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CITY COUNCIL MEETING AGENDA

**TUESDAY, MAY 26, 2020
WEBEX COMMUNITY AUDITORIUM
1915 MAIN STREET**

- 5:30 PM EXECUTIVE SESSION (City Manager Performance Evaluation)**
- 6:00 PM EXECUTIVE SESSION (Labor Negotiations)**
- 6:30 PM WORK SESSION (Communication Plan Inventory)**
- 7:00 PM CITY COUNCIL REGULAR MEETING**

NOTICE: VIDEO CONFERENCE MEETINGS & CHANNEL 30 LIVE

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council is limiting in-person contact and social distancing. The Council work sessions and meetings will be conducted remotely by video conferencing. The public may attend and observe in the Community Auditorium as space allows (no more than 10 persons total at one time). However, the Council encourages the public to observe the meetings through technology rather than in person. The meetings will be televised live at the start time, or shortly thereafter, by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE [Channel 30](#) and Live Streamed on [YouTube Channel 30](#). Written comments on an item not on the Council Agenda may be submitted by May 26, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov.

PETER B. TRUAX, MAYOR

Malynda H. Wenzl, Council President
Kristy L. Kottkey, Councilor
Timothy A. Rippe, Councilor

Elena Uhing, Councilor
Mariana Valenzuela, Councilor
Adolph "Val" Valfre, Jr., Councilor

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

Public Hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in 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, aruggles@forestgrove-or.gov, 503-992-3235.

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, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

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

The City Council will convene and be video conferencing remotely during the following executive session(s):

Peter Truax, Mayor **5:30** **In accordance with ORS 192.660(2)(i) to review and evaluate the employment-related performance of the City Manager.**

Brenda Camilli, Human Resources Manager
Jesse VanderZanden, City Manager **6:00** **In accordance with ORS 192.660(2)(d) to conduct deliberations with person designated by the governing body to carry on labor negotiations.**

Elizabeth Stover, Program Coordinator
Bev Maughan, Executive Assistant
Jesse VanderZanden, City Manager **6:30** **WORK SESSION: COMMUNICATION PLAN INVENTORY**
The City Council will convene and be video conferencing remotely during the work session. The Council will take no formal action during the work session.

6:55 **RECESS BREAK**

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- 7:00**
1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance
 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Written comments may be submitted by May 26, 2020, 3:00 p.m. via e-mail to: aruggles@forestgrove-or.gov. Thank you
 3. **CONSENT AGENDA:** See Page 4
 4. **ADDITIONS/DELETIONS:**
 5. **PRESENTATIONS:**

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|---|------|-------|--|
| Jeff King, Economic Development Manager | 7:10 | 5. A. | • <i>Economic Development Commission 2019 Annual Report, Kevin Emerick Chair</i> |
| Jeff King, Economic Development Manager | 7:20 | 5. B. | • <i>Economic Development Strategic Plan 2019 Annual Report</i> |
| Michael Kinkade, Fire Chief | 7:30 | 5. C. | • <i>Citywide COVID-19 Update</i> |
| James Reitz, Senior Planner
Bryan Pohl, Community Development Director
Jesse VanderZanden, City Manager | 7:40 | 6. | <u>CONTINUE PUBLIC HEARING AND SECOND READING OF ORDINANCE NO. 2020-02 AMENDING FOREST GROVE CODE OF ORDINANCES, TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS), §35.065 THROUGH §35.070, RELATING TO AMENDING HISTORIC LANDMARKS BOARD BYLAWS</u> |
| James Reitz, Senior Planner
Bryan Pohl, Community Development Director
Jesse VanderZanden, City Manager | 7:45 | 7. | <u>PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2020-03 VACATING 19TH PLACE RIGHT-OF-WAY EAST OF POPLAR STREET; APPLICANT: JT SMITH COMPANIES; FILE NO. 311-20-000014-PLNG</u> |
| Brenda Camilli, Human Resources Manager
Jesse VanderZanden, City Manager | 8:05 | 8. | <u>RESOLUTION NO. 2020-47 AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN CITY OF FOREST GROVE AND INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW), UNION NO. 125, EFFECTIVE JULY 1, 2020 AND EXPIRING JUNE 30, 2023</u> |
| Bryan Pohl, Community Development Director
Jeff King, Economic Development Manager
Jesse VanderZanden, City Manager | 8:15 | 9. | <u>RESOLUTION NO. 2020-48 AUTHORIZING THE ESTABLISHMENT OF A SMALL BUSINESS EMERGENCY ASSISTANCE PROGRAM FOR BUSINESSES WITHIN FOREST GROVE CITY LIMITS, EXCLUDING FOREST GROVE URBAN RENEWAL AREA</u> |
| Paul Downey, Administrative Services Director
Bryan Pohl, Community Development Director
Jesse VanderZanden, City Manager | 8:25 | 10. | <u>RESOLUTION NO. 2020-49 TRANSFERRING APPROPRIATIONS WITHIN THE GENERAL FUND IN THE FISCAL YEAR 2019-20 FOR SMALL BUSINESS EMERGENCY ASSISTANCE PROGRAM PAYMENTS TO BE AWARDED FOR COVID-19 RELIEF ASSISTANCE</u> |

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| Gregory Robertson, Public Works Director
Richard Blackmun, Engineering Manager
Jesse VanderZanden, City Manager | 8:35 | 11. | <u>RESOLUTION NO. 2020-50 AUTHORIZING MAYOR TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN WASHINGTON COUNTY AND CITY OF FOREST GROVE FOR ROAD, WATER AND SANITARY SEWER IMPROVEMENTS ASSOCIATED WITH THE HIGHWAY 47/MARTIN ROAD PROJECT</u> |
| Peter Truax, Mayor | 8:50 | 12. | <u>RESOLUTION NO. 2020-51 AMENDING THE CITY OF FOREST GROVE'S DECLARATION OF STATE OF EMERGENCY, EFFECTIVE MARCH 14, 2020, AT 1:00 P.M., TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON JUNE 8, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-46</u> |
| City Councilors | 8:55 | 13. | <u>CITY COUNCIL COMMUNICATIONS:</u> |
| Jesse VanderZanden, City Manager | 9:10 | 14. | <u>CITY MANAGER'S REPORT:</u> |
| Peter Truax, Mayor | 9:15 | 15. | <u>MAYOR'S REPORT:</u> |
| | <u>9:20</u> | 16. | <u>ADJOURNMENT:</u> |
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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).

- A. Approve City Council Work Session (Council Goal 7 Expand Recreation Opportunities) Meeting Minutes of April 27, 2020.
- B. Approve City Council Work Session (Police Station Update) Meeting Minutes of May 11, 2020.
- C. Approve City Council Regular Meeting Minutes of May 11, 2020.
- D. Accept Planning Commission Meeting Minutes of January 21, 2020.
- E. Community Development Department Monthly Building Activity Informational Report for April 2020.
- F. **Endorse Liquor License Renewal Applications for Year 2020:**
 - 1) Old Town Vault, Full On-Premises Sales
 - 2) The Lazy Eye, Fill On-Premises Sales

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 8:27 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council limited in-person contact and social distancing. **The City Council conducted the Council work session remotely by video conferencing.** The meeting was remotely video conferenced by Fire Chief Kinkade and City Recorder Ruggles and televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and Live Streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time).

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph “Val” Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Tom Gamble, Parks and Recreation Director (Webex remotely); Michael Kinkade, Fire Chief (in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. WORK SESSION: CITY COUNCIL GOAL 7 EXPAND RECREATION OPPORTUNITIES

Gamble and VanderZanden facilitated the above-noted Council work session, noting the purpose of the work session was to address Council Objective 7, Expand Recreation Opportunities, identified in FY2020-21, which includes Objective 7. 1, Identify Park Project Development Priorities and Objective 7.4, Partner to Study Eastside Park. Gamble presented a PowerPoint presentation overview pertaining to the Parks, Recreation and Open Space Master Plan (2016), noting the 20-Year Planning Plan resulted in a Capital Improvement Plan (CIP) and included concept designs for all existing parks and proposed parks and trails and purchase of additional land for future parks based on several metrics, including population, zoning, park type and park spacing. Gamble reported the Parks and Recreation Schematic Design Study identified

the following park project development priorities: A. T. Smith Park, North Lincoln Park, Stites Nature Park, Aquatic Center Water Space and Facility Needs, and a feasibility study was added for an Eastside Park. Gamble added the above-noted park properties are currently owned by the City and remain undeveloped. Gamble reported the Total Current Parks System Development Charges (SDC) Fund Balance and Metro Bond Proceeds is \$4.7 million and Projected 5-Year Fund Balance is \$7.7 million and the total estimated cost is \$23.1 million. In conclusion of the above-noted staff report, Gamble and VanderZanden advised staff is seeking Council consensus to help prioritize the above-noted park project development priorities based on Projected 2 to 5-Year Funding.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to review, discuss and prioritize the park project development priorities based on funding available within the next two to five years. Gamble and VanderZanden addressed various Council inquiries and scenarios pertaining to compliance with the American Disability Act for the elderly, relocating community garden, feasibility of partnerships as well as preliminary land acquisitions for an Eastside Park and identifying funding sources, i.e., Parks System Development Charges (SDC), to which Gamble explained Parks SDC are based on new development and cannot be used for existing facilities. Parks and facilities must comply with the ADA requirements. In addition, Gamble advised Oak Street area was not identified in the Plan as future park land (for an Eastside Park) as the land is near Stites Park. In conclusion of the above-noted Council discussion, Council collectively concurred to prioritize Objective 7. 1, Identify Park Project Development Priorities, and Objective 7.4, Partner to Study Eastside Park, based on funding available within the next two to five years, as shown in **bold** below:

<u>1-2 Years (committed)</u>	<u>Costs:</u>
Rogers Park (Anna and Abby's Yard)	\$0.8 million

<u>2-5 Years (uncommitted):</u>	<u>Costs:</u>
1. Eastside Park	\$0.5-1.2 million

Staff will bring back recommendations from the Parks and Recreation Commission at a later date, including recommendations for relocating the community garden.

2. Stites Nature Park	\$1.5-2.5 million
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Next step is construction design.

3. Land Acquisition	\$1.0-1.4 million
Lincoln Park	To be Determined
Aquatic Center	To be determined
AT Smith	<u>To be determined</u>
Total:	\$3.8-\$5.9 million

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

3. **ADJOURNMENT:**

Mayor Truax adjourned the work session at 9:06 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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Minutes are unofficial until approved by Council.

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:30 p.m. via Webex Video Conference.

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph “Val” Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Henry Reimann, Interim Police Chief (Webex remotely); Michael Kinkade, Fire Chief (in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. WORK SESSION: POLICE STATION UPDATE

Downey and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to provide an update on the status of the police station project and seek direction from Council on the next steps. Downey presented a PowerPoint presentation overview recapping the following police station project progress, noting the project started in 2015 with a needs assessment that reviewed the conditions of the current facility and the long-term space needs of the Police Department. The City signed a design contract with the architect in July 2016. The contract was for program approval and design and divided into three major phases, each requiring City approval to move to the next phase. Downey noted the City has completed Phase I and has put the next phase on hold until construction funding is available. In addition, an outside polling consultant did a focus group process in April 2018 with the objectives of assessing community attitudes, determining current perception of the police facility and need for facility improvements, and assess reaction to a bond measure. In April and June 2018, the City purchased two lots on the corner of 19th Street and Birch Street for the location of a potential new police station. One lot is being used to house volunteer firefighters. In November 2018, City had a poll of likely voters conducted to determine potential support for a bond measure. The poll showed a bond measure would likely not be successful. Staff developed and conducted an extensive, ongoing public education effort about condition of current facility and why a new facility is warranted. Staff completed schematic design (30%) in early 2020 and a revised cost estimate for the proposed facility, which was designed to meet the space needs of the department for the next forty to fifty years. The current total cost estimate is \$20,000,000 to complete the design,

construct, and equip the new facility. The design has been the subject of several Council work sessions and has undergone extensive value engineering to reduce the overall footprint and cost. Downey advised a new Police Facility would require a General Obligation Bond to finance. The current completion date is estimated at the end of 2023 if placed on the May or November 2021 ballot and if the election is successful. Staff estimated the first year costs of a \$20 million, 20-year bond would be \$155 for a homeowner with assessed value of \$230,000, which is the average assessed value of a single-family residence in the City. Downey noted in January 2020, there was Council consensus to not place the proposed facility on the May 2020 ballot and to discuss the viability of conducting another poll to reassess voter attitudes. Staff is making the assumption that a ballot measure will not be submitted for the November 2020 election based on the current economic conditions of the unknown effects of COVID-19 pandemic. In conclusion of the above-noted staff report, Downey and VanderZanden posed the following questions for Council consideration:

1. Does the Council see a future \$20 million bond measure (or higher depending on the timing of the ballot measure) as a realistic option to submit to the voters at a future election or should a different planning horizon be looked at?

If the answer to the second question is yes, what would Council see as the potential timing for a ballot measure?

- Recommend a May or November election to avoid the double-majority approval requirement.
- Does the City do another poll to gauge voter attitudes? If so, the poll should be timed to the potential election date and will cost ~\$30K.
- Other tax measures may affect timing of potential bond measure:
- The renewal or increase of the City's Local Option Levy (LOL); targeted for May, 2022.
- Potential for a Fire District and establishing a permanent tax rate.

If the answer to the second question is no, what are the alternatives?

- Hold the completed schematic design until the time the Council may want to submit a bond and have Police manage with their current facility.
- Determine if there are other alternatives that could address critical needs over a shorter time period. For example:
 - Hire new Chief and stabilize staffing.
 - Refocus time horizon and initiate planning for a 20-year strategy instead of 50-year strategy. This would likely include an annex behind the current station and remodeling of some of the interior. It could involve shifting parking around on the block to maintain some secured parking for the Police.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council recapped the public education efforts and speaking engagements and the need for communication improvements to reach the diverse community and community perception of reasons why there is a need warranting a new facility as well as needing to hire a new Police Chief. Staff and Council discussed the economic effects of COVID-19 pandemic on the overall economy, noting how long the actual economic effects will last and how voter perception

of tax measures will be affected is not known. In addition, Downey and VanderZanden responded to various Council inquiries pertaining to conducting another poll and potential timing for submitting a ballot measure to the voters, to which Council collectively concurred to not conduct another poll because a new poll would not be viable at this time and concurred waiting to submit a bond measure at a later date, i.e., May or November 2021 ballot. Council instead emphasized to proceed with hiring a new Police Chief as soon as practical and begin refocusing on the alternatives, such as an annex building, to which VanderZanden concurred.

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

3. ADJOURNMENT

Mayor Truax adjourned the work session at 6:00 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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A place where families and businesses thrive.

Monday, May 11, 2020

City Council Regular Meeting Minutes

7:00 p.m., Webex Community Auditorium

Minutes are unofficial until approved by Council.

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the regular City Council meeting to order at 7:05 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council limited in-person contact and social distancing. **The City Council conducted the Council meeting remotely by video conferencing.** The meeting was remotely video conferenced by Fire Chief Kinkade and City Recorder Ruggles and televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and Live Streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time). The Council accepted written comments on items not on the agenda submitted by May 11, 2020, 3pm, to the City Recorder.

ROLL CALL: COUNCIL PRESENT ATTENDED BY WEBEX REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph “Val” Valfre; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Bryan Pohl, Community Development Director (Webex remotely); James Reitz, Senior Planning (Webex remotely); Dan Riordan, Senior Planner (Webex remotely); Michael Kinkade, Fire Chief (in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

1. A. IF I WERE MAYOR CONTEST:

Mayor Truax announced the 2020 “If I Were Mayor Student Contest” participants as noted below (winner in bold):

- Poster (grades 4-5): **Emily Jack** (via Webex)
- Essay (grades 6-8): **Jessica Jack** (via Webex)
Payton Edwards
- Video/PowerPoint (high school/college): No entries

Each participant received a cash prize from the City of Forest Grove. The winners at

the state level will be announced during the Oregon Mayors Association Summer Conference to be tentatively held August, 2020.

2. CITIZEN COMMUNICATIONS:

No written comments were received.

3. CONSENT AGENDA:

Items under the Consent Agenda are considered routine and are 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 remaining Consent Agenda item(s).

A. Approve City Council Regular Meeting Minutes of April 27, 2020.

B. **PROCLAMATION NATIONAL HISTORIC PRESERVATION MONTH MAY 2020.**

C. **PROCLAMATION NATIONAL PUBLIC WORKS WEEK MAY 17 – 23, 2020.**

MOTION: Councilor Valfre moved, seconded by Councilor Wenzl, to approve the Consent Agenda as presented. ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

4. ADDITIONS/DELETIONS: None.

5. PRESENTATIONS:

5. A. COVID-19 (Coronavirus disease) Update

Fire Chief Kinkade presented a PowerPoint presentation overview pertaining to COVID-19 Response Update, which was updated in the Council packet. Chief Kinkade presented updates on the Situation Report (587 confirmed cases in Washington County, 13 deaths); Essential Needs for Forest Grove, Cornelius and Gaston; Community Emergency Outreach (community members may now call 2-1-1 for emergency needs); Food Bank Support and Current Food Bank Locations; and Reopening Plan, which the City's reopening plan is in process and Washington County Board of Directors is reviewing the County's reopening plan. Mayor Truax gave an update on COVID-19 cases reported by Zip Code Tracker, noting Forest Grove had 55 cases reported. Mayor Truax voiced concern the Latino population is being considerably affected by the virus. In addition, Mayor Truax gave an overview of Washington County's reopening plan and business-related requirements, noting Contact Tracing will require Washington County to hire 90 employees. Washington County is aiming to be approved by the Governor's Office for Phase 1 reopening by early to mid-June. The County must meet the Governor's seven reopening

prerequisites.

5. B. Historic Landmarks Annual Report

Holly Tsur, Historic Landmarks Board (HLB) Chair, gave an overview of the HLB's 2019 Annual Report and 2020 Work Plan as well as community outreach efforts and Historic Preservation Grant Program efforts and funding needs, which were referenced in the annual report. In addition, Tsur addressed various Council inquiries pertaining to tracking the statistics of grants awarded (equitable funding, i.e., add an optional Ethnicity box to grant application) and providing City funding to B/C for translation of program-related information in multiple languages, to which Council collectively concurred.

6. PUBLIC HEARING AND FIRST READING OF ORDINANCE NO. 2020-02 AMENDING FOREST GROVE CODE OF ORDINANCES, TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS), §35.065 THROUGH §35.070, RELATING TO AMENDING HISTORIC LANDMARKS BOARD BYLAWS

Staff Report:

Reitz presented the above-proposed ordinance for first reading, noting the proposed ordinance is amending City Code, Chapter 35, §35.065 through §35.070, relating to amending Historic Landmarks Board (HLB) Bylaws. Reitz reported HLB reviewed and combined its existing bylaws to conform to the new bylaw template, noting HLB is not proposing any new changes. In conclusion of the above-noted staff report, Reitz advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting HLB approved the proposed bylaws at its meeting on January 28, 2020.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2020-02 for first reading.

VanderZanden read Ordinance No. 2020-02 by title for first reading.

MOTION: Council President Wenzl moved, seconded by Councilor Valfre, to adopt Ordinance No. 2020-02 Amending Forest Grove Code of Ordinances, Title III (Administration), Chapter 35 (City Organizations), §35.065 through §35.070, Relating to Amending Historic Landmarks Board Bylaws.

Public Hearing Opened:

Mayor Truax opened the Public Hearing and explained hearing procedures.

Written Testimony Received:

No written testimony was received.

Proponents:

No one testified and no written comments were received.

Opponents:

No one testified and no written comments were received.

Others:

No one testified and no written comments were received.

Council Discussion:

None.

Public Hearing Continued:

Hearing no concerns from the Council, Mayor Truax continued the Public Hearing to May 26, 2020.

7. RESOLUTION NO. 2020-43 AUTHORIZING CITY MANAGER TO SUBMIT THE FOREST GROVE DOWNTOWN HISTORIC DISTRICT NOMINATION TO THE STATE ADVISORY COMMITTEE ON HISTORIC PRESERVATION

Staff Report:

Reitz presented the above-proposed resolution for Council consideration, noting the above-proposed resolution is authorizing the City Manager to submit the Forest Grove Downtown Historic District Nomination to the State Advisory Committee on Historic Preservation. Reitz reported the Historic Landmarks Board (HLB) is pursuing establishing the City's fourth National Register Historic District. Reitz provided an overview of criteria required to form a district and background research conducted and presented a map outlining the boundary of the proposed district (39 tax lots), noting the boundary was expanded to include the area north of 21st Avenue between Main Street and College Way, as requested by Council at its meeting held on January 14, 2019, and at which time, Council supported submitting the grant application to the State Historic Preservation. In addition, Reitz reported HLB hosted an open house for property owners within the proposed district area, noting all who attended expressed support of the nomination. In addition, staff has mailed periodic updates to all property owners within the proposed district and has received positive comments. In conclusion of the above-noted staff report, Reitz advised staff is recommending Council consider adopting the proposed resolution as outlined in Exhibit A, noting there is no fiscal impact by submitting the nomination application. In addition, Holly Tsur, Historic Landmarks Board Chair, encouraged Council to support the submittal of the Forest Grove Downtown Historic District Nomination to the State Advisory Committee on Historic Preservation.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-43.

VanderZanden read Resolution No. 2020-43 by title.

MOTION: Councilor Rippe moved, seconded by Councilor Uhing, to approve Resolution No. 2020-43 Authorizing City Manager to Submit the *Forest Grove Downtown Historic District* Nomination to the State Advisory Committee on Historic Preservation.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

8. **RESOLUTION NO. 2020-44 SUPPORTING CITY REQUEST FOR GRANT FUNDING RELATED TO HB 2001 TO RESOLVE INFRASTRUCTURE FUNDING DEFICIENCIES IN THE WESTSIDE PLANNING AREA AND TO SUPPORT NEEDED HOUSING**

Staff Report:

Riordan presented the above-proposed resolution for Council consideration, noting the above-proposed resolution is supporting a request for grant funding to resolve infrastructure funding deficiencies in the Westside Planning Area and to support needed housing. Riordan referenced the Funding Request (Attachment A) and Application for Planning Assistance Grants 2019-2021 (Attachment B), noting the Oregon legislature allocated funding, through the Department of Land Conservation and Development (DLCDD), for implementation of HB 2001 (2019) and HB 2003 (2019). Both bills address middle housing types (duplex, triplex, four-plex and cottage clusters) and housing production strategies. Riordan reported staff is proposing a project that will address infrastructure needs and funding deficiencies in the Westside Planning Area, which includes David Hill area inside the urban growth boundary west of Thatcher Road and north of Watercrest Road and the area north of David Hill road west of Highway 47 and east of Thatcher Road (also known as the “Purdin Road” area). The project as proposed supports the following City Council Objectives for FY 2020-2021:

- Objective 2.1: Evaluate scalable system development charges (SDCs);
- Objective 2.5: Evaluate recommendations from the City’s Housing Needs Analysis; and

- Objective 5.5: Refine Westside Plan Financial Plan.

In conclusion of the above-noted staff report, Riordan advised staff is recommending Council consider approving the proposed resolution as outlined in Exhibit A, noting the estimated project cost based on the initial project scope of work is \$69,990 and includes \$56,000 in requested grant funds and \$13,990 in City in-kind match. If a grant is awarded, the grant funds will be used for consulting assistance.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-44.

VanderZanden read Resolution No. 2020-44 by title.

MOTION: Councilor Uhing moved, seconded by Councilor Valfre, to approve Resolution No. 2020-44 Supporting City Request for Grant Funding related to HB 2001 to Resolve Infrastructure Funding Deficiencies in the Westside Planning Area and to Support Needed Housing.

Council Discussion:

In response to Valfre's inquiry pertaining to the project timeline, Riordan concurred that it was an aggressive timeline but doable, noting it depends on how soon the DLCD awards the grant. Valfre commended staff for the project selection, noting the project is looking at scalable system development charges, which he noted has been long overdue.

In response to Rippe's inquiry pertaining to the house production strategy, Riordan referred to the project evaluation criteria and Housing Need Analysis, noting the DLCD is looking to create a prototype house production model that jurisdictions can adopt.

In response to Valenzuela's inquiry pertaining to how equity is reflected in the project, Riordan explained equity pertains to system development charges in the Westside Planning Area, noting the City is interested in expanding the supply of affordable housing options by supplementing (aligning) system development charges with expected system impacts given dwelling type and size and area.

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

9. RESOLUTION NO. 2020-45 ADOPTING CITY MANAGER PERFORMANCE REVIEW CRITERIA AND REPEALING RESOLUTION NO. 2019-21

Staff Report:

Mayor Truax presented the above-proposed resolution, noting pursuant to the City Manager's Employment Agreement, Section 6, Council must evaluate the City Manager's annual performance and establish the performance review criteria in an open meeting. Mayor Truax referenced Attachment A, City Manager Performance Review Process and Target Dates, and Attachment B, Draft Memorandum to Department Directors, noting no changes are proposed to the current performance review criteria. In addition, Mayor Truax advised Council will hear the City Manager's self-evaluation and review the compiled responses and comments with the City Manager in Executive Sessions tentatively scheduled for May 26 and June 22, 2020, noting after concluding the performance appraisal in the Executive Session scheduled for July 13, 2020, Council will return in an open meeting to give a summary of the City Manager's performance appraisal.

