46	56	31	46	31	49	42.7			\$4,650		\$ 4,650					\$ -	
HLB Grant Program	52	56	56	36	40	27	31	42.6	\$ 10,000				\$ 10,000					\$ -	
Compost Bin Project	48	58	40	39	53	20	39	42.4				\$1,125	\$ 1,125					\$ -	
Adelante Empresas	49	39	45	40	54	33	34	42.0		\$ 2,500			\$ 2,500					\$ -	
Education Foundation Summer Concert	39	37	41	41	41	36	54	41.3		\$ 2,750	\$2,750		\$ 5,500					\$ -	
Severe Weather Response Shelter & Education	44	37	46	41	47	37	33	40.7		\$ 8,000			\$ 8,000					\$ -	
Hanging Flower Baskets	32	58	49	36	35	27	47	40.6				\$10,000	\$ 10,000					\$ -	
Senior Disaster Preparedness & Sr. Volunteer Enhancement	34	49	35	45	48	22	43	39.4		\$ 2,500			\$ 2,500					\$ -	
Downtown Guide & Distribution	38	31	53	28	46	19	43	36.9			\$3,400		\$ 3,400					\$ -	
Neighborhoods Program	26	47	47	32	41	21	36	35.7				\$4,500	\$ 4,500					\$ -	
FG Community Garden	47	0	52	51	0	0	41	27.3	\$ 2,000				\$ 2,000					\$ -	
Tommy Lift Gate for H4H ReStore	0	0	57	0	56	0	59	24.6				\$2,800	\$ 2,800					\$ -	
FG Workforce & Training Express Center	53	0	59	0	0	0	0	16.0		\$ 3,000			\$ 3,000					\$ -	
CoppiceWood Consortium Workshops & Membership	0	0	25	0	0	0	0	3.6		\$ -			\$ -					\$ -	
TOTAL REQUESTS FOR 2009-10									\$ 22,000	\$ 48,700	\$ 24,803	\$ 21,425	\$ 116,928						
CEP FUNDS AVAILABLE (Metro fee+25% of Fund Balance)									\$ 20,972	\$ 17,976	\$ 11,984	\$ 8,988	\$ 59,920						
									35%	30%	20%	15%							



April 29, 2009

Mr. Michael Sykes  
City Manager  
City of Forest Grove  
P.O. Box 326  
Forest Grove, OR 97116-0326

Subject: TriMet Line 57 Extension Assessment

~~Dear Mr. Sykes,~~  
*Michael*

Per your phone conversation with Tom Mills, TriMet Service Planner, please find an assessment of potential bus service to the Forest Grove High School area. The report is in reference to discussions between the City of Forest Grove and TriMet that occurred in 2008.

TriMet's five-year Transit Investment Plan (TIP) as adopted by the Board establishes the strategies and priorities for improving the total transit system, including improvements in rail, bus, and service for persons with disabilities. As outlined in the TIP, Line 57 service to Forest Grove was upgraded to Frequent Service in 2004.

In considering future service improvements to include in the TIP, TriMet works with local jurisdictions to identify areas with the greatest ridership potential. TriMet measures ridership productivity in terms of the gain in boarding riders per added vehicle hour. The overall guideline for productive service is that each additional vehicle hour of service should carry at least 15 boarding rides. Analysis of proposed service to Forest Grove High School shows an expected ridership benefit of 6 to 12 new riders per added vehicle hour, depending on the route, schedule and park and ride estimate. Such a ridership benefit is too low in relation to projected operating costs for this service.

As you know, the deteriorating economy continues to be particularly hard-hitting in our region. TriMet receives most of its revenues – 55 percent – from the employer payroll tax, and as regional employment has continued its decline, TriMet's projected budgetary gap for FY10 has increased to \$23.6 million. To address the gap, we have taken steps to reduce costs, including an 8 percent across-the-board expense cut, a hiring and salary freeze, furloughs and projected staff layoffs. These steps also include proposed bus and MAX service cuts, effective September 2009. As a result, TriMet is currently not able to expand bus service due to the sharp decline in payroll taxes.

April 29, 2009

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Thank you for your interest in improving transit services. TriMet is always open to new ideas and welcomes opportunities to work with you to look at other potential improvements. Please feel free to contact Tom Mills at (503) 962-4883 or at [millst@trimet.org](mailto:millst@trimet.org) with future questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Fred", written in a cursive style.