Before proceeding with the Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-45.

MOTION: Council President Wenzl moved, seconded by Councilor Valfre, to approve Resolution No. 2020-45 Adopting the City Manager Performance Review Criteria and Repealing Resolution No. 2019-21.

Council Discussion:

In response to Wenzl's inquiry pertaining to providing additional instructions to newly-appointed Councilors, Mayor Truax advised the instructions will be further discussed in the upcoming first executive session. Ruggles added she will include the instructions in her e-mail to Council along with the performance evaluation form.

Kottkey noted that she was provided information about the City Manager performance evaluation process during her orientation.

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

10. RESOLUTION NO. 2020-46 AMENDING THE CITY OF FOREST GROVE'S DECLARATION OF STATE OF EMERGENCY, EFFECTIVE MARCH 14, 2020, AT 1:00 P.M., TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON MAY

31, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-41

Staff Report:

Mayor Truax presented the above-proposed resolution for Council consideration, noting the resolution is extending the duration of the City's emergency declaration that went into effect March 14, 2020, through April 13, 2020; extended through April 30, 2020 (first time); extended to May 11, 2020 (second time), and now being extending to remain in effect until 8:00 p.m. May 31, 2020 (third time), unless superseded sooner. Mayor Truax advised he hopes this will be the last extension; however, he will remain in compliance with the Governor's State of Emergency and extend the City's declaration if needed due to COVID-19.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2020-46.

VanderZanden read Resolution No. 2020-46 by title.

MOTION: Council President Wenzl moved, seconded by Councilor Uhing, to approve Resolution No. 2020-46 Amending the City of Forest Grove's Declaration of State of Emergency, Effective March 14, 2020, at 1:00 P.M., to be Extended and Remain in Effect Until 8:00 P.M. on May 31, 2020, Unless Superseded Sooner; Amending Resolution No. 2020-41.

Council Discussion:

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

ROLL CALL VOTE: AYES: Councilors Kottkey, Rippe, Uhing, Valenzuela, Valfre, Wenzl, and Mayor Truax. NOES: None. MOTION CARRIED 7-0.

11. COUNCIL COMMUNICATIONS:

Kottkey reported she completed her department orientation. Kottkey highlighted a newsletter she worked on as a way to improve communication with her neighborhood residents, noting she e-mailed a copy of the newsletter to Council. Kottkey suggested scheduling a Council work session topic to discuss the general need of finding different ways to connect with the community, noting it complies with Council Goal 1 (support diversity, equity and inclusion in the delivery of city services and operations) and Goal 4 (improve internal and external communications and engagement), to which Mayor Truax concurred discussing the topic at a later.

Rippe reported attending League of Oregon Cities (LOC) committee-related virtual

meetings, noting LOC is working on the 2021 legislative agenda, which will be distributed sometime in June. In addition, Rippe reported attending a variety of community-related virtual meetings.

Uhing reported on an online course that is being offered for Contract Tracing for job employment certification. Uhing noted although there is concerns regarding COVID-19 zip code information targeting ethnicity, she hopes the county will continue identifying which communities need support based on zip codes. Uhing concurred it was imperative that Council support funding during the budget process to have a communication plan that supports languages in order to communicate with all ethnicities within the community. In addition, Uhing stressed the urgent need of planning and being prepared for fall/winter emergency efforts, i.e., connecting with local farmers for food sources. Mayor Truax advised a Community Enhancement Program Impact Grant was recently awarded for a three-year commitment to the winter shelter.

Valenzuela thanked Mayor Truax for mentioning the report that is tracking COVID-19 cases and is impacting the Latino community, pointing out the immense contribution the Latino community provides to the State of Oregon. Valenzuela's message was that she hopes that tracking COVID-19 cases by zip code will bring awareness and appreciation, and not fear and anxiety, to the Latino community who have been in the states for so many years providing essential services, such as food sources, and who do not have the privilege of working from home.

Valfre reported attending League of Oregon Cities committee-related virtual meetings as well as other community-related virtual meetings. Valfre concurred it was imperative that Council support funding during the budget process to have a Communication Plan that supports languages in order to communicate with all ethnicities within the community. In addition, Valfre reported on upcoming meetings he was planning to attend.

Wenzl concurred with the communication topic and advised Kottkey to discuss the topic with the City Manager during her one-on-one meeting. Wenzl noted the Chamber is encouraging to support small eatery businesses. Wenzl reported the Forest Grove School District is considering participating in the CARES Act and furloughing five work days, noting the importance of message the District hopes the community hears is the reason is to save the District money this school year. In addition, Wenzl stressed that it is imperative the City be at the table when Washington County is discussing how to split the CARES Act funding with local jurisdictions.

12. City Manager's Report:

VanderZanden presented the City Manager's Report, dated May 11, 2020, noting the

City's Situation Report is being updated frequently and published in English and Spanish. A draft reopening plan is being reviewed for a potential of a partial opening in late May-early June. The city has installed Plexiglas at all public counters and dividers to separate work stations to assure physical distance, self-monitoring practices, and workplace guidelines. Municipal Court counter will reopen on May 11 to patrons by appointment only. It will open again on May 20 with a smaller court session. City Hall will open for court patrons only. Planning Commission will hold a virtual meeting on May 18 and Budget Committee will hold a virtual meet on May 28, 2020. Other Boards and Commissions may meet virtually in May on an as-needed basis. VanderZanden advised Council has an upcoming work session scheduled to discuss the Communication Plan and at the budget process, Council will hear about the City's plans for translation services. VanderZanden recapped the City's outreach efforts and participation with Washington County and various community groups regarding the \$104 million in CARES Act money related to COVID-19 expenses incurred in Washington County, noting cities and partners have expressed an interest in establishing a collaborative framework to disseminate the monies for COVID-19 related expenses. VanderZanden noted the City is tracking all of its COVID-19 related expenses and staff time for the purposes of seeking reimbursement. In addition, VanderZanden reported on various department-related activities and projects as outlined in the activity report.

13. MAYOR'S REPORT:

Mayor Truax provided further insight regarding Washington County receiving \$104 million in CARES Act money related to COVID-19 expenses incurred in Washington County, noting the County has yet to determine what the split formula will be for local jurisdictions. Mayor Truax stressed some of the monies are supposed to flow to local jurisdictions to help with COVID-19 response needs. Mayor Truax also voiced concerns of the economic impact of COVID-19 pandemic as well as the health inequities. In addition, Mayor Truax reported on various county and regional-related matters of interest.

14. ADJOURNMENT:

Mayor Truax adjourned the regular Council meeting at 9:16 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



A place where families and businesses thrive.

**Planning Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
Tuesday, January 21st, 2020, 7:00 pm**

1. CALL TO ORDER:

Chair Tom Beck called the meeting to order at 7:02 p.m. Roll Call:

Planning Commission Present: Phil Ruder, Vice Chair; Commissioners Lisa Nakajima, Ginny Sanderson, Hugo Rojas, and Dale Smith.

Planning Commission Excused: Chair Tom Beck.

Staff Present: Dan Riordan, Long Range Planner; Cassi Bergstrom, Planning Commission Coordinator.

2. PUBLIC MEETING:

A. PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS:

None.

B. PUBLIC HEARING:

**(1.) File No. 311-19-000033-PLNG – Variance to the Development Code
Driveway Standards at 4115 24th Ave**

Vice Chair Phil Ruder opened the quasi-judicial public hearing at 7:04 p.m., reading the hearing procedures, criteria, and asked for disclosure of any conflicts of interest, ex-parte contacts, bias, or abstentions. There were no conflicts of interest and no challenges from the audience.

Mr. Dan Riordan gave a Power Point presentation, showing the location and aerial view of the site. Mr. Riordan explained to the Commission that the applicant has previously requested driveway widths and spacing variances in 2016 and 2018, with the most recent request being a 192-foot-wide driveway width to allow trucks to back into the loading docks directly off 24th Avenue. This variance was approved.

Mr. Riordan informed Commissioners that the applicant has now purchased the property to the east of their current site resulting in a new site plan concept which created the need for a new variance request. The loading dock will now be set back off the road with truck movement taking place on site. The applicant is requesting a reduction of the required minimum distance between two driveways (approximately 90 feet and 56 feet) located on 24th Avenue as well as a request of a 55-foot

driveway width located on Yew Street. Maximum driveway width allowed within a General Industrial zone is 40 feet, and the required minimum distance between driveways is 105 feet in a 25 mph zone.

The applicant is required to construct a half street improvement on Yew Street, but this still makes the road narrower than standard. This is the reason for making the driveway width wider in order to accommodate for truck turning movements.

Staff recommends approval of the requested driveway variance with the conditions: Narrow the width of the east 24th Avenue driveway to 20 feet; and upon the full improvement of Yew Street, the north driveway width shall be reduced to the standard of 40-feet.

CORRESPONDENCE:

No correspondence was received.

APPLICANT:

Jessica Lucas, Architect, 1405 SW Kari Ln, Portland, OR 97219:

Ms. Jessica Lucas gave a Power Point presentation showing how they arrived at the determination of a new variance request and the site constraints making the variance essential for their operations. Old Trapper is going to be expanding their distribution facility, and the property to the east was purchased in order to do so. This new site plan is an improvement from the last site plan layout in 2018. The two lots are very long and skinny, which makes a unique situation when designing the loading docks from the warehouses, but now there are two street frontages on 24th Avenue and Yew Street.

Ms. Lucas explained the three variances requested: Reduction of the minimum distance between curb cuts from 105' to 55'-10" located on 24th Ave (west driveway); Reduction of the minimum distance between curb cuts from 105' to 90'-3" located on 24th Ave (east driveway); and increase the driveway width from 40' to 55' located on Yew Street (currently undeveloped). The plan is to connect the proposed warehouse building, the production facility built in 2017, and the existing warehouse.

Ms. Lucas presented the proposed site plan showing the truck maneuvering taking place all on site rather than off 24th Avenue. Allowing the variances offers better visibility, queuing, and safety for both commuters and truckers. Old Trapper is planning on improving two-thirds (an increase of the half required by the City) of the unimproved portion of Yew Street in order to get construction and distribution trucks in and out safely.

Ms. Lucas showed how the queuing works in the staff parking lot. Old Trapper is requesting an increase of the east driveway width due to the office supply and mail delivery trucks that come in to the staff parking area. Shift changes and lunch hours can create traffic generation in the staff parking lot, and this allows for the delivery

trucks to enter in the area without waiting on the street. Commissioner Sanderson inquired how many deliveries are received a day from these kinds of trucks, and the applicant responded that they receive 3-5 deliveries a day at that location.

Vice Chair Ruder asked if the applicant was in objection to the condition requiring the driveway width to be reduced down to the standard once Yew Street is completely improved, and Ms. Lucas responded that they do not know yet what the future holds for the site so leaving the driveway width as-is would be preferred. Ms. Lucas is requesting the variances be approved without the City staff conditions as wider driveway approaches are helpful to large trucks maneuvering onto the site.

Ms. Lucas presented a truck maneuvering graphic showing how they will be transporting product on and off the site. Commissioner Rojas inquired if more employees will be hired due to the expansion. Ms. Lucas responded that about 120,000 square feet of distribution area/office space will be added, so an employee growth is anticipated.

PROPOSERS:

None.

OPPOSERS:

None.

OTHER:

None.

REBUTTAL:

None.

Vice Chair Ruder closed the public hearing at 7:41 p.m.

COMMISSIONER DISCUSSION:

Vice Chair Ruder asked why the conditions of approval made by City Staff matter for that site. Mr. Riordan responded that the proposed conditions ensure the variance is the minimum deviation necessary from the Development Code, and the approval criteria for a variance also states that the need does not result from prior actions of the applicant or owner, or from personal circumstances of or caused by the applicant or owner, such as financial circumstances. The larger issue may be with the code in general and whether a 40-foot driveway width is acceptable in the Industrial zone, which would require a code text amendment. At this time the only way for the applicant to get the driveway standard changed is through a variance request.

Commissioner Sanderson asked how the Yew Street driveway width condition will be enforced because it is not known when the street will be improved entirely, and if at that time a variance can be requested to keep the driveway at its current width of

40-feet. Mr. Riordan explained that it would be an enforcement issue, and the City would have to track this condition. A variance could be requested again to allow the larger driveway after the street is fully improved to determine if it is needed.

Commissioner Nakajima stated that the applicant's proposed plan is an improvement from the last variance requested, and is pleased that the trucks will now be maneuvering on site and not in the street.

Vice Chair believes the variances are necessary for the unique layout of the site, and Commissioners agreed. A straw vote was taken among Commissioners, and all were in agreement to approve the variance without the city recommended conditions.

Commissioner Nakajima moved a motion to approve file number 311-19-000033-PLNG – Variance to the Development Code driveway width and distance between curb cut standards at 4115-4131 24th Ave without the conditions recommended by the City. Commissioner Smith seconded the motion.

Roll Call Vote on Motion: AYES: Vice Chair Ruder; Commissioners Rojas, Sanderson, Nakajima, and Smith. NOES: None. ABSENT: Chair Beck. MOTION CARRIED 5-0.

C. ACTION ITEMS:

None.

D. WORK SESSION ITEMS:

None.

3. BUSINESS MEETING:

A. APPROVAL OF MINUTES:

Commissioner Smith moved to approve the minutes of the December 16th, 2019 meeting. Commissioner Nakajima seconded. Motion passed 5-0.

B. REPORTS FROM COMMISSIONERS/SUBCOMMITTEES:

None.

C. DIRECTOR'S REPORT:

Senior Planner Dan Riordan informed Commissioners that there is not a Planning Commission meeting scheduled yet, but there have been a few plan review board meetings as well as applications for new subdivisions.

Mr. Riordan updated Commissioners on the request for proposals for the Oak Street Land Use Refinement Plan that have been issued, and the deadline for submittal is February 13th.

An advisory committee through the State are figuring out how to implement the newest House Bills 2001 and 2003 that have passed regarding the housing needs. A model code is being drafted for the cities to adopt, and this will affect Forest Grove.

D. ANNOUNCEMENT OF NEXT MEETING:

The next meeting is to be determined.

E. ADJOURNMENT:

The meeting was adjourned at 8:00 p.m.

Respectfully submitted by:

Cassi Bergstrom
Planning Commission Coordinator

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Monthly Building Activity Report
April-20
2019-2020

3E

Category	Period: April-19		Period: April-20	
	# of Permits	Value	# of Permits	Value
Man. Home Setup	1	\$ 14,900.00		
Sing-Family New	5	\$1,873,445	5	\$1,418,115
SFR Addition & Alt/Repair	3	\$22,000	3	\$27,960
MultiFamily New				
MultiFamily Alteration/Repair				
Group Care Facility	1	\$2,800		
Commercial New	1	\$48,240		
Commerical Addition				
Commercial Alt/Repair	2	\$172,927	3	\$154,100
Industrial New	1	\$3,035,017		
Industrial Addition				
Industrial Alt/Repair			2	\$112,266
Gov/Pub/Inst (new/add)	11	\$72,708	4	\$3,706,382
Signs	1	\$2,600		
Grading			1	
Demolitions				
Total	26	\$5,244,637	18	\$5,418,823

Fiscal Year-to-Date

2018-2019		2019-2020	
Permits	Value	Permits	Value
284	\$61,968,514	185	\$28,641,743

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CITY COUNCIL MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna Ruggles, CMC, City Recorder*

DATE: *May 26, 2020*

SUBJECT TITLE: *Liquor License Annual Renewal Applications for 2020*

BACKGROUND:

ORS 471.166 establishes the process for local government to make recommendation to the Oregon Liquor Control Commission (OLCC) concerning the suitability of a new liquor license application. The local government is allowed up to 45 days to process the application and provide a recommendation to the OLCC. The OLCC requires posting a public notice of the license application at the proposed business location. The OLCC also conducts its investigation, i.e., if the business location has had problems with OLCC, police or neighbors; the applicant has a criminal history; the applicant has provided false information; and/or the applicant has a history of abusing drugs or alcohol.

The OLCC has also notified the City of the eligible liquor licenses seeking renewal for 2020. ORS 471.166 establishes the process for local government to make recommendation to the OLCC concerning the suitability of liquor license renewal application(s).

City Code, §110.071-110.073, requires any applicant/business requesting City Council endorsement for a new liquor license application or liquor license renewal application to submit to a criminal background check and have a valid City business license in accordance with City Code. The Police Chief has reviewed the applicable criminal records check of the licensee and responsible parties and has made recommendation to forward for Council's consideration the attached new liquor license application, along with one of the following recommendations:

- ***Forward with Approval – No legal basis for denial.***
- ***Forward with Approval, Supporting Documentation.*** A criminal record exists; however, the record does not contain valid basis for denial as provided by Oregon liquor laws (i.e., felony drug or alcohol-related convictions). (*Dissemination of criminal record checks is prohibited by State law and is exempted from public disclosure*).
- ***Reject Application, Memorandum required.*** There is substantial evidence and opposition that warrants a Public Hearing before the City Council to hear testimony and to be used in the City's decision-making process.

STAFF RECOMMENDATION:

Staff recommends City Council authorize endorsement of the attached new liquor license application and the attached liquor license renewal applications. The City's endorsement will be submitted to OLCC and OLCC approves, denies, restricts, or makes recommendations to OLCC Commissioners. If the application is approved, the OLCC will issue the license. If the application is denied or restricted, there is a process to contest the decision.



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
MEETING DATE:	_____
FINAL ACTION:	_____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: The Lazy Eye

BUSINESS LOCATION ADDRESS: 2036 Pacific Avenue

LIQUOR LICENSE TYPE: Full On-Premises Sales

CITY BUSINESS LICENSE: 21278

1. TYPE OF LICENSE:		2. LICENSE FEE:	
X	F-COM – Full On-Premises Sales	L – Limited On-Premises Sales	\$100.00 New Application
	F-CAT – Full ON-Premises Sales, Caterer	O – Off-Premises Sales	\$ 75.00 Change of License
	F-FPC/F-CLU – Full On-Premises, Private	SEW – Special Event Winery	\$ 35.00 Temporary Sales
	F-PL – Full On-Premises Public Location	SEG – Special Event Grower	X \$ 35.00 Annual Renewal
	TSL – Temporary Sales License	SED – Special Event Distillery	\$ 20.00 Event License
	BP – Brewery Public House		\$ No Charge: Temp Annual Use
X	FULL ON-PREMISES SALES	LIMITED ON-PREMISES SALES	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.	
		BREWERY – PUBLIC	
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.	

APPLICABLE CRIMINAL RECORDS CHECK:

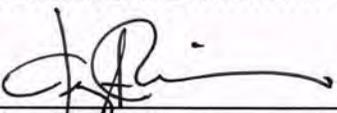
NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

5.3.2020

 Date



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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

LIQUOR LICENSE RECOMMENDATION

BUSINESS NAME / INDIVIDUAL: Old Town Vault (APCR Enterprises, LLC)

BUSINESS LOCATION ADDRESS: 1222 Birch Street

LIQUOR LICENSE TYPE: Full On-Premises Sales

CITY BUSINESS LICENSE: 20509

1. TYPE OF LICENSE:		2. LICENSE FEE:			
<input checked="" type="checkbox"/>	F-COM – Full On-Premises Sales	<input type="checkbox"/>	L – Limited On-Premises Sales	\$100.00 New Application	
<input type="checkbox"/>	F-CAT – Full ON-Premises Sales, Caterer	<input type="checkbox"/>	O – Off-Premises Sales	\$ 75.00 Change of License	
<input type="checkbox"/>	F-FPC/F-CLU – Full On-Premises, Private	<input type="checkbox"/>	SEW – Special Event Winery	\$ 35.00 Temporary Sales	
<input type="checkbox"/>	F-PL – Full On-Premises Public Location	<input type="checkbox"/>	SEG – Special Event Grower	X \$ 35.00 Annual Renewal	
<input type="checkbox"/>	TSL – Temporary Sales License	<input type="checkbox"/>	SED – Special Event Distillery	\$ 20.00 Event License	
<input type="checkbox"/>	BP – Brewery Public House	<input type="checkbox"/>		\$ No Charge: Temp Annual Use	
<input checked="" type="checkbox"/>	FULL ON-PREMISES SALES	<input type="checkbox"/>	LIMITED ON-PREMISES SALES	<input type="checkbox"/>	OFF-PREMISES SALES
Allows sale and service of distilled spirits, malt beverages, wine and cider for consumption on licensed premises and required to have dining seating. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows sale and service of malt beverages, wine and cider for consumption on licensed premises. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises. Also allows applying for temporary use of annual license for special events off-premises.		Allows the sale of malt beverages, wine and cider in factory sealed containers for consumption off licensed premises. Also allows applying for sample tasting on premises.	
		BREWERY – PUBLIC			
		Allows manufacturing malt beverages and to sell and distribute to patrons and wholesalers. Allows sale of malt beverages, wine and cider in securely covered container (growler) for consumption off licensed premises.			

APPLICABLE CRIMINAL RECORDS CHECK:

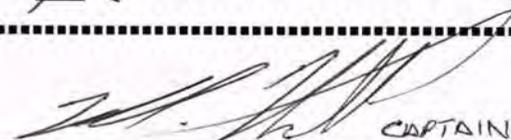
NONE

SUPPORTING DOCUMENTATION ATTACHED

RECOMMENDED ACTION:

FORWARD WITH APPROVAL

REJECT APPLICATION (Memorandum Required)



 Chief of Police/or Designee

5/11/2020

 Date



Communications Inventory

Jesse VanderZanden,
City Manager
Elizabeth Stover,
Program Coordinator
Bev Maughan,
Executive Assistant

Purpose

- Address Council Goal 4: Improve Internal and External Communications and Engagement.
- Seek broad based feedback from Council on overall communication outreach and expectations.
- Tonight precludes an upcoming work session on the draft Communications Plan. The intent is to assure a full understanding of existing efforts to contextualize the discussion.

Citizen Survey

- Distributed every two years in Utility Billing insert and also available to complete online. Averages approximately 700 responses
- Survey includes question asking what is their Primary Information Source regarding City of Forest Grove government
- Top sources include Utility Bill (81%), News Times (45%), Facebook (29%)
- Utilize Google Analytics to monitor dispersion and viewership.

Citizen Survey

Source	2018 Percent	2016 Percent	2014 Percent
Utility Bills	81	78	48
News Times	45	48	26
Website	19	19	4
OregonLive	4	7	4
Oregonian	8	11	5
Facebook	29	27	4
Cable TV	2	2	2
Word of mouth	5	7	3

FYI Forest Grove ...

Utility Bill Insert

- Inserted into 9,500 Utility Bills monthly
- All households in FG receive a utility bill
- Limited to 2 pages, front and back, without additional postage
- City programs and/or events have priority
- Non-profit organizations submit events to be included free of charge when space is available
- Also posted on City website

City Ads: News Times

- 1 per week in the News Times, 2 columns by 10 inches (almost a quarter page)
- Highlights upcoming City events or programs
- Reaches 4,000+ FG subscribers plus 4,500 daily web visitors at fgnewstimes.com (\$600/month)

City Website

- Revamped and updated in 2018
- Intent was to streamline to allow for easier and quicker searches
- All pages translatable into different languages

City Website

2019 Page Views and Top 10 Pages

Page ?	Pageviews ?	Unique Pageviews ?
	500,950 % of Total: 100.00% (500,950)	413,232 % of Total: 100.00% (413,232)
1. /	68,832 (13.74%)	57,058 (13.81%)
2. /police/page/forest-grove-police-log	28,676 (5.72%)	25,764 (6.23%)
3. /aquatic	15,483 (3.09%)	13,327 (3.23%)
4. /library	12,758 (2.55%)	9,899 (2.40%)
5. /utilitybilling	12,469 (2.49%)	9,504 (2.30%)
6. /aquatic/page/aquatic-center-hours-rates	11,330 (2.26%)	9,225 (2.23%)
7. /fire/page/open-burning-information	9,917 (1.98%)	8,115 (1.96%)
8. /hr/page/employment-opportunities	7,948 (1.59%)	6,279 (1.52%)
9. /police/page/2019-police-logs	7,273 (1.45%)	6,443 (1.56%)
10. /calendar	6,974 (1.39%)	4,948 (1.20%)

- Pageviews is the total number of pages viewed. Repeated views of a single page are counted.
- Unique Pageviews is the number of sessions during which the specified page was viewed at least once. A unique pageview is counted for each *page URL + page Title* combination.

City Website

January, 2014: 15,316 Unique Pageviews

15,316 people visited this site



January, 2020: 37,455 Unique Pageviews

Page	Pageviews	Unique Pageviews
	45,213 % of Total: 100.00% (45,213)	37,455 % of Total: 100.00% (37,455)

Increased approximately 250%

Facebook Followers

City Hall

2018: 1,429

2019: 1,682

Today: 2,146

+50%

Facebook Followers

Light & Power

2018: 645

2019: 937

Today: 1,169

+81%

Facebook Followers

Library

2018: 685

2019: 844

Today: 1,149

+72%

Facebook Followers

Aquatics

2018: 1,407

2019: 1,588

Today: 1,679

+19%

Facebook Followers

Police

2018: 8,449

2019: 9,197

Today: 10,509

+24%

Facebook Followers

Fire

2018: 12,062

2019: 13,080

Today: 14,209

+18%

Next Steps

- Seek Council feedback prior to finalizing draft Communications Plan
- Complete internal review of Communications Plan
- Hold work session with Pitchfork (consultant) and Council
- Seek Council adoption of Communications Plan
- Implement Communications Plan

Strategic Plan Measurements-General Plan and Specific Goal

- 841 jobs were created in Forest Grove over the last five years.
- Business leads increased by 57%.
- Industrial space vacancy rates remained at 0%.
- Commercial space vacancy rates declined to 2.1%.
- Transient Lodging Tax increased by 2.5%.
- For the new Entrepreneurship and Innovation Goal, eight different resources were identified as potential assets to build a broader ecosystem in the greater Forest Grove area.
- Translated *Starting a Business in Forest Grove* to Spanish.
- Teamed up with Adelante Mujeres to produce the *Small Business Equity Report* to help identify barriers for Latino's seeking to start a business.

STAFF RECOMMENDATION:

Informational only

ATTACHMENTS:

Economic Development Strategic Plan Annual Report 2020



A place where families and businesses thrive.

Forest Grove Economic Development Strategic Plan

2019 ANNUAL REPORT

| ECONOMIC DEVELOPMENT | SUBMITTED MAY 26, 2020

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I. 2019 Forest Grove Economic Development Commission Summary	3
II. Annual Forest Grove Economic Indicators	4
IIIA. Strategic Plan General Measures	12
IIIB. Strategic Plan Specific Goal Measures	15
Strategic Plan	Appendix A

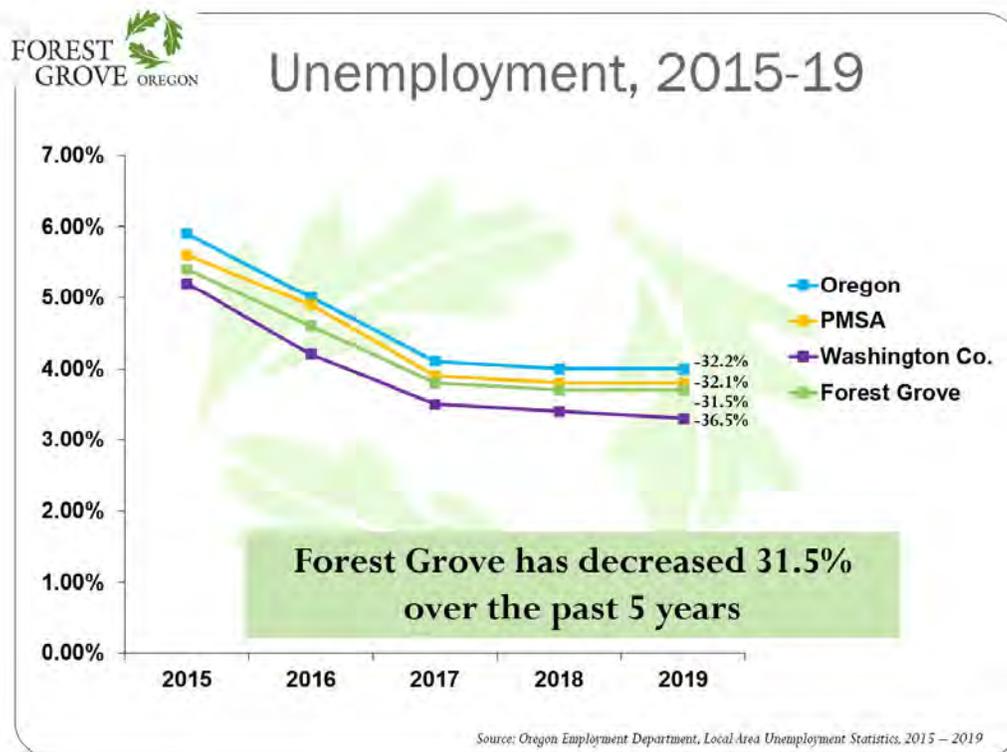
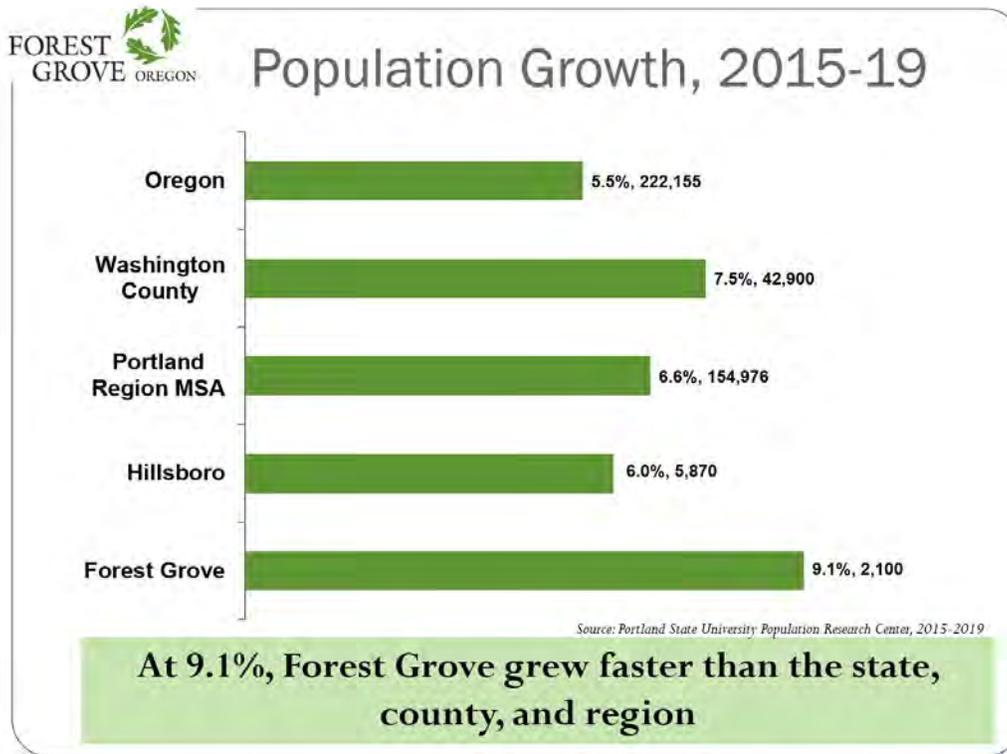
I. 2019 Forest Grove Economic Development Commission Summary

The 15-member Forest Grove Economic Development Commission is comprised of members from the public and private sector. It was established in 2007 with a purpose to advise and make recommendations to City Council on economic development policy and issues that support local economic growth and prosperity. The FGEDC meets monthly except in August.

2019 highlights:

- Completed and recommended the Economic Development Strategic Plan for approval by the City Council. The Plan consolidated 19 previous goals into 7 goals; added equity elements; and contains performance metrics to determine success and progress. The plan was adopted by City Council on August 12, 2019.
- Completed By-law revision to meet revised City guidelines
- Prepared economic development marketing plan and budget
- Discussed Entrepreneurship and Innovation strategies
- Presentations and Discussion:
 - Forest Grove Tourism Program
 - Forest Grove Transportation & Public Works Projects
 - Oregon Technology & Business Center (OTBC) –Beaverton
 - Metro-funded Employment Site Readiness Tool Kit Program
 - Committee for Community Involvement
 - Prospective Small Businesses for EDC Board membership

II. Annual Forest Grove Indicators



Median Household Income, 2014-18



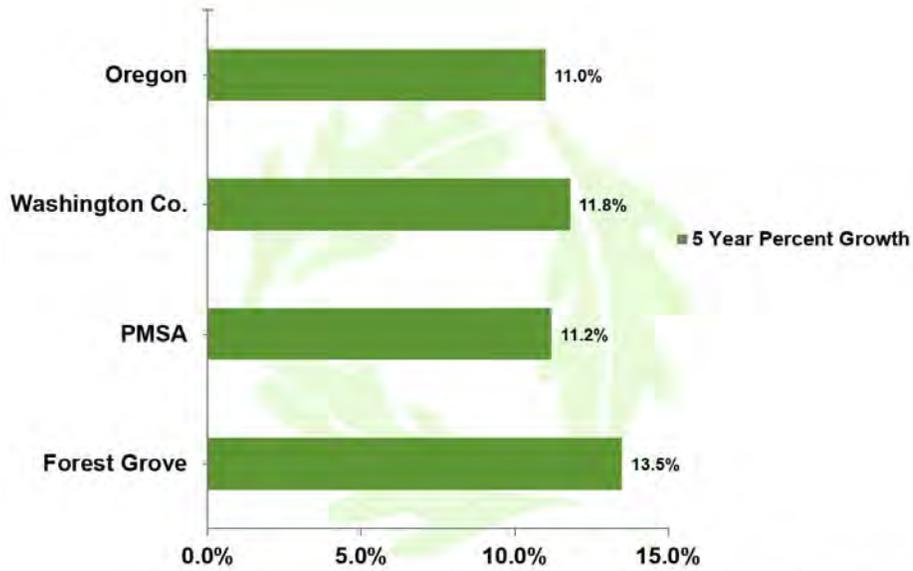
Source: State of Oregon Quality Info Employment Department, Employment and Wages by Industry, 2014 – 2018

Wage Growth 2014-18



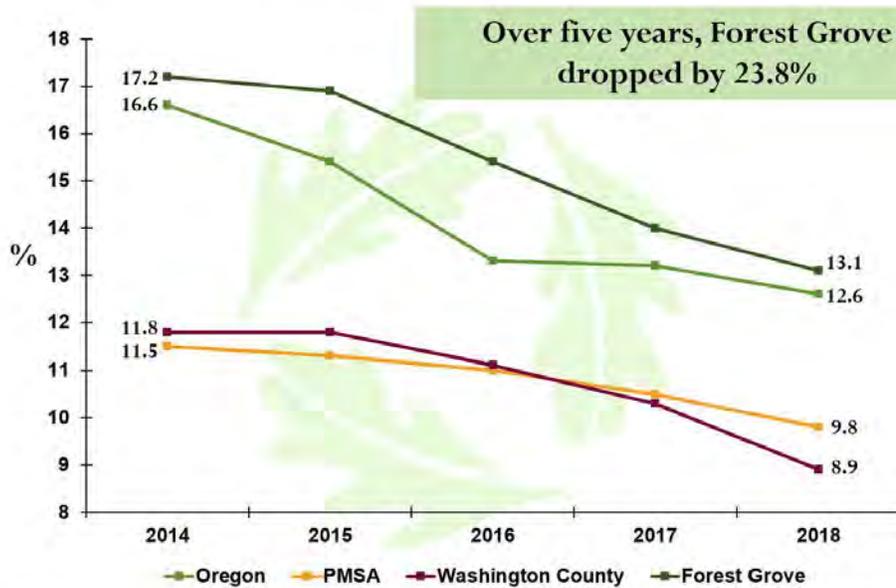
Source: State of Oregon Quality Info Employment Department, Employment and Wages by Industry, 2014 – 2018

Employment Growth, 2014-18



Source: State of Oregon Quality Info Employment Department, Employment and Wages by Industry, 2014 – 2018

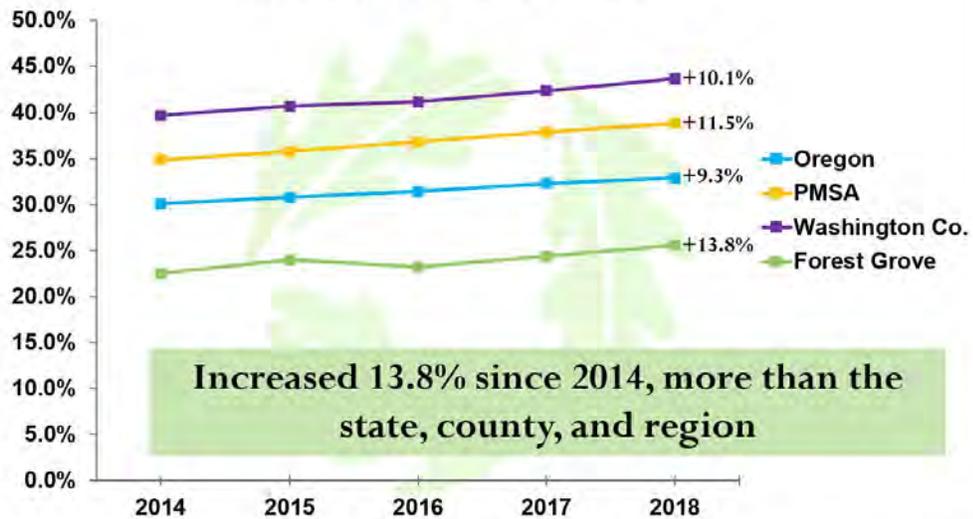
Poverty Rate, 2014-18



Source: American Fact Finder, Selected Economic Characteristics, 2014 – 2018

Education Attainment, 2014-18

Bachelors Degree And Above



Source: American Fact Finder, Educational Attainment, 2014 - 2018

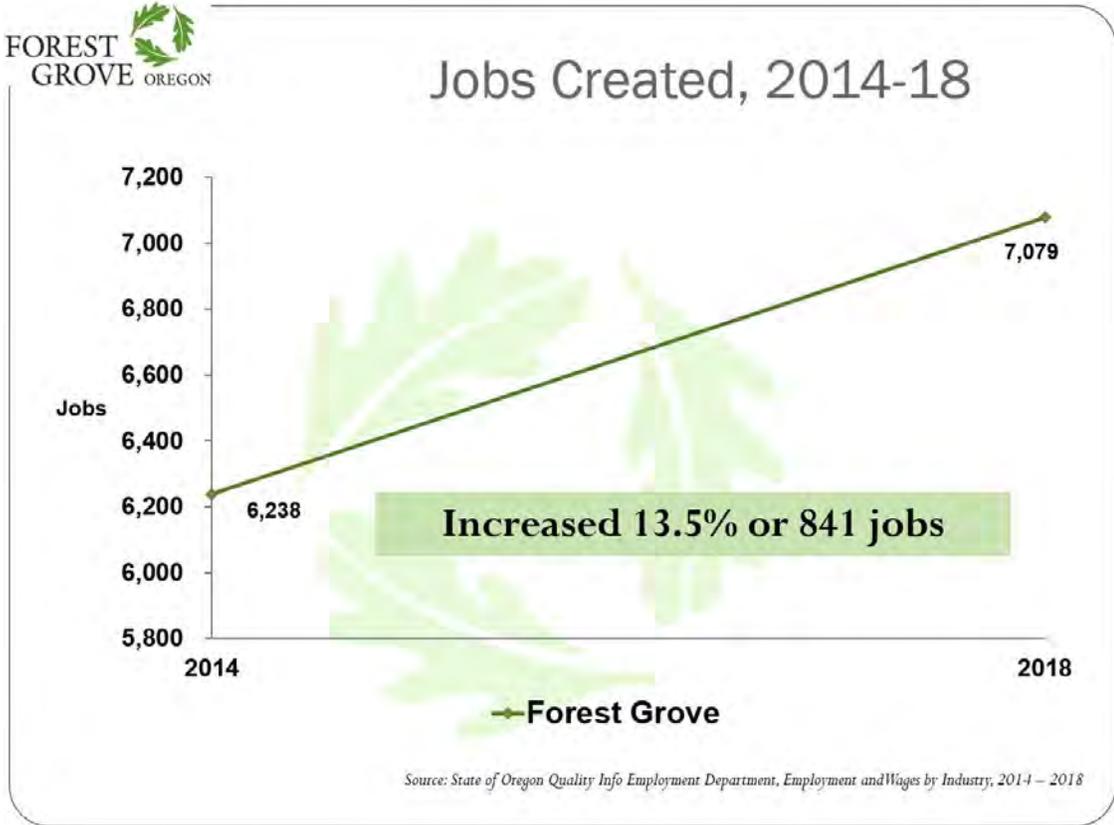
Top Employment Sectors, 2018



Source: Oregon Employment Department, Quarterly Census of Employment and Wages (QCEW), 2018 annual

IIIA. Strategic Plan –General Measurements

A. Number of Jobs Created:



B. Number of Business Leads (companies considering locating to Forest Grove):

2018: 19 leads

2019: 30 leads

C. Number of Marketing Impressions:

OPB Radio and Digital

CITY OF FOREST GROVE	DATES	AD CLICKS	AD IMPRESSIONS
OPB DIGITAL AD	11/4/19 – 1/19/20	266	3,170, 832
OPB & KMHD RADIO SPONSOR ADS – 80 spots	11/4 – 12/15 & 1/6 – 19/20	n/a	784,000
	TOTAL	266	3,954,832

Travel Oregon Print and Digital

CITY OF FOREST GROVE	DATES	AD CLICKS/CLICK-THROUGH RATES	AD IMPRESSIONS /READERS
Annual Guide	2019 Annual		300,000
Outdoor Niche E-News Letter	March , 2019	281 2.2%	12,780
Culinary Niche E-Newsletter	April 2019	366 3.9%	9,396
Your Story/3-day Itinerary Traveloregon.com	August 9, 2018- August 8, 2019	Average time spent: 4 min 12sec	5,294
Your Story/3-day Itinerary Traveloregon.com BONUS	August 9, 2019 – March 19, 2020	Average time spent: 6 min 25sec	1,117
Your Story/3-day Itinerary Facebook Promotion	August 2018-August 2019	Likes, shares, comments: 1,133	Total Reach: 88,742 Paid Reach: 50,488 Organic Reach: 38,255
	TOTAL		417,329

Oregon Business Magazine Print and Digital

CITY OF FOREST GROVE	DATES	TOTAL READERSHIP	PORTLAND METRO CIRCULATION	MONTHLY UNIQUE WEB VISITORS
Brand Story Print and digital on website	July/August Issue	60,000	13,222	88,000

Portland Relocation Guide Print and Digital

CITY OF FOREST GROVE	DATES	TOTAL 2019 MAGAZINES	PORTLAND PAGE VIEWS	2019 ANNUAL UNIQUE WEB VISITORS
Two-Page Ad spread in Magazine and on website plus blogs	Winter/Spring 2019. Summer/Fall 2019. Plus 12 months on website	20,000 Magazines requested	121,462	69,392

City of Forest Grove Website

9,620 views of economic development pages in 2019 with 8,143 unique users. Average time on page was 2 minutes 39 seconds.

D. Number of Businesses Provided Assistance

2019: 31 businesses assisted including 17 in downtown, 11 traded sector manufacturing and 3 commercial-other. This number does not include leads.

E. Number of Businesses Accessing Workforce Services:

I-Match Job Posting Program: 36
First Source Hiring Agreement: 8
On-The-Job-Training Grant: 0, program not funded in 2019

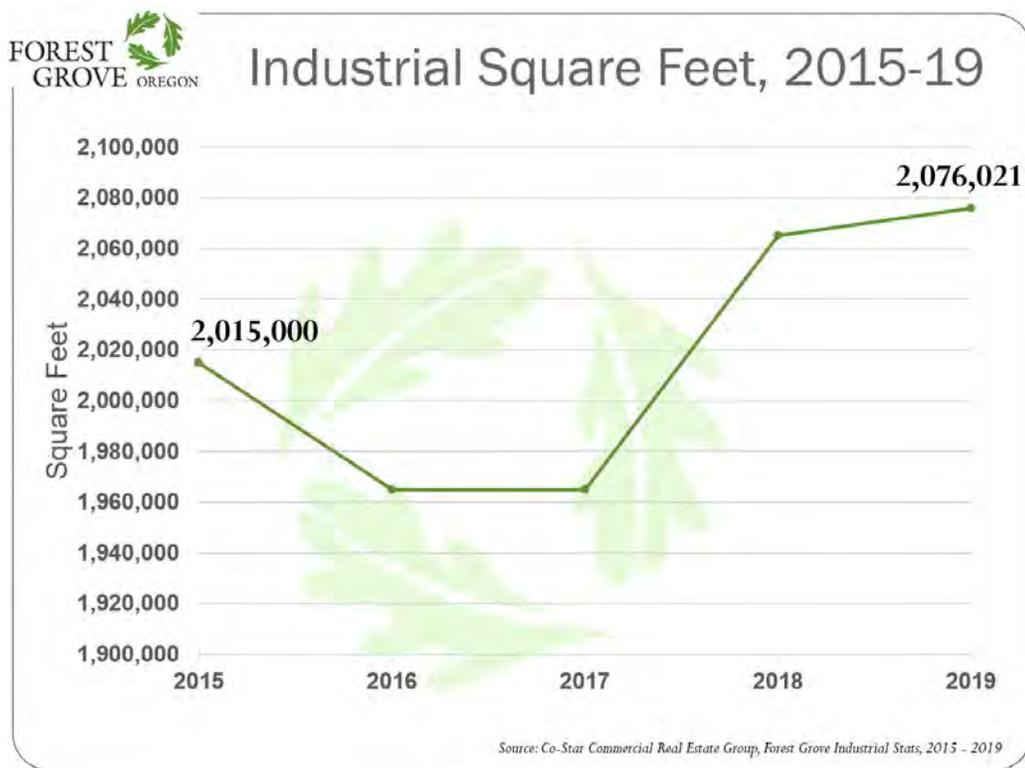
IIIB. Strategic Plan –Specific Goal Measurements