Fred Hansen  
General Manager

C: Richard Van Beveren, TriMet Board of Directors  
Steve Banta, TriMet Executive Director of Operations  
Olivia Clark, TriMet Executive Director of Government Affairs

# Assessment of Line 57 -TV Hwy/Forest Grove Service Extension to Forest Grove High School Area

## TriMet Service Planning & Scheduling

**Background:** This report provides an assessment of the potential ridership impacts and operational costs to extend TriMet bus service north on Main St. to the Forest Grove High School area. The Forest Grove City Council and staff met with TriMet staff in spring 2008 to inquire about an extension of bus service to the high school area. Located just over a mile away from the existing Line 57 route, Forest Grove High School is the recipient of a federal grant to provide health services to students in the Forest Grove School District. School bus service is available to students just before and after school, but not later in the evening. TriMet staff agreed to conduct a ridership and cost analysis to determine the feasibility of bus service to the high school.

As part of the analysis, Forest Grove city staff met with TriMet staff in spring and summer 2008 to discuss the need for service, tour the area, review the route possibilities, and test turn movements.

The assessment is based on five different route scenarios with three different schedule scenarios. The analysis assumes an extension of Line 57-TV Hwy/Forest Grove as the most likely method to provide bus service, given the proximity of the current line to the Forest Grove High School area. TriMet's Line 57 currently operates westbound on Pacific Ave. and eastbound on 19<sup>th</sup> Ave, with a layover at the corner of B St. and 19<sup>th</sup> Ave.

**Profile of the service coverage area:** Under the five route scenarios evaluated, the area that would be served has 3,900-5,800 residents living within one-quarter mile of the potential bus routes. The majority of the development consists of single-family homes with some student housing. In addition, there are 1,700-2,150 employees working within one quarter of a mile of the routes analyzed. Major employers in the area include Pacific University, Forest Grove High School, Tom McCall Upper Elementary School and Harvey Clark Elementary School.

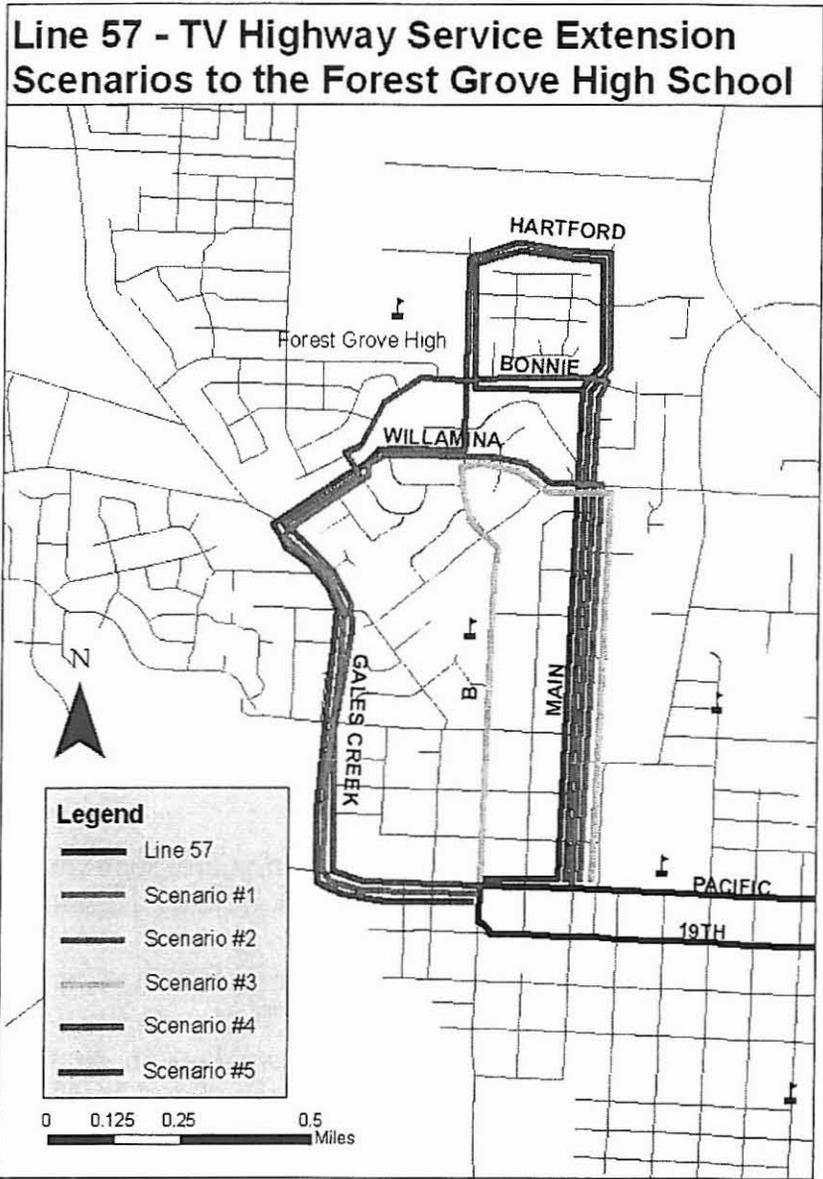
**Routing for extending service:** The route scenarios are illustrated on the next page. All routings begin on Main St. at Pacific Ave., and would add from 1.8 to 3.3 miles to the present route.