GOAL 1: SUPPORT INDUSTRIAL AND COMMERCIAL BUSINESS GROWTH AND RETENTION

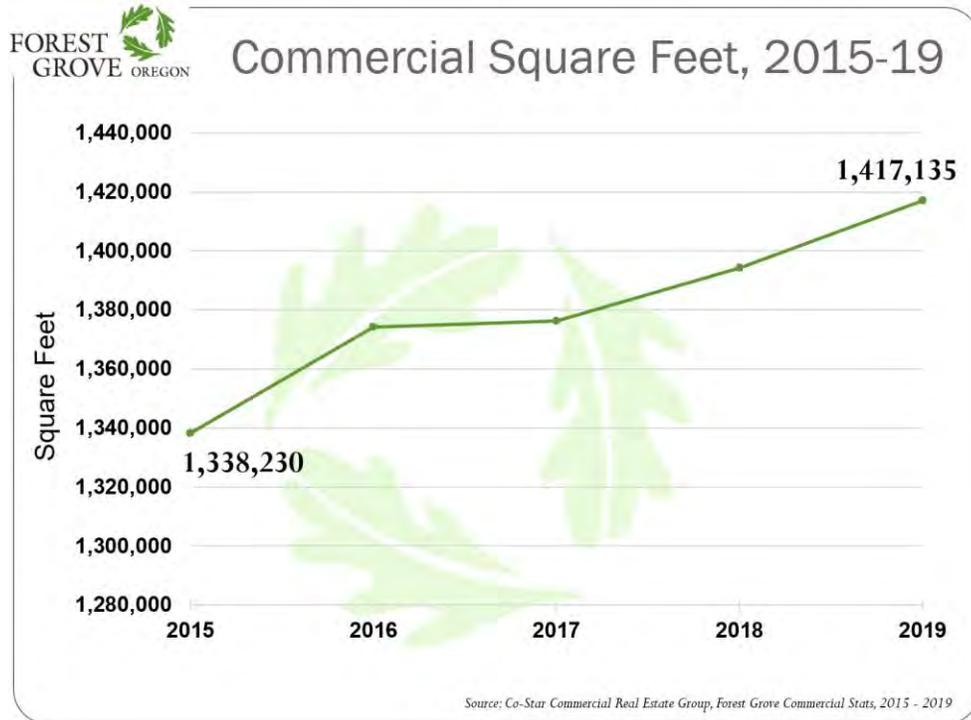
Number of Enterprise Zone Applications

Enterprise Zone Year	New Applications	On-going Projects
2019	0	9
2018	3	6

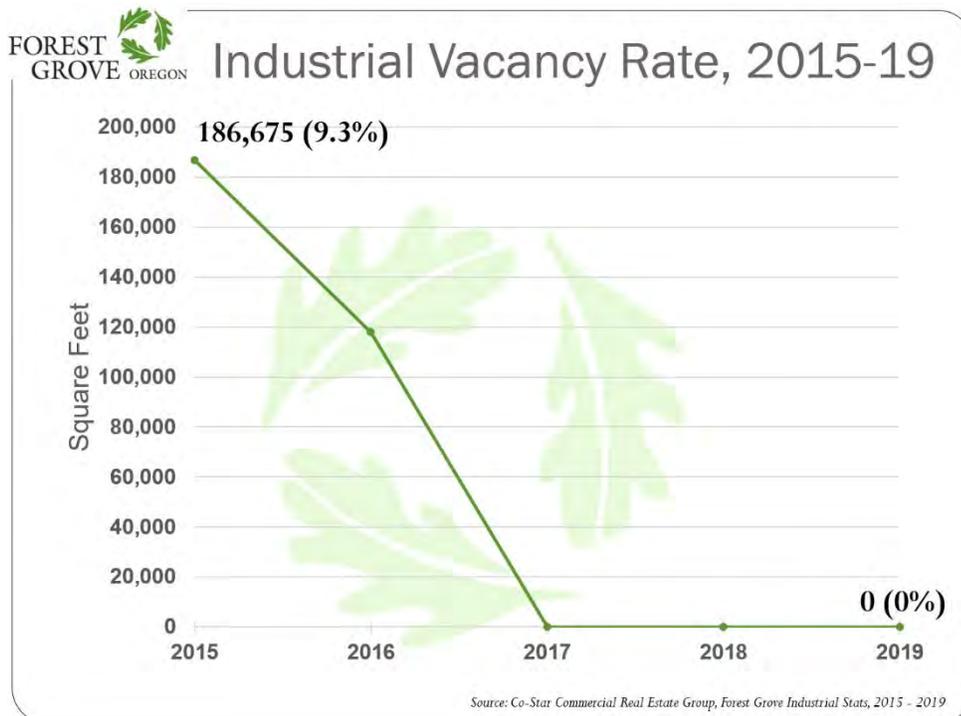
Total Square Footage: Industrial



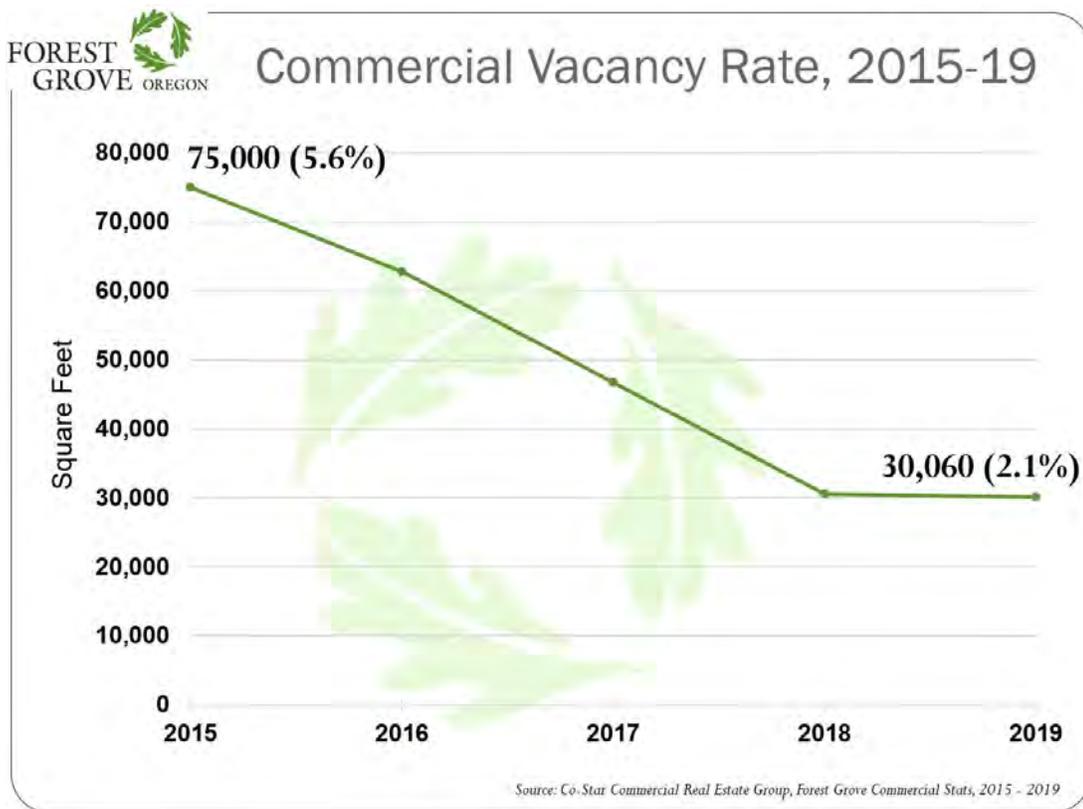
Total Square Footage: Commercial



Industrial Square Footage Vacant and Rate



Commercial Square Footage Vacant and Rate



GOAL 2: EXPAND OPPORTUNITIES FOR ENTRENEURSHIP AND INNOVATION

Status of Entrepreneurship and Innovation Opportunities

In 2019, research was commenced to determine potential assets and elements towards building a robust entrepreneurship and innovation ecosystem in the Forest Grove/Western Washington County area. Eight areas including the proposed centerpiece, Clean Water Services Innovation Center, were identified.

1. Clean Water Services –TTM Building: CWS Innovation Center
 - Partnership Programs w/Pacific University. Innovation Labs:
 - applied technology to remove phosphorus; recycled water uses, crop treatment
 - applied technology to comply with state and federal regulations
 - innovative/advanced technologies for wastewater and stormwater treatment
 - Incubation/Accelerator Labs for Environmental Tech; Water Quality Lab
 - International Wastewater/Stormwater Conferences and Best Practices Training- Total training packages w/lodging and meals; Headworks at FG Treatment

Center; field testing lab; shipping containers. Other: Mobile trailer treatment system, Beer brew.

2. Pacific University: Berglund Center/Center for a Sustainable Society
 - Makerspace- Pacific University Library, Inspired Ideas Competition
3. Oregon Technology Business Center, Beaverton
 - Virtual Incubation Program; Oregon Start up Challenge Seed Fund” Start Up 411
4. Chehalem Valley Innovation Accelerator, Newberg
 - Technical Assistance
5. PCC Small Business Development Center
 - Business Training & Counseling
6. Venture Catalyst, Washington County
 - OEN Start-UP Training Program; TIE Bootcamp: PUB Talks
7. Certified Kitchen, Adelante Mujeres, Forest Grove
 - Shared kitchen space for entrepreneurs and new programs on as needed basis.
8. HillHUB, Hillsboro
 - Shared office space available for day, weekly and long-term use

GOAL 3: SUPPORT SMALL BUSINESS DEVELOPMENT AND RETENTION

Number of Marketlink Market Analysis Reports Completed

2019: 3 Marketlink reports were completed for Forest Grove small businesses. Marketlink is a marketing research analysis and marketing report.

Number of Business Program Applications Competed

2018: 12

2019: 13

Applications were for Business Incentive Program, Enterprise Zone, MarketLink, Storefront Improvement Program, CEP, Travel Oregon and Washington County Visitors Association.

GOAL 4: ASSIST IN THE DEVELOPMENT OF A PROPOSEROUS DOWNTOWN

Number of Storefront Facades Program Projects Completed

2018 Completed: 5
2019 Completed: 5

Number of net new businesses in downtown.

2019: 7 net new businesses. 12 opened, 5 closed.

Reach Decision on Main Street Program

In 2019 the following steps were taken which led to the approval of Forest Grove as an Exploring Main Street Community in early 2020. Oregon Main Street Program is part of the National Main Street Center. It is a comprehensive approach to historic commercial revitalization and enhanced strategies to sustain downtown prosperity.

- Met with Forest Grove-Cornelius Chamber of Commerce, City Club of Forest Grove and individual downtown businesses and organizations for dialogue and feedback on a possible Main Street Program.
- Presentation to City Council. Received direction to proceed with application.
- In December, 2019, completed draft application for submittal to the State Historic Preservation Office (SHPO) Main Street Program. Approved by state SHPO in early 2020 at the 'Exploring Downtown' level.

GOAL 5: EXPAND THE ECONOMIC IMPACT OF TOURISM

Increase Transit Lodging Tax Revenues Per Year

2018 calendar year: Total Lodging Tax Revenue: \$533,359.
Share to Forest Grove: \$228,192

2019 calendar year: Total Lodging Tax Revenue: \$548,534.
Share to Forest Grove: \$234,000

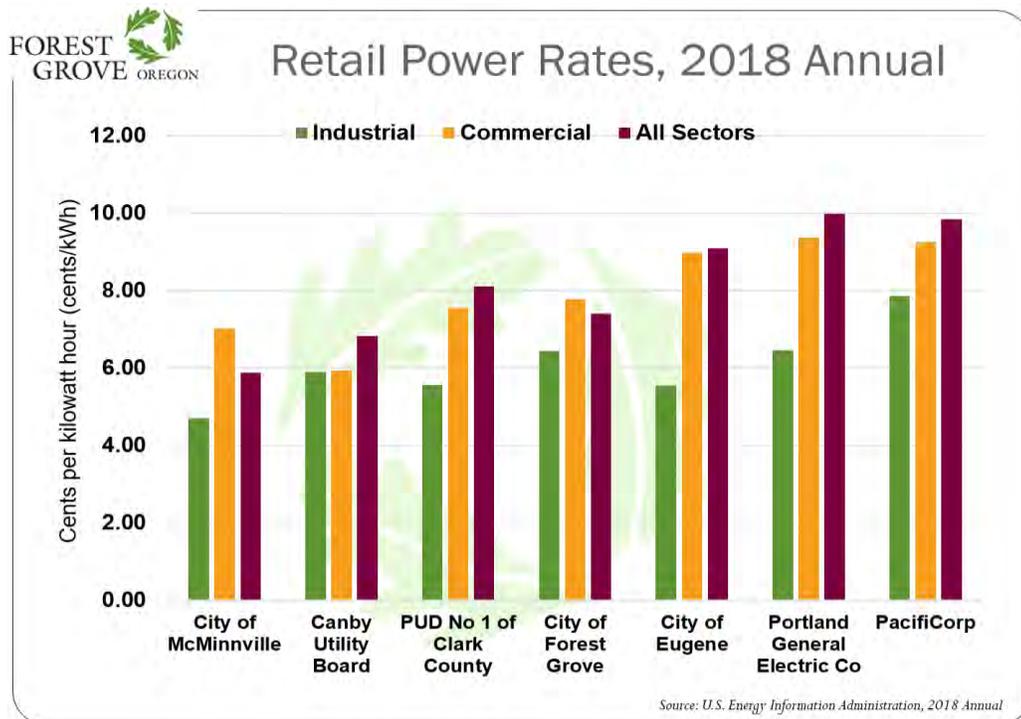
Percent Increase Year over Year: 2.5%

GOAL 6: FOSTER A COMPETITIVE BUSINESS CLIMATE THAT SUPPORTS ECONOMIC GROWTH

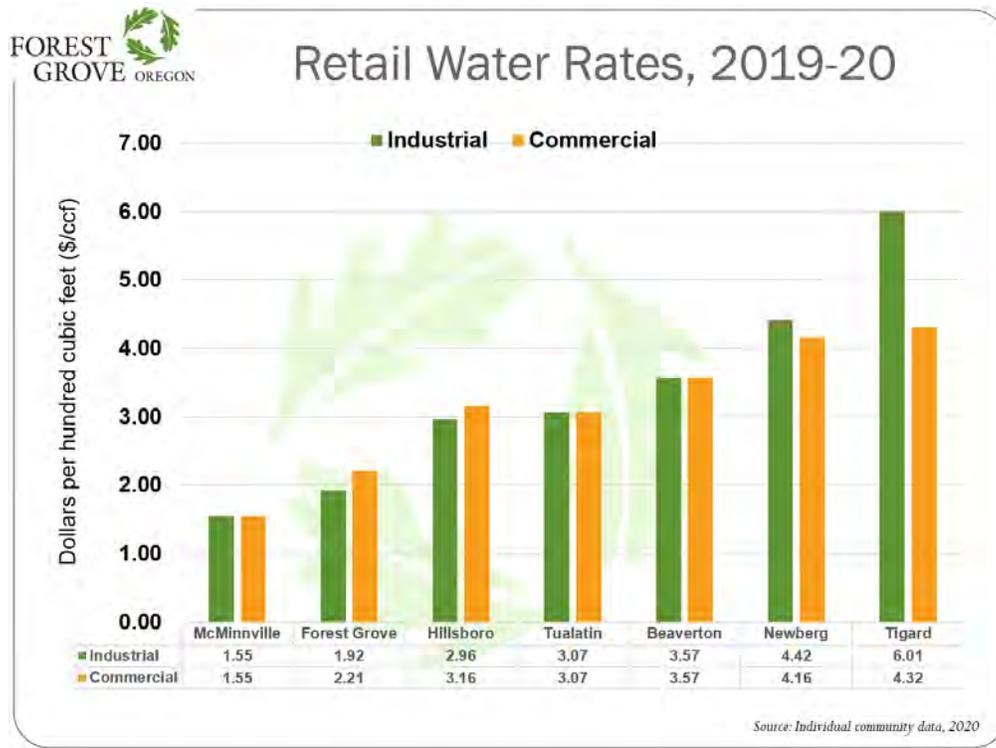
Retail Power Price Benchmarked against Providers in Region

Retail Power Rates (cents/kWh, or cents per kilowatt hour)			
	Industrial	Commercial	All Sectors
City of McMinnville	4.7	7.01	5.88
Canby Utility Board	5.89	5.93	6.82
PUD No 1 of Clark County	5.56	7.54	8.11
City of Forest Grove	6.44	7.77	7.4
City of Eugene	5.54	8.99	9.08
Portland General Electric Co	6.45	9.37	9.99
PacifiCorp	7.86	9.26	9.85

Retail Power Price Benchmarked against Providers in Region



Water Price Benchmarked against certain Providers in Region



Number of Broadband Providers in Forest Grove Benchmarked against certain communities in region

City of Hillsboro: 13
 City of Beaverton: 5
 City of Tigard: 5
 City of Forest Grove: 3 Comcast, Frontier, Allstream

GOAL 7: EXPAND PARTNERSHIP, OUTREACH AND EQUITY EFFORTS

Completion of Equity Research Study Identifying Barriers for Latino Small Business.

Adelante Mujeres received a grant to study barriers and challenges that Latino entrepreneurs and small businesses may face. The City of Forest Grove contributed funding to the report. In 2019 City staff and leaders participated in

interviews and provided feedback to the report researchers. The equity study, report and action plan is expected to be completed in winter 2020 and a presentation to the EDC in the spring of 2020. The report will produce actions and future baseline measures for the City Economic Development Strategic Plan.

Assure Minority Representation on Forest Grove EDC

The Forest Grove EDC requires at least one Latino board representative. That person is currently Vice-Chair of the EDC.

Number of Minority or Economically Disadvantaged Persons/ Businesses Assisted.

In 2019, it was estimated that we assisted 11 MBE/WBE's (Minority, Woman, & Disabled owned socially disadvantaged business enterprises).

Number of Regional, State or Local Organizations Partnered/ Participated In

2019: 12 organizations

International Economic Development Council-IEDC (National)

Oregon Economic Development Association-OEDA (statewide)

Business Oregon (statewide)

Greater Portland Inc.-GPI (Portland metro region) plus

-Small Cities Subcommittee

-Wash-Mult. Economic Development District

Micro Enterprise Services of Oregon –MESO (Portland metro region)

Columbia-Pacific Economic Development District –Col-Pac (regional)

Washington County Economic Development Practitioners (county)

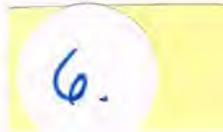
Westside Economic Alliance-WEA (county)

Forest Grove/Cornelius Chamber of Commerce (local)

City Club of Forest Grove (local)

Adelante Mujeres (local/subregional)

Forest Grove Economic Development Commission –FGEDC (local)



ORDINANCE NO. 2020-02

**ORDINANCE AMENDING FOREST GROVE CODE OF ORDINANCES
TITLE III (ADMINISTRATION), CHAPTER 35 (CITY ORGANIZATIONS),
§35.065 THROUGH §35.070, RELATING TO AMENDING
HISTORIC LANDMARKS BOARD BYLAWS**

WHEREAS, the Historic Landmarks Board (HLB) was established by Ordinance No. 1980-15, which was adopted by the City Council on September 8, 1980, and codified to regulate designated historic resources; and

WHEREAS, Ordinance No. 1986-11, adopted by the City Council on October 27, 1986, repealed and replaced Ordinance No. 1980-15; and

WHEREAS, pursuant to Resolution No. 2019-20, the Council amended its Council Rules of Procedure, §14, relating to the Advisory Boards, Commissions and Committees (B/C); and

WHEREAS, as set forth in §14.15, each B/C is required to adopt new Bylaws or rules of procedures following a standard template provided by the City; and

WHEREAS, the HLB reviewed and combined its existing Bylaws to form to the new Bylaw template and unanimously approved the newly-revised Bylaws (Exhibit A) at its meeting held on January 28, 2020; and

WHEREAS, Exhibit A prescribes the HLB's duties and responsibilities.

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

Section 1. The City Council hereby amends Forest Grove Code of Ordinances Title III (Administration) §35.065 through §35.070, titled Historic Landmarks Board, as set forth in Exhibit A.

Section 2. Ordinance No. 1986-11 is hereby repealed in its entirety and portions of Ordinance No. 2009-04 thereof are hereby repealed to the extent of such inconsistency or conflict.

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

PRESENTED AND PASSED this 11th day of May, 2020.

PASSED the second reading this 26th day of May, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of May, 2020.

Peter B. Truax, Mayor

ORDINANCE NO. 2020-02
EXHIBIT A

(New text underlined and deleted text is ~~struck through~~)

HISTORIC LANDMARKS BOARD

§ 35.065 PURPOSE.

~~Pursuant to the state's enabling legislation (O.R.S. Chapter 197) and in recognition of the public education, economical, environmental, and cultural value of the heritage and character of the city to the welfare of its citizens, the following sections create a comprehensive program to identify, designate, and protect the history, culture, archaeology, and landscape of the city.~~

(A) The purpose of the Historic Landmarks Board (HLB) is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. The HLB is directly responsible to the Council.

(B) The further purpose of the HLB is to maintain a comprehensive program to identify, designate, and protect the history, culture, archaeology, and landscape of the City.

§ 35.066 MEMBERSHIP.

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

(A) Members of the HLB shall be composed of seven (7) members and one (1) student member who shall be appointed by City Council.

(B) Two members may reside outside of corporate limits of the city.

(C) All members shall have a demonstrated positive interest, competence or knowledge of historic preservation.

(D) Members are required to attend training courses as assigned and approved by City Council.

(E) An individual member may not act in official capacity.

(F) The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.

(G) Commission members serve without compensation.

§ 35.067 TERMS OF OFFICE.

~~The term of each member of the HLB shall be four years with terms staggered. A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Vacancies shall be filled by the Council for the unexpired term of the predecessor in office.~~

(A) HLB members shall be voting members and shall serve four (4) year terms.

(B) Student members shall be voting member and shall serve a two (2) year term. Student appointee must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.

(C) Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.

(D) Once the assigned term of office is completed, the member is excused from the appointment unless City Council reappoints the member for another term of service.

(E) HLB members must apply during open recruitment and be interviewed by City Council after each term to continue service. HLB members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.

(F) Members may not serve on more than two (2) Boards or Commissions at the same time.

(G) Appointments to vacant positions shall be filled by City Council for the unexpired term.

§ 35.068 OFFICERS.

~~At the first meeting in January of each year, the members shall elect a Chair, Vice Chair, and Secretary who shall be voting members and hold office at the pleasure of the HLB.~~

(A) The Chair and Vice Chair shall be elected by the voting members at the first regularly-scheduled HLB meeting of each year.

(B) The Chair may not serve more than 48-consecutive months.

(C) In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

(D) The Chair shall:

(1) Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.

(2) Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.

(3) An HLB member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.

(4) The agenda shall follow a standard template provided by the City.

(5) Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.

(6) Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.

(7) The Chair shall submit and present an Annual Report to the City Council listing the HLB's major activities for the past year and objectives for the coming year.

(E) The Vice Chair shall preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

§ 35.069 EXPENSES.

~~Board Commission members shall not receive compensation nor shall incur expenses of any kind unless such expenses or expenditures have first been approved by the City Council. be reimbursed for duly authorized expenses.~~

§ 35.070 MEETINGS AND RULES PROCEDURES AND QUORUM.

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

(A) Meetings:

(1) Unless otherwise required by state law or city code, the HLB shall hold meetings no less than four (4) times a year unless more frequently as established by the HLB.

(2) In January of each year, the HLB shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays and canceled meetings.

(3) The HLB meeting agenda and packet shall be distributed to the HLB at least five (5) days prior to the meeting.

(4) All meetings are open to the public. Anyone wishing to speak to the HLB may do so under *Citizen Communications*. In the interest of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.

(5) The student member may provide a report at every meeting.

(6) A public meeting is defined as two (2) or more members meeting who have been delegated authority by the HLB to advise or make recommendations to the HLB.

(7) Special meetings may be called by a vote of the HLB at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three (3) or more HLB members.

(8) All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).

(B) Minutes:

(1) The HLB may appoint a secretary at the first regularly-scheduled HLB meeting of each year to take the HLB meeting minutes.

(2) Written minutes are required for all meetings.

(3) The minutes shall follow a standard template provided by the City.

(4) The meeting minutes shall briefly summarizing what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.

(5) Staff may take minutes if the HLB requests the City to do so.

(6) Staff shall review the minutes to ensure compliance with state law.

(7) Staff shall post the approved minutes to the website as soon as possible.

(C) Attendance:

(1) Members are expected to attend every meeting.

(2) Members shall notify the staff liaison prior to the regular meeting to report an absence.

(3) The Chair, with the consent of the HLB, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.

(4) The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

Quorum:

Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.

(D) Voting and Decision Making:

(1) Roberts Rules of Order Newly Revised shall govern all proceedings unless they conflict with these rules.

(2) The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

(3) The HLB shall operate in the general public interest serving the community as a whole. The HLB shall serve no special interest(s) or endorse any commercial product or enterprise.

(E) Conflicts of Interest and Ethics Law:

(1) HLB members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.

(2) HLB members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).

(3) A civil penalty may be imposed by the State for each violation of any provision of the ORS.

(F) Role of Council Liaison:

(1) The Council Liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.

(2) Council Liaison's role is to collaborate between the City Council and the HLB to ensure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.

(3) The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the HLB.

(G) Role of Staff Liaison:

(1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the HLB by utilizing their expertise regarding city policy and process.

(2) The staff liaison shall:

(a) Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a HLB.

(b) Review the agenda in consultation with the HLB Chair. The agenda shall follow a standard template provided by the City.

(c) Prepare, post and distribute the HLB packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.

(d) Prepare HLB meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.

(e) Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.

(3) Additional staff liaison duties and responsibilities may be found in the Council Rules, Section 14.

(H) Registry:

The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.

(I) Amending Bylaws:

(1) A majority of all members must vote affirmatively to modify the HLB bylaws on at least two separate readings at two separate meetings.

(2) A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.

(3) All bylaws or rules, including changes, must be approved by the City Council.

(4) Bylaws shall follow a standard template provided by the City.



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>7.</u>
MEETING DATE:	<u>05/26/2020</u>
FINAL ACTION:	<u>First Reading ORD 2020-03</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *May 26, 2020*

PROJECT TEAM: *James Reitz, AICP, Senior Planner
Bryan Pohl, Community Development Director*

SUBJECT TITLE: *Public Hearing and First Reading of an Ordinance to Vacate the 19th Place Right-of-Way East of Poplar Street*

ACTION REQUESTED:	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Informational
--------------------------	---	--------------------------------	-------------------------------------	--	--

X all that apply

ISSUE STATEMENT: 19th Place east of Poplar Street is a 16-foot-wide unimproved dead-end right-of-way. The applicant is purchasing all the abutting property and has submitted an application to develop an apartment complex. Vacating this un-used right-of-way is the first step in that process.

BACKGROUND: 19th Place previously served as the access to several single-family homes. Those homes were purchased and demolished in the mid-1990s as part of a project to develop a shopping center. That project was ultimately abandoned before any construction began. The applicant intends to develop the entire shopping center site with an apartment complex.

The site is comprised of 18 parcels, which would be consolidated into 3 parcels. When the consolidation process is complete, 19th Place would no longer be necessary for access or utilities. A City sanitary line is still extant; it will be disconnected and abandoned when the site redevelops. The water line was previously removed, and no storm drain line was ever present.

All relevant utility companies were notified, and no objections to the vacation have been received. Further, as the right-of-way was dedicated to the public, there is no fee ownership of land by the City. As a result, there is no consideration of any payment to the City for the vacation of the right-of-way (aside from the processing fee).

Oregon Revised Statute Chapter 271.120 allows the city governing body (the City Council) to hear a vacation request. The proceedings can be initiated upon receipt of a petition from 100% of the adjoining property owners, and of the owners of 2/3 in area of the “affected property” (defined by statute as an area 200 feet on either side of the proposed vacation area, for a distance of 400 feet from either end). These petitions were filed with the Community Development Department on February 25, 2020.