- Route scenario #1 has Line 57 travel north on Main St., west on Willamina Ave. and south on Gales Creek Rd. back to B St.
- Route scenario #2 has Line 57 travel north on Main St., west on Bonnie Ln., south on Limpus Ln., west on Willamina Ave. and south on Gales Creek Rd. back to B St.
- Route scenario #3 has Line 57 travel north on Main St., west on Willamina Ave. and south on B St.

# Assessment of Line 57 Service Extension

## Page 2

- Route scenario #4 has Line 57 travel north on Main St., west on Hartford Dr., south on B St., west on Willamina Ave. and south on Gales Creek Rd. back to B St.
- Route scenario #5 has Line 57 travel north on Main St., west on Hartford Dr., south on B St., east on Bonnie Ln. and south on Main St back to its regular route.



## Assessment of Service Extension

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**Bus Stops:** TriMet places stops approximately every 1,000 feet in low-density neighborhoods. Current practice is to install a blue pole with line and stop ID numbers at each stop. TriMet staff would review all stops for accessibility and make recommendations based on the presence of sidewalks, costs of improvements, known access needs of adjacent land uses and other similar factors. Some stops in the neighborhood may not be ADA accessible because no sidewalks exist. A shelter may be possible at one or more stops if ridership warrants it. TriMet would adopt a "wait-and-see" approach to determine whether ridership is high enough at a particular stop before installing a shelter.

**Service frequency and travel times:** Line 57 is a Frequent Service Line. Frequent Service Lines operate with 15-minute frequency between 6:00 a.m. and 10:30 p.m. on weekdays and 8:00 a.m. and 10:30 p.m. on weekends.

This analysis assumes the extension is served only during the hours of 6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m., weekdays only. Three separate schedule scenarios were tested; assuming service every 15, 30 and 60 minutes.

**Operational assessment of the service extension:** Operational testing of each route scenario revealed that the northeast parking space on Main St. at Pacific Ave. would need to be eliminated to help the bus safely turn onto Main St. from Pacific Ave. Additionally, the southbound stop bar on Main St. at Pacific Ave. would need to be moved three to five feet north to help facilitate the bus making the right turn from Main to Pacific.

During the assessment, concern was expressed about heavy afternoon traffic congestion along B St. near the Harvey Clark Elementary School impacting on-time performance of Line 57. The traffic congestion makes route scenario #3 a less attractive option.

Line 57 has layovers on each end of the route, in Forest Grove and at the Beaverton Transit Center. A layover is a short period of time when the bus operator is given a break and is usually at the end of the route. Layover locations require adequate space for the bus or buses to pull over or off the road, lighting, and a restroom. In Forest Grove, Line 57 lays over at a TriMet owned, off-street location at the northeast corner of B. St. and 19<sup>th</sup> Ave. The layover location has room for two buses.

Only route scenarios #4 and #5 have potential layover space at the end of the extension. Route scenarios #1, #2 and #3 would require a mid-route layover at the existing layover location. TriMet could potentially avoid a mid-route layover with a schedule "meet", or short overlap in the schedule, between the bus arriving at the layover and the bus leaving the layover. This would require

## Assessment of Service Extension

### Page 4

passengers to transfer between buses at the layover location. Schedule analyses for route scenarios #1, #2, and #3 assumed that a meet would be built into the schedule.