The vacation procedure is as follows:

- (A) A hearing date must be set. *The hearing date was set for May 26, 2020.*

- (B) Notice of the hearing must be published in the local paper at least once a week for two consecutive weeks prior to the hearing; and notice must be posted at or near each end of the proposed vacation.

Notice was published in the Forest Grove News-Times on May 14 and 21, 2020. Notice was posted at or near the proposed vacation site on May 4, 2020. Notice was mailed to property owners and residents within 300 feet of the site and within the affected area defined above, on May 4, 2020.

Notice was also provided to utility providers Hillsboro Water, Verizon, Northwest Natural Gas, MACC, and AT&T, and no objections to the proposed vacation have been received.

- (C) At the hearing, the Council must determine if a majority of the owners of the area affected have objected in writing to the vacation. Affected property is defined as that land lying on either side of the street for a distance of 200 feet, and the land beyond each terminus for a distance of 400 feet, of the part of the street proposed for vacation. The calculation of affected property does not include public right-of-way. The petition to request a vacation must be signed by 100% of the abutting property owners and 2/3 of the property owners within the affected area as defined above.

Petitions in support of the vacation have been received from 100% of the abutting property owners and 74% of the owners of real property within the affected area defined by statute, in excess of the 2/3 requirement. As of the writing of this report, no objections (letters or email) have been received.

- (D) Rights-of-way may not be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages.

The abutting property owner is requesting the vacation to allow the further development of the property. As a result, it is found that the City has received consent from the abutting property owners and that the proposed vacation would not have an adverse impact on the market value of the property.

- (E) If matters are determined in favor of the vacation, the City shall by ordinance make such determination a matter of record and vacate the right-of-way. *An ordinance to vacate the right-of-way is attached.*

- (F) The City may, upon hearing, make such reservations (conditions) as appear to be for the public interest. *No reservations, conditions or easements over the vacated area appear to be necessary.*

FISCAL IMPACT: Adoption of the ordinance will have no fiscal impact on the City.

STAFF RECOMMENDATION: Staff recommends adoption of the ordinance to vacate the 19th Place right-of-way east of Poplar Street.

ATTACHMENTS:

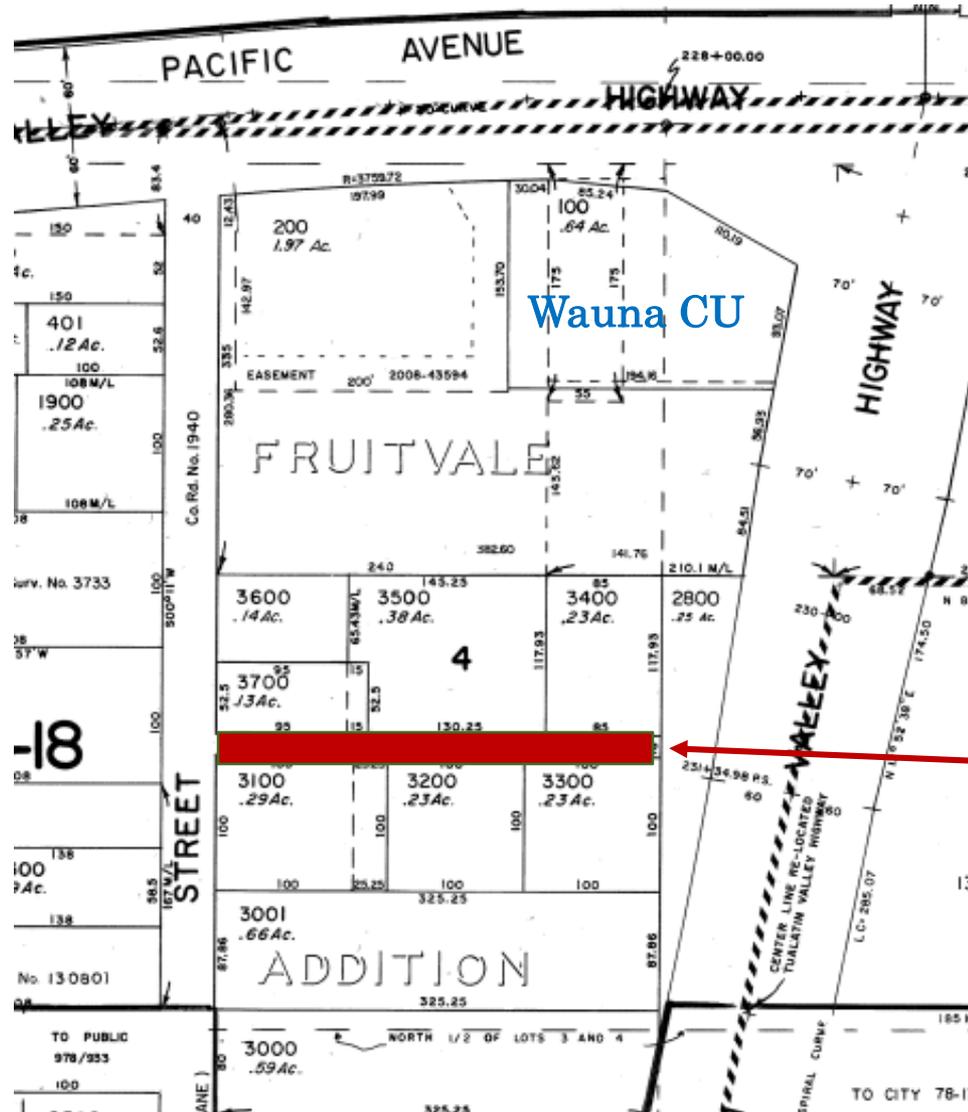
- Power Point
- Ordinance to vacate the 19th Place right-of-way east of Poplar Street
- Application materials



19th Place Right-of-Way Vacation

James Reitz, AICP
Senior Planner

Washington County Tax Map 1S305BA



19th Place

Aerial Photo of Area



19th Place

Vacation Criteria

Oregon Revised Statute Chapter 271.120

Has a majority of the owners of the area affected objected in writing to the vacation?

- *Petitions in support of the vacation have been received from 100% of the abutting property owners and 74% of the owners of real property within the affected area defined by statute.*

Rights-of-way may not be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property.

- *The abutting property owner is requesting the vacation. Thus, the proposed vacation would not have an adverse impact on the market value of the property.*

The City may, upon hearing, make such reservations (conditions) as appear to be for the public interest.

- *No reservations, conditions or easements over the vacated area appear to be necessary.*

Recommendation

Adopt the ordinance to vacate the 19th Place
right-of-way east of Poplar Street

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A place where families and businesses thrive.

**NOTICE OF PUBLIC HEARING
FOREST GROVE CITY COUNCIL
FILE NUMBER 311-20-000014-PLNG**

NOTICE IS HEREBY GIVEN that the Forest Grove City Council will hold a **Public Hearing** on **Tuesday, May 26, 2020, at 7:00 p.m.** or thereafter, at the Community Auditorium, 1915 Main Street, to review the following proposal:

PROPOSAL: Vacation of 19th Place between Poplar Street and the Hwy 47 Bypass
Applicant: JT Smith Companies
File Number: 311-20-000014-PLNG

CRITERIA: Applicable criteria for review and approval of this request may be found in Oregon Revised Statutes Chapter 271.005 through 271.170.

At this time and place, all persons will be given reasonable opportunity to give testimony about the proposal. If an issue is not raised in the hearing (by person or by letter) or if the issue is not explained in sufficient detail to allow the City Council to respond to the issue, then that issue cannot be used for an appeal to the Land Use Board of Appeals.

COVID-19: The City Council meeting will be conducted remotely by video conferencing. The public may attend and observe in the Community Auditorium as space allows (no more than 10 persons total at one time). However, the Council encourages the public to observe the meeting through technology rather than in person. The meeting will be televised **LIVE** on MACC TVCTV [CHANNEL 23](#). The Council encourages that written comments or testimony be submitted at the hearing or sent prior to the hearing to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, aruggles@forestgrove-or.gov. A copy of the staff report is available seven days prior to the hearing and is published on the City's website at <https://www.forestgrove-or.gov/meetings>. For further information pertaining to this proposal, please contact Senior Planner James Reitz, jreitz@forestgrove-or.gov, Community Development Department, 1924 Council Street, (503) 992-3233 between 9 a.m. and 5 p.m.

###

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

Forest Grove News-Times
05/14/2020 & 05/21/2020

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Written Testimony



May 15, 2020

City Recorder's Office
PO Box 326
Forest Grove OR 97116

RE: Vacation of 19th Place / File # 311-20-000014-PLNG

To whom it may concern:

Wauna Credit Union located at 3532 Pacific Avenue, owns adjacent property of the proposed JT Smith Companies residential development. There is currently only one access to our location which is to turn onto Popular Street off of Hwy 8 and use the easement street to enter our corner lot.

The proposed vacation of 19th Place is not of concern specifically, but the additional traffic due to the development of 196 residential units is a concern. This will impact the traffic on Popular Street and the easement built for access to the Wauna Credit Union branch. The priority for this new development should be access improvement.

It is our understanding that there are future plans to punch 19th street through to Hwy 47 therefore providing an additional access option. This additional access would mitigate our traffic concerns.

In addition, the improve of 19th Avenue to access Oak Street would also add an additional access and egress option for Wauna Credit Union members and would assist in mitigating our traffic load concern.

Your attention to address this concern is greatly appreciated.

Sincerely,

A handwritten signature in blue ink that reads 'Robert Blumberg'.

Robert Blumberg
CEO & President

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19TH PLACE RIGHT-OF-WAY

VACATION APPLICATION MATERIALS

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February 25, 2020

City Council
City of Forest Grove
1924 Council Street
Forest Grove, OR 97116

RECEIVED

FEB 25 2020

City of Forest Grove

19th Place Right-of-Way Vacation Request

To the City Council:

3J Consulting, Inc. acts on behalf of JT Smith Companies in petitioning to vacate 19th Place, a public street. The right-of-way vacation request is for approximately 5,200 square feet located to the south of Pacific Avenue extending east from Poplar Street for a distance of 326 feet (see Exhibit C).

The reason for the vacation is to develop a multi-family development in the in the Community Commercial zoning district of the City of Forest Grove. The existing right-of-way on 19th Place is not necessary to serve the proposed development and splits the site, creating site layout challenges that can be mitigated through a vacation.

The applicant, the City's planning staff, and the City's engineering department concur that the land in question is currently not necessary or useful in providing access to Poplar Street at this time. It is not fully clear why the right-of-way dedications occurred, but presumably, the dedication would ensure access if each individual lot were developed with separate structures requiring access to Poplar Street. Approval of the requested vacation would result in removal of 19th Place right-of-way with title to the vacated street will attach to the applicant's property.

The applicable standards for review and approval of a right-of-way vacation in any incorporated city are found in Chapter 271 of the Oregon Revised Statutes- Use and Disposition of Public Lands Generally; Easements. Specifically, the sections pertaining to right-of-way vacation are found in Sections 271.080 through 271.230. Responses to each of these ORS sections are included with this request as Exhibit A.

Forest Grove Municipal Code Section 17.3.030.E requires that when a street is vacated, the land within the boundary will automatically be subject to the same zoning designation that is applicable to the lands to which the street attaches. The properties surrounding 19th Place are zoned Community Commercial (CC).

A specific requirement for right-of-way vacation petition is consent of all abutting property owners and two-thirds of the area of affected property (as defined in ORS 271.080). As shown within the Attached Exhibit E, more than 2/3rds of the area of land affected by the proposed vacation has responded in the affirmative to the proposed petition. The Applicant has documented that 74 percent of the property area within the affected area is in favor of the petition. All required property owner consent has been obtained, in writing, by the applicant, and is included with this request as Exhibit D.



The applicant respectfully submits this request for right-of-way vacation of 19th Place. The applicant requests a hearing be scheduled before the Forest Grove City Council once proper notice has been given, per the standards of ORS 271.

If any additional information is needed, please do not hesitate to contact me. Thank you for your consideration of this request.

Sincerely,



Andrew Tull
Principal Planner
3J Consulting, Inc.

Attachments:

- Exhibit A: Applicable ORS Standards and Responses
- Exhibit B: Affected Land Area Map
- Exhibit C: Affected Land Area Table
- Exhibit D: Consent to Vacate Petition
- Exhibit E: Consenting Properties Map

Copy:

Jesse Nemec, JT Smith Companies
Aaron Murphy, 3J Consulting, Inc.

EXHIBIT A

EXHIBIT A

APPLICABLE CRITERIA

271.080 Vacation in incorporated cities; petition; consent of property owners. (1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefor setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.

Finding: The property is owned by Albertson's Stores Sub, LLC. The description of the ground proposed to be vacated is shown on Attachment b of the right-of-way vacation. The purpose for which the ground is proposed to be used and the reason for the vacation is to develop a multi-family development in the in the Community Commercial zoning district of the City of Forest Grove. The existing right-of-way on 19th Place is not necessary to serve the proposed development and splits the site, creating site layout challenges that can be mitigated through a street vacation.

(2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted. In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply. The consent of the owners of the required amount of property shall be in writing.

Finding: The total area affected by the proposed vacation is equal to 16.31 acres [Exhibit B]. Property owners representing 12.1 acres of the affected have signed in favor of the petition [Exhibit D]. Thus, the required 2/3rds required consent threshold has been exceeded by 1.23 acres. The consent of the owners of the sole abutting property owner, Albertsons, and the owners of greater than two-thirds in area of the real property affected thereby is included, in writing, as Exhibit D of the right-of-way vacation petition letter.

271.090 Filing of petition; notice. The petition shall be presented to the city recorder or other recording officer of the city. If found by the recorder to be sufficient, the recorder shall file it and inform at least one of the petitioners when the petition will come before the city governing body. A failure to give such information shall not be in any respect a lack of jurisdiction for the governing body to proceed on the petition.

Finding: This petition is presented to the City Recorder of the City of Forest Grove for review by the City Council and contains all information required for a sufficient petition.

271.100 Action by city governing body. The city governing body may deny the petition after notice to the petitioners of such proposed action, but if there appears to be no reason why the petition should not be allowed in whole or in part, the governing body shall fix a time for a formal hearing upon the petition.

Finding: The applicant respectfully requests a hearing before the City Council of Forest Grove on this right-of-way vacation petition.

271.110 Notice of hearing. (1) The city recorder or other recording officer of the city shall give notice of the petition and hearing by publishing a notice in the city official newspaper once each week for two consecutive weeks prior to the hearing. If no newspaper is published in such city, written notice of the petition and hearing shall be posted in three of the most public places in the city. The notices shall describe the ground covered by the petition, give the date it was filed, the name of at least one of the petitioners and the date when the petition, and any objection or remonstrance, which may be made in writing and filed with the recording officer of the city prior to the time of hearing, will be heard and considered.

(2) Within five days after the first day of publication of the notice, the city recording officer shall cause to be posted at or near each end of the proposed vacation a copy of the notice, which shall be headed, "Notice of Street Vacation," "Notice of Plat Vacation" or "Notice of Plat and Street Vacation," as the case may be. The notice shall be posted in at least two conspicuous places in the proposed vacation area. The posting and first day of publication of such notice shall be at least 14 days before the hearing.

(3) The city recording officer shall, before publishing such notice, obtain from the petitioners a sum sufficient to cover the cost of publication, posting and other anticipated expenses. The city recording officer shall hold the sum so obtained until the actual cost has been ascertained, when the amount of the cost shall be paid into the city treasury and any surplus refunded to the depositor.

Finding: The City can meet these notice requirements prior to a public hearing.

271.120 Hearing; determination. At the time fixed by the governing body for hearing the petition and any objections filed thereto or at any postponement or continuance of such matter, the governing body shall hear the petition and objections and shall determine whether the consent of the owners of the requisite area has been obtained, whether notice has been duly given and whether the public interest will be prejudiced by the vacation of such plat or street or parts thereof. If such matters are determined in favor of the petition the governing body shall by ordinance make such determination a matter of record and vacate such plat or

street; otherwise it shall deny the petition. The governing body may, upon hearing, grant the petition in part and deny it in part, and make such reservations, or either, as appear to be for the public interest.

Finding: In order for a vacation to occur, the governing body shall determine whether the consent of the owners of the requisite area has been obtained, whether notice has been duly given, and whether the public interest will be prejudiced by the vacation of the public right-of-way. In this case, the petitioner has provided signatures indicating consent from the abutting property owners and from the owners of the required 2/3rds of the area within the affected land area. Notice of the public hearing has been duly provided by the City in response to the applicant's petition.

Regarding the usefulness of the area in question, the applicant, the City's planning staff, and the City's engineering department all agree that the ground to be vacated is currently unnecessary or useful in providing access to Poplar Street. The dedication would ensure access to structures requiring access to Poplar Street.

The public interest is not prejudiced by the proposed vacation, and lawful access shall be provided to all abutting properties through Poplar Street. The proposed vacation area is free of public utilities. Additionally, the applicant will provide bicycle/pedestrian access through the proposed development connecting to Tualatin Valley Highway via an access easement. Because such matters are determined in favor of the petition, the City Council body shall by ordinance make such determination in favor of the petition and vacate such plat or street.

271.140 Title to vacated areas. The title to the street or other public area vacated shall attach to the lands bordering on such area in equal portions; except that where the area has been originally dedicated by different persons and the fee title to such area has not been otherwise disposed of, original boundary lines shall be adhered to and the street area which lies on each side of such boundary line shall attach to the abutting property on such side. If a public square is vacated the title thereto shall vest in the city. [Amended by 1981 c.153 §58]

Finding: The applicant represents the owner of the lands bordering the area to be vacated. The title to the vacated street will attach to the applicant's property.

271.150 Vacation records to be filed; costs. A certified copy of the ordinance vacating any street or plat area and any map, plat or other record in regard thereto which may be required or provided for by law, shall be filed for record with the county clerk. The petitioner for such vacation shall bear the recording cost and the cost of preparing and filing the certified copy of the ordinance and map. A certified copy of any such ordinance shall be filed with the county assessor and county surveyor.

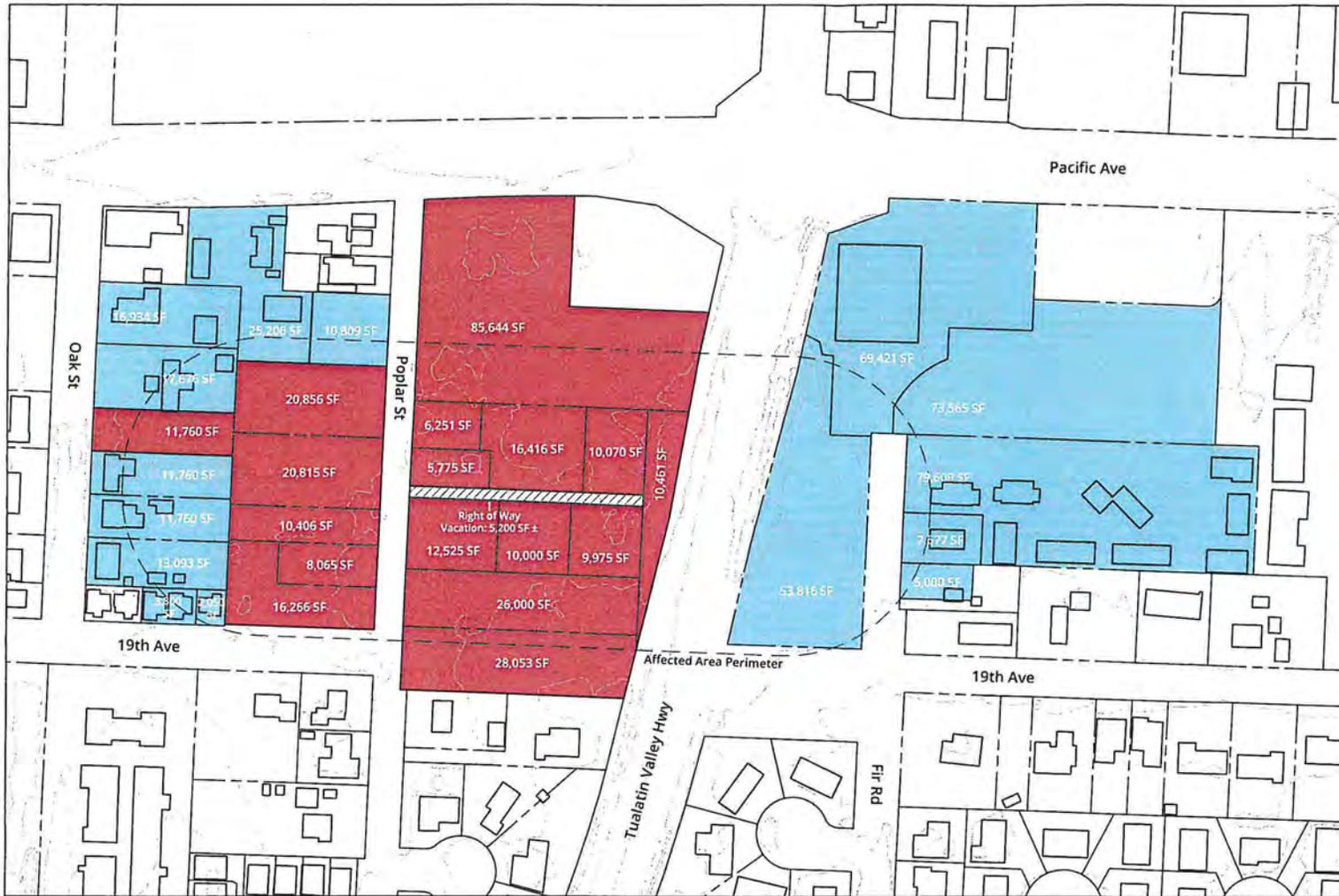
Finding: The applicant agrees to bear all recording and file preparation costs.

271.170 Nature and operation of statutes. The provisions of ORS 271.080 to 271.160 are alternative to the provisions of the charter of any incorporated city and nothing contained in those statutes shall in anywise affect or impair the charter or other provisions of such cities for the preservation of public access to and from transportation terminals and navigable waters.

Finding: The City of Forest Grove does not maintain right-of-way vacation provisions in its City Charter separate from ORS 271.080 to 271.160.

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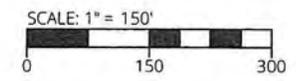
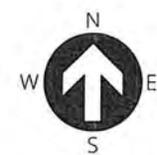
EXHIBIT B



SITE STATISTICS	
SITE ADDRESS:	1925 POPLAR STREET
TAX MAP:	133058A LOTS 200, 1500, 1900, 2600, 2100, 2300, 2300, 2400, 2800, 3000, 3001, 3100, 3200, 3300, 3400, 3500, 3600, & 3700
SIZE:	320,145 SQUARE FEET
JURISDICTION:	CITY OF FOREST GROVE
SITE PROPERTIES:	18
AFFECTED AREA PROPERTIES:	35

LEGEND	
■	SUBJECT PROPERTY 45%
■	AFFECTED AREA PROPERTY 55%

SITE NOTE
 SITE MAP HAS BEEN PREPARED USING DATA FROM EXISTING TAX MAPS AND METRO'S RUS GIS DATA. THIS MAP HAS BEEN PREPARED FOR ILLUSTRATIVE PURPOSES ONLY. ALL BOUNDARY AND DIMENSIONAL INFORMATION SHOULD BE VERIFIED BY A PROFESSIONAL LAND SURVEYOR.



FOREST GROVE - 19TH PLACE RIGHT-OF-WAY VACATION

EXHIBIT B

AFFECTED LAND AREA FEBRUARY 2020

3J CONSULTING
 CIVIL ENGINEERING • WATER RESOURCES • COMMUNITY PLANNING

EXHIBIT C

FOREST GROVE – 19TH PLACE RIGHT-OF-WAY VACATION
 Exhibit C: Affected Land Area Table

Property Owner	Address	Area (Sq. Ft.)	Area (Acres)	Tax Map	Tax Lot	Signed	Signed Area (Acres)
Coopers Corner Condo Owners	3423 19th Ave	3,800	0.0872	1S305BA	1100	No	
Coopers Corner Condo Owners	3435 19th Ave	1,298	0.0298	1S305BA	80051	No	
Albertson's Stores Sub LLC	3510 Pacific Ave	85,644	1.9661	1S305BA	200	Yes	1.9661
Albertson's Stores Sub LLC	1927 Oak St	11,760	0.2700	1S305BA	1500	Yes	0.2700
Albertson's Stores Sub LLC	1942 Poplar St	10,809	0.2481	1S305BA	1900	Yes	0.2481
Albertson's Stores Sub LLC	1934 Poplar St	20,856	0.4788	1S305BA	2000	Yes	0.4788
Albertson's Stores Sub LLC	1924 Poplar St	20,815	0.4778	1S305BA	2100	Yes	0.4778
Albertson's Stores Sub LLC	1916 Poplar St	10,406	0.2389	1S305BA	2200	Yes	0.2389
Albertson's Stores Sub LLC	1910 Poplar St	8,065	0.1851	1S305BA	2300	Yes	0.1851
Albertson's Stores Sub LLC	1904 Poplar St	16,266	0.3734	1S305BA	2400	Yes	0.3734
Albertson's Stores Sub LLC	No Site Address	10,461	0.2401	1S305BA	2800	Yes	0.2401
Albertson's Stores Sub LLC	1845 Poplar St	28,052	0.6440	1S305BA	3000	Yes	0.6440
Albertson's Stores Sub LLC	1907 Poplar St	26,000	0.5969	1S305BA	3001	Yes	0.5969
Albertson's Stores Sub LLC	1913 Poplar St	12,525	0.2875	1S305BA	3100	Yes	0.2875
Albertson's Stores Sub LLC	3520 19th Pl	10,000	0.2296	1S305BA	3200	Yes	0.2296
Albertson's Stores Sub LLC	3530 19th Pl	9,975	0.2290	1S305BA	3300	Yes	0.2290
Albertson's Stores Sub LLC	3539 19th Pl	10,070	0.2312	1S305BA	3400	Yes	0.2312
Albertson's Stores Sub LLC	3519 19th Pl	16,415	0.3768	1S305BA	3500	Yes	0.3768
Albertson's Stores Sub LLC	1931 Poplar St	6,251	0.1435	1S305BA	3600	Yes	0.1435
Albertson's Stores Sub LLC	1925 Poplar St	5,775	0.1326	1S305BA	3700	Yes	0.1326
Alderson Jason	1921 Oak St	11,760	0.2700	1S305BA	1400	No	

Brown Mason K Trust	1911 Fir Rd	5,000	0.1148	1S305AB	8100	No	
Christopherson Freeda M Trust	1909 Oak St	13,093	0.3006	1S305BA	1200	No	
Columbia West LLC	No Site Address	73,565	1.6888	1S305AB	501	Yes	1.6888
Columbia West LLC	No Site Address	53,816	1.2354	1S305AB	502	Yes	1.2354
Easton Hardware Building LLC	3602 Pacific Ave	69,420	1.5937	1S305AB	503	No	
Gleason John L	1915 Oak St	11,760	0.2700	1S305BA	1300	No	
Housing Authority of Washington	1921 Fir Rd	79,609	1.8276	1S305AB	800	Yes	1.8276
Rice Yvonne Trust Et Al	3412 Pacific Ave	25,206	0.5787	1S305BA	501	No	
Rice Yvonne Trust Et Al	1943 Oak St	16,934	0.3887	1S305BA	1700	No	
Somerville David	1937 Oak St	17,676	0.4058	1S305BA	1600	No	
Stuck John D	1919 Fir Rd	7,677	0.1762	1S305AB	900	No	
TOTAL AREA		710,759	16.32				12.1

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EXHIBIT D



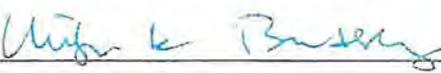
A place where families and businesses thrive.

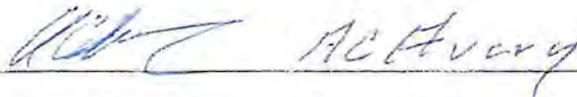
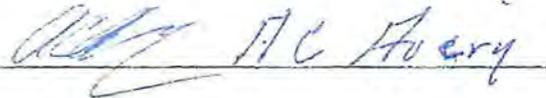
CONSENT TO VACATE PETITION

JT Smith Companies is in the process of purchasing a 7.35-acre property known as 1925 Poplar Street. Within the subject site, the previous owner(s) of the property dedicated a portion of the property to the City of Forest Grove as Right-of-Way for 19th Place. The dedication was to provide access from Poplar St to a few single family homes. These single family homes have been demolished and the 19th Place right of way is no longer needed in that location or configuration. In order to request the surplus portion of the right-of-way back from the City, the owner is required to prepare a petition to vacate the surplus right-of-way. As part of this process, the owner must show that neighboring property owners are in favor of the vacation. In this case, a total of 32 properties and 12 property owners have been considered to be "affected", in accordance with the State's notification guidelines.

A signature on the line below indicates that you have been contacted about the proposed right-of-way vacation for 19th Place and that you have no objections to the City's release of this surplus property. By signing this document, you also acknowledge that you are aware that approximately 5,200 square feet of the City's existing right-of-way will be reverted to the properties from which it was originally dedicated.

Printed Owner's Name	Owner's Signature	Address	Tax Map	Tax Lot
Cross, Danny & Muntz, Kaylee	<hr/>	3423 19th Ave	1S305BA	1100
Coopers Corner Condo Owners	<hr/>	3435 19th Ave	1S305BA	80051
Albertson's Stores Sub, LLC.	<i>Wynne K. Boushey</i> <hr/>	3510 Pacific Ave	1S305BA	200
Albertson's Stores Sub, LLC.	<i>Wynne K. Boushey</i> <hr/>	1927 Oak St	1S305BA	1500
Albertson's Stores Sub, LLC.	<i>Wynne K. Boushey</i> <hr/>	1942 Poplar St	1S305BA	1900
Albertson's Stores Sub, LLC.	<i>Wynne K. Boushey</i> <hr/>	1934 Poplar St	1S305BA	2000

Printed Owner's Name	Owner's Signature	Address	Tax Map	Tax Lot
Albertson's Stores Sub, LLC.		1924 Poplar St	1S305BA	2001
Albertson's Stores Sub, LLC.		1916 Poplar St	1S305BA	2200
Albertson's Stores Sub, LLC.		1910 Poplar St	1S305BA	2300
Albertson's Stores Sub, LLC.		1904 Poplar St	1S305BA	2400
Albertson's Stores Sub, LLC.		No Situs Address	1S305BA	2800
Albertson's Stores Sub, LLC.		1845 Poplar St	1S305BA	3000
Albertson's Stores Sub, LLC.		1907 Poplar St	1S305BA	3001
Albertson's Stores Sub, LLC.		1913 Poplar St	1S305BA	3100
Albertson's Stores Sub, LLC.		3520 19th Pl	1S305BA	3200
Albertson's Stores Sub, LLC.		3530 19th Pl	1S305BA	3300
Albertson's Stores Sub, LLC.		3539 19th Pl	1S305BA	3400

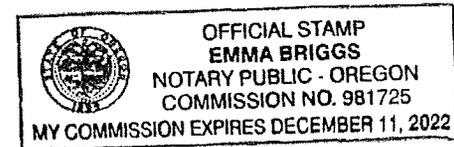
Printed Owner's Name	Owner's Signature	Address	Tax Map	Tax Lot
Albertson's Stores Sub, LLC.		3519 19th Pl	1S305BA	3500
Albertson's Stores Sub, LLC.		1931 Poplar St	1S305BA	3600
Albertson's Stores Sub, LLC.		1925 Poplar St	1S305BA	3700
Alderson, Jason		1921 Oak St	1S305BA	1400
Brown, Mason K. Trust		1911 Fir Rd	1S305AB	8100
Christopherson, Freeda M. Trust		1909 Oak St	1S305BA	1200
Columbia West, LLC.		No Situs Address	1S305AB	501
Columbia West, LLC.		No Situs Address	1S305AB	502
Easton Hardware Building, LLC.		3602 Pacific Ave	1S305AB	503
Gleason, John L. & Gleason, Betty J.		1915 Oak St	1S305BA	1300
Housing Authority of Washington County		1921 Fir Rd	1S305AB	800

State of Oregon)
)ss.
County of Washington)

This instrument was acknowledged before me on this 10th day of February, 2020

By Komi P Kalewa

[Signature]
Notary Public for Oregon
My Commission expires: December 11, 2022



State of _____)
)ss.
County of _____)

This instrument was acknowledged before me on this _____ day of _____, 2020

By _____

Notary Public for Oregon
My Commission expires: _____

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

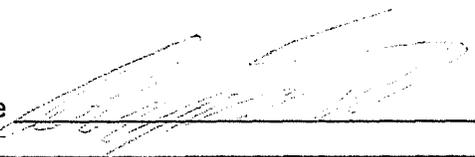
State of California
County of Alameda)

On January 30, 2019 before me, Angela Parliament, a Notary Public
(insert name and title of the officer)

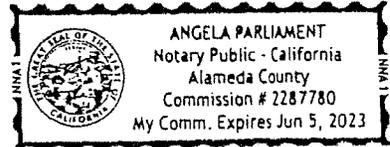
personally appeared Marilyn K. Beardsley
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature 

(Seal)



ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

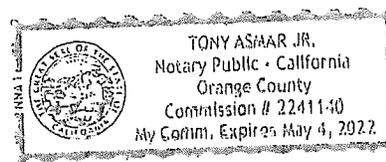
State of California
County of Orange

On 2-10-2020 before me, Tony Asaar Jr., NOTARY PUBLIC
(insert name and title of the officer)

personally appeared Alfred C. Asaar
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

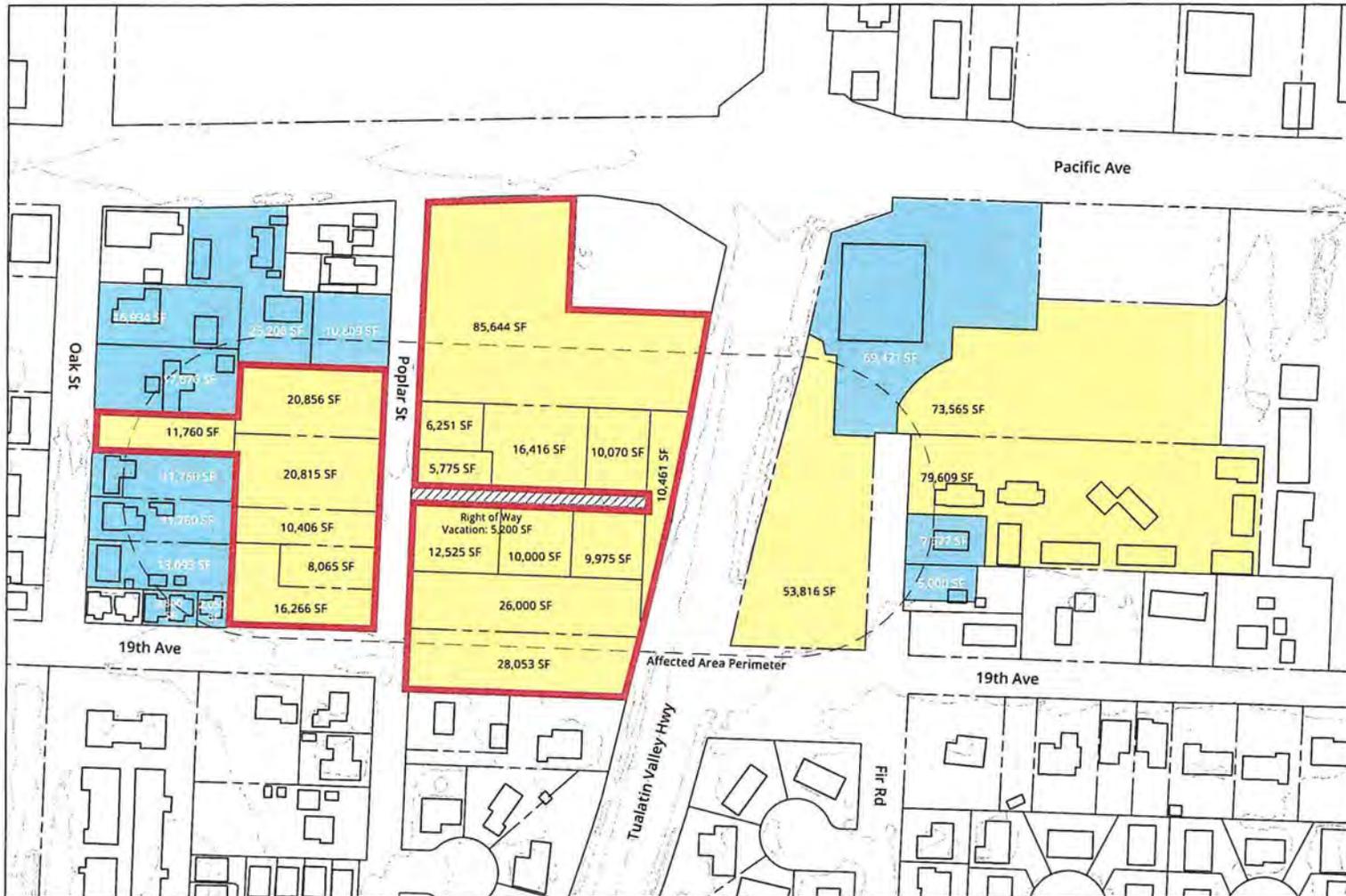
WITNESS my hand and official seal.



Signature _____ (Seal)

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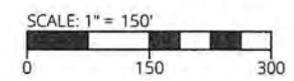
EXHIBIT E



SITE STATISTICS	
SITE ADDRESS:	1925 POPLAR STREET
TAX MAP:	15305BA LOTS 200, 1500, 1900, 2000, 2100, 2200, 2300, 2400, 2800, 3000, 3001, 3100, 3200, 3300, 3400, 3500, 5000, & 3700
SIZE:	320,145 SQUARE FEET
JURISDICTION:	CITY OF FOREST GROVE
SITE PROPERTIES:	18
AFFECTED AREA PROPERTIES:	35

LEGEND	
	PETITIONER OWNED PROPERTY CONSENTED 45%
	AFFECTED AREA PROPERTY PETITION CONSENTED 29%
	AFFECTED AREA PROPERTY PETITION 26%

SITE NOTE
 SITE MAP HAS BEEN PREPARED USING DATA FROM EXISTING TAX MAPS AND METRO'S PLUS GIS DATA. THIS MAP HAS BEEN PREPARED FOR ILLUSTRATIVE PURPOSES ONLY. ALL BOUNDARY AND DIMENSIONAL INFORMATION SHOULD BE VERIFIED BY A PROFESSIONAL LAND SURVEYOR.



FOREST GROVE - 19TH PLACE RIGHT-OF-WAY VACATION

EXHIBIT E

CONSENTING PROPERTIES

FEBRUARY 2020

3J CONSULTING
 CIVIL ENGINEERING | WATER RESOURCES | COMMUNITY ANALYSIS



ORDINANCE NO. 2020-03

**ORDINANCE VACATING 19TH PLACE RIGHT-OF-WAY EAST OF POPLAR STREET
FILE NUMBER 311-20-000014-PLNG**

WHEREAS, petitions have been filed with the City of Forest Grove to initiate the vacation of 19th Place east of Poplar Street; and

WHEREAS, notice of the proposed vacation was published in the *Forest Grove News-Times* on May 14 and 21, 2020, as required by ORS 271.110(1); and

WHEREAS, notice of the proposed vacation was posted on and adjacent to the site proposed for vacation on May 4, 2020, as required by ORS 271.110(2); and

WHEREAS, notice of this proposal was mailed on May 4, 2020, to property owners and residents within 300 feet of the site, as required by Development Code §17.1.715; and

WHEREAS, the City Council held the duly-noticed Public Hearing concerning this vacation on May 26, 2020 and continued the hearing on June 8, 2020, and has made a determination pursuant to ORS 271.120 on the basis of the findings contained in Section 1 below.

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

Section 1. On the basis of the findings in attached Exhibit "A", 19th Place right-of-way east of Poplar Street as described in Exhibit "B" is hereby vacated.

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

Section 3. A certified copy of this Ordinance shall be recorded with the Washington County Clerk, County Assessor and County Surveyor.

PRESENTED AND PASSED the first reading the 26th day of May, 2020.

PASSED the second reading the 8th day of June, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of June, 2020.

Peter B. Truax, Mayor

ORDINANCE NO. 2020-03

EXHIBIT "A"

Criterion: Oregon Revised Statute Chapter 271.120 allows the city governing body (the City Council) to hear a vacation request. The proceedings can be initiated upon receipt of a petition from 100% of the adjoining property owners, and of the owners of 2/3 in area of the "affected property" (defined by statute as an area 200 feet on either side of the proposed vacation area, for a distance of 400 feet from either end).

Finding: *These petitions were filed with the Community Development Department on February 25, 2020.*

Criterion: A hearing date must be set.

Finding: *The hearing date was set for May 26, 2020.*

Criterion: Notice of the hearing must be published in the local paper at least once a week for two consecutive weeks prior to the hearing; and notice must be posted at or near each end of the proposed vacation.

Finding: *Notice was published in the Forest Grove News-Times on May 14 and 21, 2020. Notice was posted at or near the proposed vacation site on May 4, 2020. Notice was mailed to property owners and residents within 300 feet of the site and within the affected area defined above, on May 4, 2020.*

Notice was also provided to these utility providers: Hillsboro Water, Verizon, Northwest Natural Gas, MACC, and AT&T. No objections to the proposed vacation have been received.

Criterion: At the hearing, the Council must determine if a majority of the owners of the area affected have objected in writing to the vacation. Affected property is defined as that land lying on either side of the street for a distance of 200 feet, and the land beyond each terminus for a distance of 400 feet, of the part of the street proposed for vacation. The calculation of affected property does not include public right-of-way.

Finding: *Petitions in support of the vacation have been received from 100% of the abutting property owners and 74% of the owners of real property within the affected area defined by statute, in excess of the 2/3 requirement. No objections (letters or email) have been received.*

Criterion: Rights-of-way may not be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages.

Finding: *The abutting property owner is requesting the vacation to allow the further development of the property. As a result, it is found that the City has received consent from the abutting property owners and that the proposed vacation would not have an adverse impact on the market value of the property.*

Criterion: If matters are determined in favor of the vacation, the City shall by ordinance make such determination a matter of record and vacate the right-of-way.

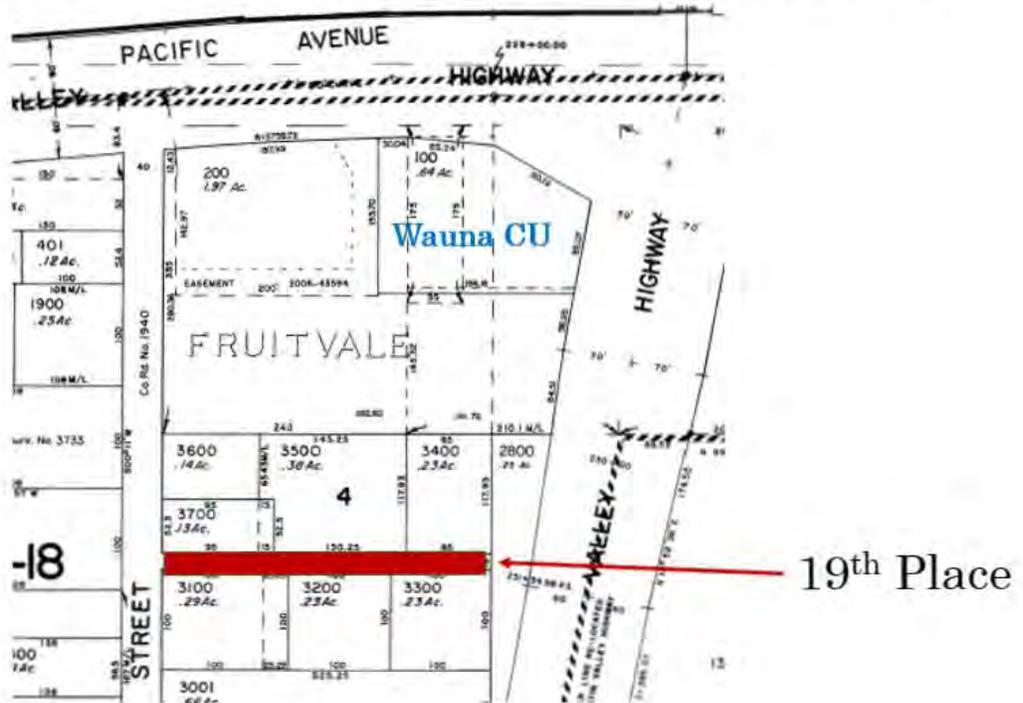
Finding: *An ordinance to vacate the right-of-way is attached.*

Criterion: The City may, upon hearing, make such reservations (conditions) as appear to be for the public interest.

Finding: *No reservations, conditions or easements over the vacated area appear to be necessary.*

EXHIBIT "B"

Washington County Tax Map 1S305BA





A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>8.</u>
MEETING DATE:	<u>05/26/2020</u>
FINAL ACTION:	<u>RESO 2020-47</u>

CITY COUNCIL STAFF MEMORANDUM

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Jesse VanderZanden, City Manager
Brenda Camilli, Human Resources Manager*

MEETING DATE: *May 26, 2020*

SUBJECT TITLE: *Report on Resolution Adopting the Collective Bargaining Agreement between the City and the International Brotherhood of Electrical Workers, Effective July 1, 2020 through June 30, 2023*

ACTION REQUESTED:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ordinance	Order	X	Resolution	Motion	Informational

X all that apply

BACKGROUND:

The current labor agreement between the City of Forest Grove and the International Brotherhood of Electrical Workers (IBEW) expires June 30, 2020. The parties have reached tentative agreement on a collective bargaining agreement, which is attached as Exhibit A. It has been ratified by the International Brotherhood of Electrical Workers Local 125 members and needs Council approval prior to becoming effective. The substantive collective bargaining agreement modifications are as follows:

- Three year agreement.
- Wage increases were bargained for all classifications covered by the agreement on July 1 of each year of the contract as follows: three and one half (3.50%); two and three quarters percent (2.75%), and two and one half percent (2.50%). Due to market pressures in the electrical industry over the past year Journey level positions were given a spot adjustment of 6.5% effective March 1, 2020.
- Union agreed that all employees hired after a coverage agreement is negotiated, will be put into Oregon PERS so there will be no new members joining the City’s Defined Benefit Plan from that time forward.

STAFF RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing the City Manager to execute the collective bargaining agreement outlined in Exhibit A made between the parties for the term July 1, 2020 through June 30, 2023.

FISCAL IMPACT:

The monetary terms of the agreement are within the parameters that were set by the City Council.

ATTACHMENT(s):

Resolution

Exhibit A: Collective Bargaining Agreement between the City of Forest Grove and the International Brotherhood of Electrical Workers.



RESOLUTION NO. 2020-47

**RESOLUTION AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN
THE CITY OF FOREST GROVE AND INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS (IBEW), LOCAL 125
EFFECTIVE JULY 1, 2020 AND EXPIRING JUNE 30, 2023**

WHEREAS, representatives of the City of Forest Grove and International Brotherhood of Electrical Workers (IBEW) have met in good faith and negotiated a labor agreement between both parties effective July 1, 2020, through June 30, 2023; and

WHEREAS, the labor agreement provides for certain compensation and fringe benefit adjustments.

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

Section 1: That the City Manager is authorized to execute the attached labor agreement (Exhibit A) between the City of Forest Grove and IBEW.

Section 2: That the compensation plan contained in this agreement is approved, effective July 1, 2020, and expiring June 30, 2023.

Section 3: That the fringe benefits contained in this agreement are approved, effective July 1, 2020, and expiring June 30, 2023.

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

PRESENTED AND PASSED this 26th day of May, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of May, 2020.

Peter B. Truax, Mayor

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AGREEMENT

BETWEEN

CITY OF FOREST GROVE

AND

**INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS
LOCAL 125**

JULY 1, 2020 THROUGH JUNE 30, 2023

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AGREEMENT

The CITY OF FOREST GROVE, Oregon, hereinafter referred to as “the City”, and LOCAL 125 OF THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, hereinafter referred to as “the Union”, hereby mutually establish and agree upon the working conditions and wage schedule hereinafter set forth covering those employees listed in Article 30 and employed by the City of Forest Grove Light and Power Department.

The City and the Union have a common and sympathetic interest in the electrical industry; therefore, a working system and harmonious relations are desirable to improve the relationship between the Employer and the Union. All shall benefit by continuous peace and by adjusting any differences by rational common-sense methods. To these ends, this Agreement is made.

ARTICLE 1

RECOGNITION

1.1 The City recognizes the Union as the sole and exclusive collective bargaining agent for the purpose of establishing wages, hours of work, benefits and conditions of employment for all regular electrical worker employees of the City, excluding supervisory and confidential employees, and employees presently represented in any other bargaining unit.

1.2 For the purposes of this Agreement:

- a. ELECTRICAL WORKER: Is defined as all classifications set-forth in Article 30.
- b. REGULAR FULL-TIME EMPLOYEE: Is defined as any employee who is regularly scheduled to perform work for 40 hours per week.
- c. REGULAR PART-TIME EMPLOYEE: Is defined as any employee who is regularly scheduled to work more than 600 hours in a calendar year, but less than 40 hours per week.
- d. TEMPORARY EMPLOYEE: Is defined as any employee who is employed for a limited period, not to exceed six months in a twelve-month period for a full-time employee, or 600 hours in a calendar year for a part-time employee.
- e. SUPERVISORY EMPLOYEE: Is defined as in Oregon Revised Statutes 243.650 (23).
- f. CONFIDENTIAL EMPLOYEE: Is defined as in Oregon Revised Statutes 243.650 (6).