**Time added for extension of service:** The additional running time required for each route scenario was determined by multiplying the assumed minutes per mile by the number of miles in each route scenario. Buses are assumed to operate at an average of 17 miles per hour along the route or 1 mile per 3.5 minutes. The miles per minute assumption was confirmed for the route scenarios during a routing test to make sure the bus could make all the turn movements. Both route scenarios #1, #2, and #5 required a round trip time of 9 minutes, and route scenario #3 required a round trip time of 6 minutes. Route scenario #4 was the longest with a round trip time of 11 minutes.

**Operating costs for extension of service:** Adding 6 to 11 minutes of round trip running time would mean that one additional bus would be required on Line 57 during the time span of extended route operation to maintain the present 15-minute frequency of service under all route scenarios. The operating cost for extending service has been calculated based on the additional vehicle hours multiplied by \$63 per vehicle hour (Source: TriMet FY2008 Financial Issues Report #1).

**Ridership impacts of the service change:** Potential ridership for the extension has been estimated based on the number of households and employees within the area that would be newly served. The benchmark for the ridership estimate is the known ridership and the numbers of households and employees on the current Line 57 within Metro's Traffic Analysis Zones in Forest Grove. Additionally, projected ridership at the high school, the aquatic center, a proposed park and ride and the student health center at the high school were included in the analysis. Projected ridership at the high school and aquatic center was determined by taking the average ridership per trip at all Washington County high schools and aquatic centers with bus service.

Usage of the proposed park and ride was determined using high, medium and low projections. The high projection estimates 100 occupied spaces per day, resulting in 200 trips on the extension. The medium projection estimates 50 occupied spaces per day, resulting in 100 trips on the extension. The low projection of 5 occupied spaces and 10 trips per day is based on the level of usage at the former Forest Grove Seventh-Day Church shared-use park and ride located at 4030 Pacific Ave. This estimate of park and ride usage is considered likely given TriMet's prior park and ride experience in Forest Grove and the Portland region.

## Assessment of Service Extension

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Forest Grove School District staff estimate a total of 9 students a day will use the health center, predominantly coming from the high school. Staff is unable to estimate how many non-high school students would use the health center.

TriMet has found that ridership on existing lines in areas with similar demographic characteristics provides reliable estimates of ridership potential for expanded service. Ridership estimates are in a range of expected lower and upper bounds based on the number of daily bus trips. The range of estimate for new ridership per trip generated by the extension is 5 to 13 boarding rides per bus trip. Depending on the route, schedule scenario and park and ride estimate, the extension would produce 31 to 308 boarding rides per weekday.

<b>Projected Line 57 Extension Bus Ridership per Trip and Day by Schedule Scenario and Park and Ride Estimate</b>			
	<b>Per Trip/Per Day With High P&amp;R Estimate</b>	<b>Per Trip/Per Day With Medium P&amp;R Estimate</b>	<b>Per Trip/Per Day Low P&amp;R Estimate (Likely)</b>
Every 15 Minutes (24 trips/day)	12.8 per trip 308 per day	8.6 per trip 208 per day	4.9 per trip 117 per day
Every 30 Minutes (12 trips per day)	13.3 per trip 160 per day	9.3 per trip 110 per day	5.4 per trip 65 per day
Every 60 Minutes (6 trips per day)	13 per trip 78 per day	8.8 per day 53 per trip	5.2 per trip 31 per day

**Ridership and operating cost summary:** Likely estimated ridership and operating cost impacts for the extension are summarized in the table below:

<b>Likely Line 57 Extension Ridership, Vehicle Hours, and Operating Costs Summary</b>		
	<b>Avg, Weekday +(-)</b>	<b>Annual +(-)</b>
<b>Boardings Gained - Extension</b>	31 to 117	8,060 to 30,420
<b>Added Vehicle Hours</b>	5 to 9.5	1,300 to 2,470
<b>Boardings on Extension Per Added Vehicle Hour</b>	6.2 to 12.3	6.2 to 12.3
<b>Operating Cost</b>	\$315 to \$599	\$81,900 to \$155,740
<b>Operating Cost Per Boarding - Gained on Extension</b>	\$10.16 to \$5.12	\$10.16 to \$5.12

## Assessment of Service Extension

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**Conclusions:** This service extension would necessitate substantial resource requirements, with one additional bus on Line 57 equaling \$81,900 to \$155,740 in annual operating expenses (depending on the schedule scenario). Ridership prospects vary significantly based on the route, schedule scenario and park and ride estimate.