 **1.3** It is recognized that supplementary written Agreements which have been signed by appropriate representatives from the City and the Union may exist regarding points not covered in this Agreement and it is the intent that they be and remain in force until otherwise terminated or changed by mutual agreement.

 **1.4** Whenever words denoting either the masculine or the feminine gender are used in this agreement, they are intended to apply equally to either gender. Gender-specific terms are not intended to be discriminatory but are the historical terms used to describe certain positions.

ARTICLE 2

DURATION OF AGREEMENT

- ✍ **2.1** This Agreement shall remain in full force and effect from July 1, 2020, up to and including June 30, 2023, and thereafter until terminated by at least sixty (60) days' notice, in writing, by either party to the other.
- 2.2** This agreement may be amended or modified by mutual agreement between the parties hereto, without notice of termination by either party.

ARTICLE 3

MANAGEMENT RIGHTS

- 3.1** The Union recognizes the right of the City to manage its affairs, in accordance with its responsibilities, expressed powers, inherent authority, and the City Charter and that, except to the extent expressly abridged by provisions of this Agreement, management functions are not subject to negotiations. These functions include, but are not limited to, directing the activities of the department; determining levels of service and methods of operation, including subcontracting and introduction of new equipment; the right to hire, lay-off, transfer and promote; to discipline or discharge for cause; to determine the work schedules and assign work; to develop employment policies and procedures and any other such rights not specifically referred to in this agreement.
- 3.2** Unless directly contradicted by the terms of this Agreement or a mandatory subject for bargaining, all employment policies of the City are specifically incorporated herein by reference.

ARTICLE 4

UNION SECURITY AND PAYROLL DEDUCTION

- ✍ **4.1** Membership or non-membership in the Union shall be the individual choice of employees covered by this Agreement. The Union shall be the holder of all records regarding employee membership status in the Union and any disputes about employee membership status shall be resolved by the Union. The City will deduct from a Union member's pay and remit monthly to the Business Manager of IBEW Local 125 the normal and usual dues, fees, and assessments uniformly required of its members. The Union will notify the City in writing of the monthly amount of Union dues, fees, and assessments. Employees who are not members of the Union may voluntarily agree to pay representation fees to the Union as specified in a written payroll deduction authorization between the Union and the employee.
- ✍ **4.2** Any employee who is a member of the Union or who has applied for membership, shall sign and deliver to the Union, who shall forward to the City, a written payroll deduction authorization authorizing and consenting to the deduction of dues, fees, costs, charges, and assessments for membership in the Union. The Union shall also forward to the City the written payroll deduction authorization of any Employee who is not a member of the Union but who has voluntarily agreed to pay representation fees to the Union. A written payroll deduction authorization may be revoked or changed only in the manner and at the time specified in the authorization. The City will adhere to all provisions in the written authorizations discussed above.

The City shall refer bargaining unit employees to the Union for answers to questions about payroll deduction authorization.

✍ **4.3** The Union will indemnify, defend, and hold the City harmless against any claims made and against any suit instituted against the City as a result of any action taken pursuant to the provisions of Sections 4.1 and 4.2. This includes all costs associated with the claim, including attorney fees, court costs, and similar. In the event any determination is made by the highest court having jurisdiction that this Article is invalid, the Union shall be solely responsible for any reimbursement to affected employees.

4.4 The Union shall assist the City by referring skilled workers to the City when requested.

4.5 The City shall designate bulletin board space for posting of official Union notices.

ARTICLE 5

EMPLOYEE RIGHTS

5.1 The City and the Union agree there shall be no discrimination with regard to the hiring or tenure of the employees by reason of race, color, religion, sex, pregnancy, citizenship, age, marital status, physical disability, mental disability, veteran's status, medical condition, sexual orientation, genetics, political affiliation or national origin, or on the basis of membership in any other protected class. Discrimination on the basis of relationship, mental or physical handicap are prohibited, except in the instance of valid occupational qualification and under the provisions of the Americans with Disabilities Act. The City and the Union agree further that there shall be no discrimination against any employee due to membership or non-membership in the Union or because of an activity in which the employee may engage in on behalf of the Union, provided such activity does not interfere with the employee's performance of work assignments.

5.2 The City shall give all employees ten (10) working days' notice of lack of work.

5.3 Employees appointed as Acting Superintendent shall be paid at the Line Foreman rate of pay. Employees shall not be appointed as Acting Superintendent while concurrently serving as Shop Steward.

ARTICLE 6

STRIKE AND LOCKOUT

6.1 The Union agrees that during the term of this Agreement its membership shall not engage in any strike, work stoppage, slowdown or interruption of services, and the City agrees not to engage in any lockout.

6.2 Disputes between the Union and the City shall be resolved by arbitration in the same manner as set forth in Article 20.

ARTICLE 7

DISCHARGE, SUSPENSION, WARNING

7.1 New employees may be terminated within the twelve-month (12) probationary period without cause.

7.2 Employees are subject to discipline for just cause. Disciplinary action or measures shall be limited to the following: oral reprimand, written reprimand, demotion, suspension, reduction of pay, or discharge.

7.3 Oral reprimands shall not be subject to the grievance procedure. Written reprimands may be processed through the grievance steps and may proceed to arbitration.

7.4 If the City has reason to reprimand an employee, it shall be done in a manner that is least likely to embarrass the employee before other employees or the public.

ARTICLE 8

PAID TIME AND HOURS OF WORK

8.1 WORK SCHEDULES – Two (2) work schedules are recognized under this Agreement: a 5-8 work schedule and a 4-10 work schedule; with an unpaid lunch period of thirty (30) minutes or one (1) hour midway through the shift. Each employee shall also be allowed a rest break not to exceed fifteen (15) minutes, approximately midway in each half shift, the time of which shall count as time worked. Management will determine where breaks are taken. Any employee required to work overtime at the conclusion of the employee's regular shift shall have the option of a meal period of at least thirty (30) minutes, but not to exceed one (1) hour upon having completed the first one and one-half (1.5) hours of overtime work.

8.2 5-8 WORK SCHEDULE – The standard workweek shall consist of five (5) consecutive eight (8) hour workdays, Monday through Friday. Hours of work will normally start between 7:00 a.m. and 8:00 a.m. and end between 3:30 p.m. and 5:00 p.m.

8.3 4-10 WORK SCHEDULE – The workweek shall consist of four (4) consecutive ten (10) hour workdays, Monday through Thursday or Tuesday through Friday by mutual agreement between the City and Shop Steward. Hours of work will normally start between 7:00 a.m. and 7:30 a.m. and end between 5:30 p.m. and 6:00 p.m. with an unpaid thirty (30) minute lunch period midway through the shift.

8.4 Changes in the normal hours of work for the summer and/or winter months work schedule may be approved by mutual agreement between the City and the Shop Steward. The Shop Steward shall obtain concurrence from the Union.

8.5 When an employee reports for overtime work four (4) hours or more before the beginning of their regular shift, and works uninterrupted into their regular shift, they shall be paid at the overtime rate until relieved. If an employee works six (6) or more hours within the fifteen-and-one-half (15.5) hours preceding their regular scheduled start time, and has not received an eight and one half (8.5) hour unpaid rest period, the employee will be given the option to remain on duty for the duration of their regular shift at the overtime rate or be relieved for the duration of their regular shift at the employee's straight time rate. Before leaving work, the employee will notify the Supervisor of the employee's preference. If the employee requests their paid rest period, the City will, in its sole judgment, approve or deny the employee request based on operational requirements of the City as determined by the Light and Power Director.

- ✍ **8.6** Work in excess of (8) eight hours on a 5-8 schedule or ten (10) hours on a 4-10 schedule per day or forty (40) hours in any workweek, shall be considered overtime, but hours of work for which daily overtime is allowed shall not be included in computing weekly overtime. Overtime, computed to the nearest quarter hour, shall be compensated at two (2) times the regular rate of pay. A minimum of two (2) hours plus one-half (½) hour drive time will be paid for all scheduled and unscheduled after-hours work, except work contiguous to the end of the regular shift which shall be compensated at two (2) times the regular rate of pay for the time actually worked. More than one (1) callout in a two (2) hour period shall be treated as a single callout. Employees shall be paid at the overtime rate for all time worked outside of their regular shift or workday and for all time worked on holidays, in addition to their holiday pay. Overtime must be pre-approved except in an emergency or while on stand-by. Overtime will be kept equitable within classification and based on a 12-month rolling accumulation and posted for each pay period.
- ✍ **8.7** Employees will be compensated for time actually worked or a minimum of one-half (½) hour at the overtime rate if they are called outside of normal work hours when not in a standby duty status and they resolve the issue.
- a. If the call requires the employee to be called out to respond, the one-half (1/2) hour of pay under this section will not be paid, but the employee will receive callout pay in accordance with Section 8.6 above.
 - b. If the employee does not answer the call, does not resolve the issue, or refuses to respond to the incident that initiated the call, if appropriate, the employee will not receive the one-half (½) hour of pay under this section.
- ✍ **8.8** When emergency response conditions occur, attempts will be made to contact all required personnel per the standby duty or overtime equity list. When all attempts have been exhausted and emergency response personnel are still needed due to life or property being in danger, management may declare a mandatory emergency response condition and require personnel to respond within a reasonable time.
- ✍ **8.9** All overtime worked shall be paid or the employee shall receive compensatory time-off based upon mutual agreement and the Department Head's determination of Department needs. Compensatory time-off shall be scheduled by mutual agreement of the employee and the supervisor based on the needs of the department. Under normal circumstances compensatory time off requests need to be initiated a minimum of three (3) days prior to the requested date. Compensatory time-off accumulation shall be capped at forty-eight (48) hours.
- # **8.10** The overtime pay of any employee called from home for overtime work shall be time worked plus one-half (½) hour for travel time.
- ✍ **8.11** Non-mandatory/voluntary attendance at conferences, conventions, or training session attendance, which are paid at City expense, will be paid at the regular rate, not to exceed eight (8) hours on a 5-8 schedule or ten (10) hours on a 4-10 schedule in a workday. The City has the right to change the regular workday schedule for training purposes.

ARTICLE 9
PAID MEALS

9.1 Employees working one and one-half (1.5) hours of overtime contiguous to their regular shift, and up to or through a designated meal time, and any other overtime worked which continues into or through a designated meal time, shall be paid for appropriate meals. The midnight meal shall be paid at the dinner rate. Amounts distributed for meals shall be paid through payroll and will be included in the employee's taxable income pursuant to IRS regulations. Under normal circumstances employees shall not be required to work more than six (6) hours without a meal. In the event an employee is required by management to work more than six (6) hours without a meal break, they shall be paid for one (1) hour at the straight time rate in addition to their compensation for time worked. When employees are scheduled to work outside their normal shift, they shall not be required to supply themselves more than one (1) meal within a twenty-four (24)-hour period.

 **9.2** Designated meal times for the purposes of Article 9 are defined as 6:30 to 7:00 a.m. for breakfast and shall be paid at the rate of ten dollars (\$10.00), Noon to 12:30 p.m. for lunch at the rate of fifteen dollars (\$15.00), 6:00 to 6:30 p.m. for dinner at the rate of thirty dollars (\$30.00), and Midnight to 12:30 a.m. for the midnight meal at the rate of thirty dollars (\$30.00). Meal breaks, if taken, during designated mealtimes, are one-half (½) hour, and shall be considered unpaid time.

9.3 When conditions imposed upon the City require that work be performed during the designated noontime lunch period, the Foreman may advance the designated noontime lunch period one-half (½) hour or delay it one-half (½) hour. If such delay of the noontime lunch period still results in employees working through their adjusted meal period, they shall be paid for one (1) hour at the straight time rate in addition to their compensation for time worked.

ARTICLE 10
HOLIDAYS

 **10.1** Employees covered by this Agreement shall receive the following paid holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas Day and two (2) personal holidays. Personal holidays shall be credited at the beginning of each calendar year and shall be prorated to the nearest hour for newly hired employees, and scheduled with the approval of the supervisor, and used within the calendar year. Employees on vacation when a legal holiday occurs shall be entitled to holiday pay or an extra day vacation. Holiday pay shall be based on eight (8) hours.

10.2 Personal holiday hours of eight (8) hours or less as of December 31 of each year shall be carried over into the next year.

 **10.3** When a holiday falls on a Sunday, it shall be observed on the following Monday. When a holiday fall on a Saturday, it shall be observed on the previous Friday.

 **10.4** HOLIDAYS ON 4-10 SCHEDULE – Employees assigned to a 4-10 schedule shall be reassigned to a 5-8 schedule on any week that includes a paid legal holiday, not to include personal holidays.

ARTICLE 11

VACATION

- ✍ **11.1** All employees who have completed six (6) full months of continuous service shall be allowed vacation time in accordance with the following schedule:

<u>Years of Continuous Service</u>	<u>Hours per Month</u>	<u>Days Per Year</u>
0 mos. – 2 yrs	6.67	10
2-5 yrs	8.00	12
5-10 yrs	10.00	15
10-15 yrs	13.34	20
15-25 yrs	16.67	25
26 yrs	17.34	26
27 + yrs	18.00	27

11.2 Vacation accrual shall be calculated on a monthly basis beginning with the employee's date of employment. If an employee is hired in the middle of the month, vacation accrual shall be pro-rated for the first month of employment. Vacation time shall accrue during all hours of employment at straight time (not including overtime), vacation time, recognized holidays, used sick leave and time off chargeable to an occupational disability.

11.3 Employees are encouraged to take vacation time on a yearly basis and vacation accrual shall not exceed 45 days (360 hours) without the approval of the City Manager.

11.4 Upon termination of employment, an employee who has not taken accrued vacation and who has been continuously employed for at least twelve (12) calendar months shall be entitled to vacation compensation, not to exceed 45 days (360 hours).

- ✍ **11.5** Vacations may be taken with the prior approval of the Director or their designee. Under normal circumstances leave requests need to be initiated a minimum of three (3) business days prior to the request date.

11.6 Employees may not take vacation time in increments of less than one-quarter (1/4) hour.

ARTICLE 12

APPROVED ABSENCE

12.1 SICK LEAVE – Employees shall accrue sick leave at the rate of eight (8) hours for each month of service. Sick leave may be accrued to a maximum of fourteen hundred (1400) hours. For purposes of the sick leave conversion at retirement from the Defined Benefit Plan, the cap shall remain at one thousand (1000) hours. Once an employee's sick leave accrual reaches one thousand (1000) hours, the cash equivalent of two (2) hours of sick leave accrued will automatically be paid into the employee's VEBA account each month as long as the employee's accrued sick leave balance remains at the one thousand (1000) hours after the two hours are paid into the employee's VEBA account. (See Article 25 for more information on the VEBA)

When employees are terminated, all accrued sick leave credits shall be canceled. If an employee leaves employment for reasons other than retirement and is rehired within 180 days, the employee's previously accrued sick leave balance at the time of termination of employment will be restored.

Employees shall be eligible to use their sick leave hours for the following reasons:

- For an employee's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care (every effort shall be made to schedule medical/dental appointments outside of normal working hours).
- For care of a family member with a mental or physical illness, injury or health condition, care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition or care of a family member who needs preventive medical care. For the purpose of this article, family member is defined in accordance with ORS 659A.150 as the spouse of an employee, the biological, adoptive or foster parent or child of the employee, the grandparent or grandchild of the employee, a parent-in-law of the employee or a person with whom the employee was or is in a relationship of in loco parentis.
- Any other purpose covered by the Oregon Family Leave Law (ORS 659A.159).
- For a purpose specified in Oregon's Domestic Violence, Sexual Assault or Stalking
- Leave Law (ORS 659A.272).
- In the event of a public health emergency, including but not limited to:
 - (a) Closure of the employee's place of business, or the school or place of care of the employee's child, by order of a public official due to a public health emergency;
 - (b) A determination by a lawful public health authority or by a health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others, such that the employee must provide self-care or care for the family member; or
 - (c) The exclusion of the employee from the workplace under any law or rule that requires the employer to exclude the employee from the workplace for health reasons.

Employees taking time off for doctor or dentist appointments during working hours shall have such time charged against their sick leave accumulation. The City may request a doctor's release to return to work if the City can reasonably articulate its need for the release. Employees falsifying their claim for sick leave shall be liable for disciplinary action by the City. When an employee must be away from the job because of illness in the immediate family, such time off may be charged against sick leave time on an hourly basis. If the absence becomes prolonged, such time off may be charged against accumulated vacation. Employees must keep their department head informed as to their status to qualify under this provision.

✍ **12.1.1** For employees covered by the City’s Defined Benefit Plan, upon retirement, an employee’s accrued, unused sick leave shall be converted to the employee’s retirement account to be withdrawn in a lump sum or in the form of a monthly annuity. The conversion amount to be credited at retirement shall be based on the following table:

<u>Sick Leave Hours</u>	<u>Conversion at Retirement</u>
Up to 700	50%
701-775	55%
776-850	60%
851-925	65%
926-1000	70%

For employees covered by Oregon Public Retirement System (PERS), sick leave conversion will be in accordance with PERS rules.

12.2 FUNERAL LEAVE – Whenever a death shall occur in an employee’s immediate family or household, including grandparents, grandchildren, and in-laws, a leave of absence not to exceed 40 working hours, with full pay, shall be granted. Up to four (4) hours of paid leave shall be given to an employee acting as pallbearer for anyone not listed above. Funeral leave is intended for the purpose of attending the funeral and/or attending to the affairs of the deceased.

Oregon Family Leave Act (OFLA) BEREAVEMENT LEAVE (unpaid). Employees may request additional time off (up to 2 weeks in total) as allowed by the state OFLA provisions effective January 1, 2014. Bereavement Leave taken under the provisions of Section 12.2, will be combined and credited against the employee’s 12 weeks of family leave allowed under OFLA. All of the rules for requesting, accounting for and accruing OFLA leave as incorporated into the City of Forest Grove Employee Handbook will apply.

12.3 JURY DUTY – All regular employees who are called for jury duty or subpoenaed as a witness in a case for which they are not a party shall be entitled to receive full pay for such time off, if they endorse their checks for such services over to the City.

12.4 LEAVE OF ABSENCE WITHOUT PAY – All regular full-time employees may be granted a leave of absence without pay upon written application to the Director, providing such leave does not impair the functions of the department. Leave for longer than one (1) month must be approved by the City Manager.

12.5 Regular full-time employees in the service of the City shall maintain their place on the seniority list while on leave for good cause or while under transfer to some other department or on Union full-time appointment for a period not to exceed (1) year.

ARTICLE 13

PROBATIONARY PERIOD

13.1 All original and re-employment appointments shall be made for a probationary period of twelve (12) months. The probationary period shall be deemed a part of the examining process for determining the qualifications of the employee for regular full-time employee status. A

probationary employee may be dismissed or demoted, and shall not have recourse to the grievance procedures.

13.2 An employee promoted to a higher paying classification shall serve a probationary period of six (6) months. The City may return the probationary employee to the former job during the probationary period without recourse to the grievance procedure.

ARTICLE 14

INDUSTRIAL ACCIDENT

14.1 The City shall provide Workers' Compensation insurance in accordance with the requirements of the State of Oregon. Employees who sustain an injury or illness compensable by Workers' Compensation and who are unable to perform their normal duties as a result of such injury or accident shall be compensated by the City's insurance carrier for the period of time loss. The difference between the Workers' Compensation payments and the employee's regular straight-time wages, less any payroll deductions, shall be paid by the City for a period of sixty-five workdays. Whenever an employee receives a check from the City's insurance carrier, the employee shall report the amount and the period, which it represents to the City's payroll department. If an employee is off work beyond the sixty-five (65) day period as a result of a work injury, accrued days of leave may be used on a pro rata basis to supplement the employee's insured disability income until leave is exhausted.

14.2 Both parties agree to the principle that during the period that the employee receives compensation from both the insurance carrier and the City, the employee shall suffer no financial penalty nor should the employee have a financial advantage as regards employee's regular pay, referred to in Section 14.1, by being on disability status.

14.3 It is in the mutual interest of the parties to return an injured employee to work as soon as practicable. When possible, the City shall provide limited duty assignments within the department for injured employees. With the concurrence of the attending physician, an injured employee shall return to work in the limited duty assignment if work is available, until such time as the employee is released for normal duties. Such limited duty assignment is intended to be temporary in nature and not a permanent assignment.

ARTICLE 15

SAFETY

15.1 All work under this Agreement shall be performed according to the Oregon Occupational Safety and Health Code. If the Oregon Occupational Safety and Health Code does not cover a specific work situation, the National Electric Safety Code shall apply when appropriate. This Agreement shall apply when its terms exceed the requirements of the safety codes.

15.2 It is the responsibility of the City and employees to comply with all state safety regulations set forth in Section 15.1.

15.3 The determination as to the safety of any operation shall initially be made by the Foreman and/or Working Foreman on the job. When in the opinion of the Foreman, the work

assigned to a crew cannot be done safely because of the manpower and equipment available, the Foreman may reject the job. If any dispute arises because of such a decision by a Foreman, the City and the Union shall jointly hold a hearing on the matter as soon thereafter as time permits.

15.4 The City shall hold one safety meeting per month. The City and members shall establish a safety committee to investigate all accidents, unsafe conditions and actions as they occur.

ARTICLE 16

CLOTHING AND TOOLS

16.1 Protective clothing, including qualified raingear determined to be personal protective equipment by the City, shall be furnished to all employees whenever and wherever it shall be necessary for health and safety reasons as dictated by State or Federal law. The City shall provide an allowance to employees annually for the purchase of additional clothing that meets the City's criteria for safety and operational necessity (New employees will receive a pro-rated amount). The City's intent is to provide an allowance of up to \$300.00 to all classifications within the Bargaining Unit. All purchases must be approved by the City and made through the City approved vendor. Fifty percent (50%) or less of unused portions of the allowance can carry over to the next year for up to six (6) months. Personal use of City reimbursed clothing is not allowed.

16.1.1 Upon ratification, the City agrees to reimburse employees who are employed in the Journeyman Lineman, Journeyman Tree Trimmer, and Apprentice Lineman classifications and whose job responsibilities require climbing an annual allowance of up to three hundred dollars (\$300.00) for the purchase or rebuild of boots. All other employees will be allowed reimbursement of up to two hundred dollars (\$200.00) for the purchase or rebuild of boots annually.

Employees may elect to carry over the equivalent dollar amount of the annual boot allowance to the next calendar year only. For example, an employee who receives a three hundred dollar (\$300.00) annual boot allowance may carry that amount over to the next calendar year and spend up to six hundred dollars (\$600.00) that year. Under no circumstance will an employee receive reimbursement for more than twice their annual boot allowance in a two (2) year period.

16.2 All Journeyman Lineman and Apprentices shall furnish the first set of tools. Then the City shall furnish replacements as they are lost, stolen or worn out. All equipment purchased by the City will be stored on City property.

16.3 The City shall provide work gloves as needed and shall be stored on City property.

16.4 Employees requiring prescription lenses shall be reimbursed up to \$325.00 once every two years for prescription safety glasses. Employees shall be required to present receipts for prescription safety glasses to receive reimbursement and will be stored on City property. Safety glasses will be replaced at City expense if the safety glasses are damaged while an employee is performing regular job duties. The City shall purchase and provide safety glasses for those employees who do not require prescription glasses.

ARTICLE 17

SENIORITY

17.1 Seniority is hereby defined to mean the length of continuous service with the City within the bargaining unit. Seniority is a factor for management to consider when making decisions on employee promotion, layoffs, or other employee requests. When management determines that all other factors are equal, seniority shall be the determining factor.

17.2 As opportunities for promotion occur within positions represented by IBEW, they shall be advertised for bid on the bulletin board of the Light and Power office for a minimum of five (5) business days. Employees requesting consideration must submit application materials pursuant to the terms of the bid listing.

In the event that there are less than three (3) qualified employees who submit a written application by the deadline listed for a bid, the City may, at its sole discretion, open the bid for outside application (either within the City or open to the public).

It is mutually understood and agreed by the parties hereto that, because of the City's management responsibilities, the City must be the final judge of the employee's qualifications for employment and promotion. The City may rely on the employment application, examinations of knowledge, skill, and/or ability, records of past performance, and/or other documentation contained in the employee's personnel file to determine suitability for promotion. Employees shall have the right to a meeting with the City on any differences of opinion as to their qualification to be considered to fill a new position or vacancy in classifications covered by this Agreement.

If the City promotes one of the top three (3) senior employees who submitted a bid application, such selection shall not be subject to the grievance procedure.

Promotional appointments shall comply with the language contained in Section 13.2 regarding return of probationary employees to their former position during the six (6) month probationary period without recourse to the grievance procedure.

17.3 When employees are laid off because of lack of work, they shall maintain their seniority rights during the layoff period for time equivalent to their length of service, but not to exceed one (1) year.

ARTICLE 18

OUTSIDE EMPLOYMENT

18.1 It is agreed that no employee under this Agreement shall perform gainful outside employment, unless such outside work receives the prior approval of the Director and is compatible with the employee's City duties, in no way detracts from the efficiency of the employee in City duties, presents no conflict of interest with City affairs, in no way discredits City employment, and does not take preference over extra duty required by City employment.