TriMet measures ridership productivity of investments in expanding bus hours of service in terms of the gain in boarding rides per added vehicle hour. TriMet's overall guideline for productive service is that each bus added in service should carry at least 15 boarding rides per vehicle hour. The extension would likely serve 6 to 12 new rides per added vehicle hour depending on the route, schedule scenario and park and ride estimate. As a result, the likely ridership productivity is not favorable when compared to the overall cost of the extension.

Assessment of Service Extension To Forest Grove High School 3-17-09.doc

April 27, 2009

Michael Sykes  
City Manager  
City of Forest Grove  
PO Box 326  
Forest Grove, OR 97116

Re: Projected Fiscal Year 2010 Fees

Dear Mr. Sykes:

As you know from the periodic updates at various meetings, representatives of the seven Large Cities (Beaverton, Cornelius, Forest Grove, Hillsboro, Sherwood, Tigard, and Tualatin) have been working closely together during this fiscal year on a variety of tasks continued under the overall effort of the Service Delivery Study. Tremendous strides continue to be made. A number of options have been developed for review by both City and Clean Water Services (District) representatives. Based on the option that seems to be receiving the most support, I thought it appropriate at this time to put into writing the proposed fees for Fiscal Year (FY) 2010.

Regarding capital improvement projects for the sewer conveyance system, the Preferred Proposal revises funding responsibility from 24-inch to 12-inch sewer lines. That is, the District is currently responsible for funding 24-inch sewer lines and larger and the City is responsible for funding sewer lines smaller than 24 inches in diameter. The proposal would revise the District-wide responsibility to funding lines larger than 12-inch pipe, with the City (or Local) responsibility revised to 12-inch pipe and smaller. The funding responsibility for public pump stations and I/I abatement projects would remain unchanged: Funding for public pump stations would remain the responsibility of the District and funding for I/I abatement projects located within the City would be provided equally by the City and the District. This option has direct impacts on both the sanitary sewer user fee and system development charge allocations. Those impacts for FY 2010 follow:

- Sanitary sewer user fee – The proposed 5.5% rate increase results in an average residential rate of \$32.66 per equivalent dwelling unit (EDU)
  - Local – \$5.42 per equivalent dwelling unit (EDU)
    - Note: Based on this Preferred Proposal and the 5.5% rate increase, the Local allocation actually results in \$5.33 per EDU. To keep the City whole, however, the District proposes to retain the current Local rate of \$5.42 per EDU.
  - District-wide – \$27.24 per equivalent dwelling unit (EDU)

Michael Sykes

April 27, 2009

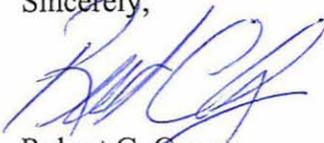
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- Sanitary sewer system development charge – The proposed \$500 per equivalent dwelling unit (EDU) increase raises the SDC from \$3,100 to \$3,600
  - Local – \$143.38
  - District-wide – \$3,456.62
- Surface Water Management user fee – A \$0.25 per equivalent service unit (ESU) increase results in a residential rate of \$4.25, from \$4.00 per ESU
  - Local – \$3.19
    - Note: The local allocation of the 75% Local/25% District allocation is retained.
  - District-wide – \$1.06
- Surface Water Management (SWM) system development charge (SDC) – The SWM SDC, currently at \$500 per ESU, is proposed to remain unchanged for FY 2010.
  - Local – \$500 per ESU (100%)  
The development of a SWM capital improvement program and then updated rate study for a resulting SDC are major tasks during FY 2010.

To finalize proposed FY 2010 budgets, these rates and fees may be utilized at this time. Obviously, our respective budget committees and governing bodies must still review and approve them. Additionally, District staff is requesting that you, or your staff representative, acknowledge that the Preferred Proposal meets with your approval.

Should you have questions regarding any of this information, please do not hesitate to contact me at (503) 681-3602.

Sincerely,



Robert C. Cruz  
Deputy General Manager