ARTICLE 19

WORKING RULES – MISCELLANEOUS PROVISIONS

19.1 The Union recognizes the right of the City to establish reasonable rules and regulations for the safe, sanitary and efficient conduct of the City's business, and reasonable penalties for the violation of such rules and regulations. All employees shall continue to comply with the presently published rules, except in those areas superseded by this Agreement. Changes or additions to such rules shall be furnished to the Union, at the time of issuance, and such changes or additions shall be subject to review under the grievance procedure if the Union objects to said rules as violations of this Agreement within thirty (30) days after issuance.

19.2 STANDBY – Department employees may be required to be on call in a standby status for the purpose of responding to customer outages or emergencies pertaining to the Light and Power Department and the City's electric utility system during weekends and/or holiday periods; or for utility disconnects or reconnects on weeknights.

19.2.1 Standby duty shall be performed by journeyman linemen who hold a current journeyman lineman card, employees who have held a journeyman lineman card prior to their current journeyman position may be placed on standby by mutual agreement. Standby duty for utility disconnects and/or reconnects may be assigned to employees in the meter reader or utility worker classifications. Work assignments for standby shall be made on a rotating basis from week to week.

 **19.2.2** Qualified journeyman lineman standby crews, as defined in Section 19.2.1 above, shall be compensated at the rate of two (2) hours on the overtime schedule per person per standby day. Compensation for standby duty shall be for Saturdays, Sundays, and holidays only. Employees who have weekend standby duty shall be expected to be in a standby status from the close of regular work on Friday to the beginning of regular work on Monday. The City agrees to compensate employees assigned to standby duty four (4) hours on the overtime schedule per person per holiday.

Meter readers or utility workers who are assigned to standby duty by their supervisor will receive one-fourth ($\frac{1}{4}$) of an hour of their overtime rate per person for every four (4) hour period of standby duty. An employee who is unable to report to work or cannot be located shall forfeit standby pay. In the event standby crews are called to work, they shall receive additional compensation at the overtime rate for time actually worked.

19.2.3 The Operations Superintendent shall be notified, when practicable, when additional personnel are necessary for emergency work.

19.2.4 Employees assigned to stand-by duty shall be provided with a pager or other communication device and shall be expected to respond in a timely manner when contacted. They shall be required to be available to receive emergency calls during time periods outside of their normal working hours. Failure to be available or to respond while on stand-by shall result in a loss of stand-by pay.

19.3 NIGHT WORK – When Journeymen are sent out at night to perform repair work which requires working on energized primary equipment or climbing off the ground, not less than two (2) Journeymen shall be required, except for re-fusing transformers and lines.

19.4 CONSTRUCTION – All framing and erection of poles or towers and stringing of wires shall be done by Journeyman Linemen assisted by Helpers, as required. All employees working eighty (80) feet above the ground or higher shall be paid at the rate of double-time (2X) while working at such height. This shall exclude roofs where no exceptional hazards exist and/or aerial man lifts.

19.5 UNDERGROUND – The installation of underground electrical systems when performed by regular qualified employees of the City shall be performed with not more than two (2) Helpers to every Journeyman Lineman. The connection, termination, and maintenance of underground systems shall be performed under applicable rules set forth in the Oregon Occupational Safety and Health Code and the National Electrical Safety Code.

19.6 TREE TRIMMING AND BRUSH CUTTING – Tree trimming and brush cutting shall be performed in accordance with the State of Oregon Occupational Safety and Health Code.

19.6.1 After trees are trimmed from primary areas, or brush is cut from under energized lines, the limbs or brush may be chipped or hauled away by qualified employees.

19.7 APPRENTICE LINEMEN OR APPRENTICE METERMEN – The City may employ in each branch of the Electrical Workers’ Trade one (1) Apprentice for each two (2) Journeymen, including Line Foremen, Line Working Foremen, Metermen, Working Foremen and other premium classifications as Journeymen, provided, that with the consent of the Union, the foregoing limitations may be suspended or modified when the need for training additional skilled employees exists. An Apprentice shall work under the direct supervision of a Journeyman.

19.7.1 No Apprentice shall be permitted to work on live wires, apparatus and/or equipment operated at voltages in excess of 750 volts until the fifth six-month period of the apprenticeship.

19.7.2 An Apprentice Meterman shall work under the direct supervision of a Journeyman Meterman and may perform other work as assigned.

19.8 LAYOUT OF WORK – On jobs having a Foreman, employees are not to take directions, orders, or accept the layout of any job from anyone except the Foreman.

19.9 Where the work of an outside employee involves two or more classifications on the same day, the outside employee shall be paid at the higher rate of pay for actual time worked in that higher classification. No Foreman shall, at the same time, perform or supervise work for more than one (1) crew except, however, when two (2) or more crews are combined for a specified job, the Director or Superintendent shall designate one (1) of the Foremen to be in charge of the job, with no reduction in pay for either Foreman.

19.10 Supervisors and employees outside of the Bargaining Unit shall not handle tools and do that class of work required of a Journeyman except: a) when life or property is in danger and there are no other qualified persons available to do the work, b) when necessary to check the work of others, or c) when necessary to train others.

ARTICLE 20
GRIEVANCE PROCEDURES

20.1 For the purpose of this Agreement, a grievance is defined as a dispute about the meaning or interpretation of a particular clause of this Agreement, or an alleged violation of this Agreement, or of the laws governing the relationship between the City and employee or unlawful supervisory action which reasonably could be interpreted to endanger the job of an employee or the benefits arising there from.

20.2 Any dispute which arises between the parties during the term of this Agreement shall be handled as follows:

STEP 1 The Steward shall, on behalf of the aggrieved party, present the grievance in writing to the Superintendent within ten (10) working days of its occurrence, not including the day of occurrence or the day upon which the employee became aware of the occurrence. The dispute shall be discussed by the Superintendent, Steward, and the Employee. The Superintendent shall make every effort to reach a satisfactory conclusion within five (5) working days.

STEP 2 If no agreement is reached at Step 1, the employee, groups of employees, or Shop Steward shall present their grievance, in writing, to the Director within ten (10) working days of the response to Step 1. This grievance is to be signed by the grievant. Copies of the written grievance shall also be submitted to the City Manager and the Union Business Manager setting forth:

- (a) the nature of the grievance and the circumstances from which it arose,
- (b) remedy or correction the City or Union requested to make, and
- (c) the Section or Sections of the Agreement, if any, relied upon or claimed to have been violated.

The City and the Union shall endeavor wherever practicable to settle any grievance at this point, such "Settlement Agreement" to be signed by both parties and copies thereof to be furnished to the City Manager and the Union Business Manager. If, however, the employee and the Director do not settle such grievance directly within ten (10) working days after its presentation by the employee, then steps hereafter shall apply. Time frames herein may be extended by mutual agreement.

STEP 3 If no agreement is reached as provided in Step 2, the Union Business Manager or their authorized representative shall submit the grievance, in writing, to the City's authorized representative or representatives within ten (10) working days from the response at Step 2. The Union and the City shall meet to consider the grievance and may call and present witnesses to testify at such meeting and each shall pay all costs of the appearance of any witnesses so called by it. The time frames herein may be extended by mutual agreement.

20.3 If no agreement is reached through the process outlined in Step 3, an arbitrator may be selected at the request of either party to arbitrate the particular grievance. The arbitrator shall be selected jointly by the City and the Union and is to be chosen from a list of five (5) arbitrators

residing in Oregon supplied by either the Public Employee Relations Board, State of Oregon, or the Office of the Federal Mediation and Conciliation Service, by lot or mutual agreement. The City and the Union shall each alternatively strike from this list, one (1) name at a time, until only one (1) name remains on the list.

Two (2) days shall be allowed for the striking of each name. The initial striking shall be determined by lot. The name of the arbitrator remaining on the list shall be accepted by both parties.

20.4 During the process of the grievance procedure, there shall be no strike or lockout. The arbitrator shall interpret this Agreement, determine if it has been violated, and determine awards, restitution, and corrective action. The arbitrator shall pass on the admissibility of the evidence. Each of the parties hereto shall provide all books, records, documents, or any other material which, in the opinion of the arbitrator, is relevant to the issue in dispute. The arbitrator's decision shall be final and binding on both parties, but the arbitrator shall have no power to alter, modify, amend, add to or detract from the terms of this Agreement. Neither party to the dispute shall seek judicial review. Should either party fail to promptly proceed with the steps of this grievance procedure or fail or refuse to abide by the decision of the arbitrator, the other party shall be free to take whatever action it deems necessary. The fee of the arbitrator and their incidental expenses shall be borne equally by the parties. Each party shall be responsible for costs of presenting its own case to and in arbitration.

ARTICLE 21

AGENTS OF THE UNION

21.1 Whenever agents of the Union shall visit the place of employment, they shall make their presence known to the Supervisors and Director and shall not interfere with any employee in the performance of their work.

ARTICLE 22

SAVINGS CLAUSE

22.1 Whenever it shall be found that any portion of this Agreement is in violation of any City, State or Federal law, such portion of the Agreement shall become invalid, and the remainder of the Agreement shall remain in effect. The City and the Union agree to negotiate substitute provisions for those Articles that may be in question.

ARTICLE 23

SUBCONTRACTING

23.1 Nothing contained in this Agreement shall act as a bar to the City being able to subcontract out portions of work now being performed under this Agreement when such action would enhance the efficiency of operations or when technological advances make it feasible to do so, provided that the work subcontracted does not result in layoffs.

ARTICLE 24

SCOPE OF AGREEMENT

24.1 The City and the Union shall not be bound by any requirement not specifically stated in this Agreement. The City and the Union are not bound by any unwritten past practices of the City or the Union, unless such past practices or understandings are specifically stated or referred to in this Agreement.

24.2 The Union and the City agree that this Agreement is intended to cover all matters affecting wages, rates of pay, hours, grievance procedures, working conditions, and all terms and conditions of employment and similar or related subjects and that, during the term of this Agreement, neither the City nor the Union shall be required to negotiate on any further matter affecting these or any other subjects not specifically set forth in this Agreement.

ARTICLE 25

HEALTH AND WELFARE

25.1 The City shall provide medical, dental, and vision insurance benefits to the employee and their dependents comparable to Blue Cross Copay Plan B, PPP, Rx 4 medical insurance, Dental II dental insurance, and VSP vision insurance through the CIS Trust. The City shall also offer Kaiser Copay Plan B medical, prescription, vision, and dental insurance as an alternative to Blue Cross. The City agrees to contribute to the employee's health insurance coverage an amount equal to ninety-five percent (95%) of the Blue Cross medical and vision premium costs and ninety-five percent (95%) of the Kaiser medical and vision premium cost. The City's dental plan premium contribution for full-time employees shall be set at ninety-five percent (95%) of the full premium cost of the Dental II dental plan premium cost.

The City's premium for part-time employees shall be fifty percent (50%) of the caps established for full-time employees.

The City has established a medical savings account Voluntary Employees' Beneficiary Association (hereinafter VEBA) plan, under Section 501(c) (9) of the Internal Revenue Code for each employee of the Union who is eligible for, and enrolls in, one of the City's Health Insurance Plans. The City shall make contributions to each employees account on the date the initial change to the new insurance plan is made, and on January 1 of each year thereafter based on their medical elections as outlined below:

Effective January 1, 2018:

Employee only:	\$440 annually
Employee plus one:	\$880 annually
Employee plus two or more:	\$1,320 annually

25.2 Upon retirement from the City service, employees may elect to continue their group medical insurance coverage at their expense.

ARTICLE 26

LONG TERM DISABILITY INSURANCE

- ✍ **26.1** The City shall provide long-term disability insurance, which after a ninety (90)-day waiting period provides a maximum of sixty-six and two-thirds percent (66 $\frac{2}{3}$ %) of basic monthly salary up to a maximum of \$5,000 per month up to age 65 or until the employee is able to return to work. Premium costs shall be paid in full by the City.

ARTICLE 27

RETIREMENT PLAN

- ✍ **27.1** The City shall afford members participation in one of the following retirement programs based on eligibility as outlined below:
- A. The City of Forest Grove Defined Benefit Retirement Plan for all regular, full-time employees employed before the effective date of the Oregon PERS coverage agreement outlined in B. below. After six (6) months of full-time regular employment, employees covered by this Agreement are required to participate in the retirement system. The City shall pay the employees' portion of the contribution. The City shall endeavor to ensure total contributions to the retirement plan meet actuarial requirements. Employees who terminate prior to being eligible for vesting rights shall receive one single payment pursuant to Article XII (2) of the City of Forest Grove Retirement Plan.
 - B. Oregon Public Employee's Retirement System (PERS) for all employees hired on or after the effective date of the Oregon PERS coverage agreement. The City shall pay the employee's contribution to that Plan. Retirement benefits will be determined by PERS.
- ✍ **27.2** The amendments to the City of Forest Grove Defined Benefit retirement plan which were adopted by council Resolution No. 90-58 shall be granted to the members of IBEW. Specifically, to include the addition of active IBEW employees under Section VII, Part 3 of the City's Retirement Plan. This provision applies to eligible active employees of the City only and specifically excludes separated employees. The City and the Union agree that the only employees who will be eligible under Section VII, Part 3 are as follows:

Stickles, James

Temple, Eric

- ✍ **27.3** An employee eligible to receive disability retirement under the City's Defined Benefit Plan who is also receiving Workers' Compensation, shall have their retirement benefit reduced by the amount of the workers' compensation. Under no circumstances shall an employee's compensation from disability retirement and workers' compensation exceed the employee's average monthly earnings as of the date of disability.

Disability benefits for employees covered by PERS will be in accordance with PERS rules.

ARTICLE 28

LIFE INSURANCE

28.1 The City shall provide life insurance in an amount equal to an employee’s annual salary rounded to the nearest thousand dollars. Premium costs shall be paid in full by the City.

ARTICLE 29

DEFERRED COMPENSATION

29.1 Employees shall have the option of participating in a deferred compensation plan sponsored by the City. The deferred compensation plan shall be of no direct cost to the City and employee participation shall be voluntary.

29.2 The City shall offer to the bargaining unit any IRS tax deferred plans it offers to other City employees.

ARTICLE 30

CLASSIFICATION AND WAGES

30.1 A general wage increase for classifications will be effective July 1, 2020. All other terms will be effective at time of adoption or as stipulated in the CBA.

Effective July 1, 2020, a general wage increase of 3.50%.

Effective July 1, 2021, a general wage increase of 2.75%.

Effective July 1, 2022, a general wage increase of 2.50%.

ONE-TIME MARKET ADJUSTMENT: All employees employed in a Journeyman level classification and all bargaining unit classifications whose wage rates are tied by percentage to the Journeyman Lineman classification will receive a 6.5% one-time market adjustment, which will be retroactive to March 1, 2020.

HOURLY RATE EFFECTIVE:	7/1/19	3/1/2020	7/1/2020	7/1/2021	7/1/2022
CLASSIFICATION	<u>3.0%</u>	<u>6.50%</u>	<u>3.50%</u>	<u>2.75%</u>	<u>2.50%</u>
General Foreman – 117% ¹	55.70	59.32	61.39	63.07	64.65
Line Foreman – 115% ¹	54.75	58.31	60.34	62.00	63.55
Line Working Foreman – 110% ¹	52.37	55.77	57.72	59.30	60.79
Foreman – Upgrade Pay – 110% ¹	52.37	55.77	57.72	59.30	60.79
Meter Relay Foreman – 113% ¹	53.80	57.29	59.29	60.92	62.44
Meterman Working Foreman – 110% ¹	52.37	55.77	57.72	59.30	60.79
Lead Substation					
Meter Relay Technician – 107% ¹	50.94	54.25	56.14	57.68	59.13
Lead Meter Relay Technician – 107% ¹	50.94	54.25	56.14	57.68	59.13
Serviceman – 105% ¹	49.99	53.24	55.09	56.61	58.02
Journeyman Lineman Estimator – 100% ¹	47.61	50.70	52.47	53.91	55.26
Journeyman Lineman	47.61	50.70	52.47	53.91	55.26

HOURLY RATE EFFECTIVE:	7/1/19	3/1/2020	7/1/2020	7/1/2021	7/1/2022
CLASSIFICATION	<u>3.0%</u>	<u>6.50%</u>	<u>3.50%</u>	<u>2.75%</u>	<u>2.50%</u>
Journeyman Meterman – 100% ¹	47.61	50.70	52.47	53.91	55.26
Apprentice, 7 th – 90% ¹	42.85	45.63	47.22	48.52	49.73
Apprentice, 6 th – 84% ¹	39.99	42.59	44.07	45.28	46.42
Apprentice, 5 th – 80% ¹	38.09	40.56	41.98	43.13	44.21
Apprentice, 4 th – 76% ¹	36.18	38.53	39.88	40.97	42.00
Apprentice, 3 rd – 73% ¹	34.76	37.01	38.30	39.35	40.34
Apprentice, 2 nd – 70% ¹	33.33	35.49	36.73	37.74	38.68
Apprentice, 1 st – 65% ¹	30.95	32.96	34.11	35.04	35.92
Pre-Apprentice Lineman – 65% ¹	30.95	32.96	34.11	35.04	35.92
Groundman – 65% ¹	30.95	32.96	34.11	35.04	35.92
Mechanic, After 4 years	30.98		32.06	32.94	33.76
Mechanic, After 3 years	29.99		31.04	31.89	32.69
Mechanic, After 2 years	28.97		29.98	30.80	31.57
Mechanic, After 1 year	27.77		28.74	29.53	30.27
Mechanic, After 6 months	26.28		27.20	27.95	28.65
Mechanic, Start	24.76		25.63	26.33	26.99
Journeyman Tree Trimmer Foreman	42.84	45.62	47.22	48.52	49.73
Journeyman Tree Trimmer	38.07	40.54	41.96	43.11	44.19
Sr. Utility Worker II – 107% ²			36.31	37.30	38.23
Sr. Utility Worker, Thereafter	32.78		33.93	34.86	35.73
Sr. Utility Worker, After 6 months	29.48		30.51	31.35	32.13
Sr. Utility Worker, Start	26.13		27.04	27.78	28.47
Meter Reader, Thereafter	28.94		29.95	30.77	31.54
Meter Reader, After 6 months	24.56		25.42	26.12	26.77
Meter Reader, Start	20.73		21.46	22.05	22.60

¹All percentages reflect on a percentage of the Journeyman Lineman's rate of pay.

²All percentages reflect on a percentage of the Sr. Utility Worker, Thereafter rate of pay.

30.2 Each employee shall be paid at one (1) of the steps of the range prescribed for their classification. Employee performance shall be evaluated in writing in a format prescribed by the City. Performance evaluations shall be conducted after six (6) months and one (1) year of employment, and on an annual basis thereafter. Merit raises may be granted based on the evaluation of work performance. Whenever an employee is appointed to a position in a higher classification, they shall receive at least the nearest higher salary in the new salary range. The merit and promotional salary increases shall be instituted at the beginning of the next pay period following completion of required service or notice of promotion.

30.3 Apprentices, as part of their apprenticeship completion, will take the IBEW Local 125 Journeyman exam.

✍ **30.4** GENERAL FOREMAN – Is a supervising employee under that direction of the director who: (a) is a qualified experienced Journeyman Lineman; (b) plans, schedules, and supervises the work of the line crews, and others as assigned, in the day-to-day operation, maintenance, and construction of the City's transmission and distribution facilities. The General Foreman will also be required to perform other duties as assigned for which they are qualified.

The General Foreman will be required to take supervisory outage calls from the City answering/dispatch service during off hours and approve dispatch of crews of outage work as necessary. Normal pay rates per Article 8 referencing no response needed calls will apply, except all related calls will be treated as one call.

A General Foreman's regular work schedule shall be agreed to by the City. However, it is understood that they will be expected to work overtime as needed to fulfill job responsibilities. Normal overtime and call time rates per Article 8 apply for these responsibilities. However, standby will not be offered or allowed for this position. The General Foreman will be placed at the bottom of the overtime list and called last regardless of the amount of overtime hours accumulated.

Since the General Foreman position is for the purpose of directing City line crews work on City equipment, the General Foreman will not be allowed to go to the assistance of other utilities for "mutual aid" unless they are the last to be sent and then only with prior management approval.

The General Foreman may be required to engage in the manual work of the trade. Regular Foreman positions and upgrades will not be foregone by others when this occurs. Temporary upgrades to General Foreman for vacation and sick relief will be at management's discretion. If a temporary upgrade is needed, the City may assign an employee per Article 17. A General Foreman is not required to hire, fire, or discipline employees.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ day of _____, 2020.

IBEW LOCAL 125

CITY OF FOREST GROVE

Travis Eri
Business Manager

Jesse VanderZanden
City Manager

✍ Indicates language change

Indicates renumbering of section, no language change

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *May 26, 2020*

PROJECT TEAM: *Bryan Pohl, Community Development Director
 Jeff King, Economic Development Manager*

SUBJECT TITLE: *Resolution Authorizing the Establishment of a Small Business Emergency Assistance Program within the City Limits, but outside of the Forest Grove Urban Renewal Area*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

BACKGROUND: In response to the COVID-19 crisis, Governor Brown issued orders for numerous types of small businesses to close or curtail operations. For example, bars and restaurants are limited to carry out and many other businesses, such as hair salons, gyms, dance studios and spas, have been required to close. These requirements are in effect until such time the Governor lifts them. These closures and curtailments could have a detrimental impact to the small business community. In response, staff is proposing a limited duration small business assistance program.

In a special meeting on March 26, 2020, The Urban Renewal Agency authorized an Emergency Business Assistance Program (EBAP). This program authorized grants of up to \$2,500 for businesses directly impacted by the Executive Orders in order to pay the rent or mortgage of small businesses within the Urban Renewal Area (URA). However, this program was unable to aid businesses outside of the Urban Renewal Area, due to the requirement that any funds from the URA must be spent within the boundaries of the URA.

The proposed program guidelines are attached. With the exception of the proposed area, these are exactly the same guidelines as those used within the Urban Renewal Agency. In general, if a small business qualifies, the program would reimburse them for May's rent or mortgage payment. In a preliminary analysis, staff has determined that approximately 15 businesses would be eligible for the grants, given the program guidelines. However, it is unknown at this time what the size of grant requests might be. Therefore, it is difficult to arrive a forecasted amount for total grant requests.

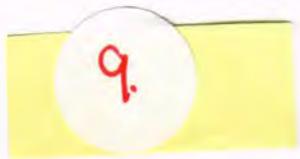
FISCAL IMPACT: This program proposes to offer grants up to \$2,500 per business, with a total budget of no more than \$25,000. Qualifying businesses would only be reimbursed for May's rent or

mortgage. For example, if rent is \$1,000, the business would receive \$1,000, not \$2,500. Staff is proposing to fund this through the general fund.

STAFF RECOMMENDATION: Staff recommends that the Council consider the proposed resolution directing staff to implement the Small Business Emergency Assistance Program for the area outside of the URA.

ATTACHMENT(s):

- A. Program Guidelines
- B. Resolution



RESOLUTION NO. 2020-48

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A
SMALL BUSINESS EMERGENCY ASSISTANCE PROGRAM
FOR BUSINESSES WITHIN FOREST GROVE CITY LIMITS
EXCLUDING FOREST GROVE URBAN RENEWAL AREA**

WHEREAS, Governor Brown has declared a public health emergency in response to the COVID-19 pandemic; and

WHEREAS, bars, restaurants, and other businesses have been ordered to close their doors or operate as carry-out facilities only; and

WHEREAS, the duration of the public health emergency is unknown; and

WHEREAS, Forest Grove small businesses will be detrimentally impacted if they cannot serve customers at their full capacity; and

WHEREAS, the Forest Grove Urban Renewal Agency offered a similar program for businesses within the Urban Renewal Area in April; and

WHEREAS, the City of Forest Grove is able to offer emergency financial assistance to small businesses to help them pay their rent or mortgage.

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

Section 1. The Forest Grove City Council hereby establishes a Small Business Emergency Assistance Program in accordance with Exhibit A for businesses within Forest Grove city limits, excluding Forest Grove Urban Renewal Area.

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

PRESENTED AND PASSED this 26th day of May, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of May, 2020.

Peter B. Truax, Mayor

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Program Guidelines - Forest Grove Small Business Emergency Assistance Program

Introduction: In response to the COVID-19 crisis, Governor Brown has ordered many types of small businesses to close or curtail operations until further notice. This could lead to detrimental impacts to small businesses. Forest Grove recognizes that these small businesses are key competitive advantages as a place to live and work in the Portland metropolitan area. The City values small businesses that operate in Forest Grove and is offering a small business emergency assistance program for qualifying businesses.

The Program: The City will make award grants to qualifying businesses to pay their rent or mortgage for the month of May. Individual grants will be on a reimbursement basis and for up to a maximum of \$2,500 per business.

Program Criteria: Businesses that meet the following criteria are eligible to apply:

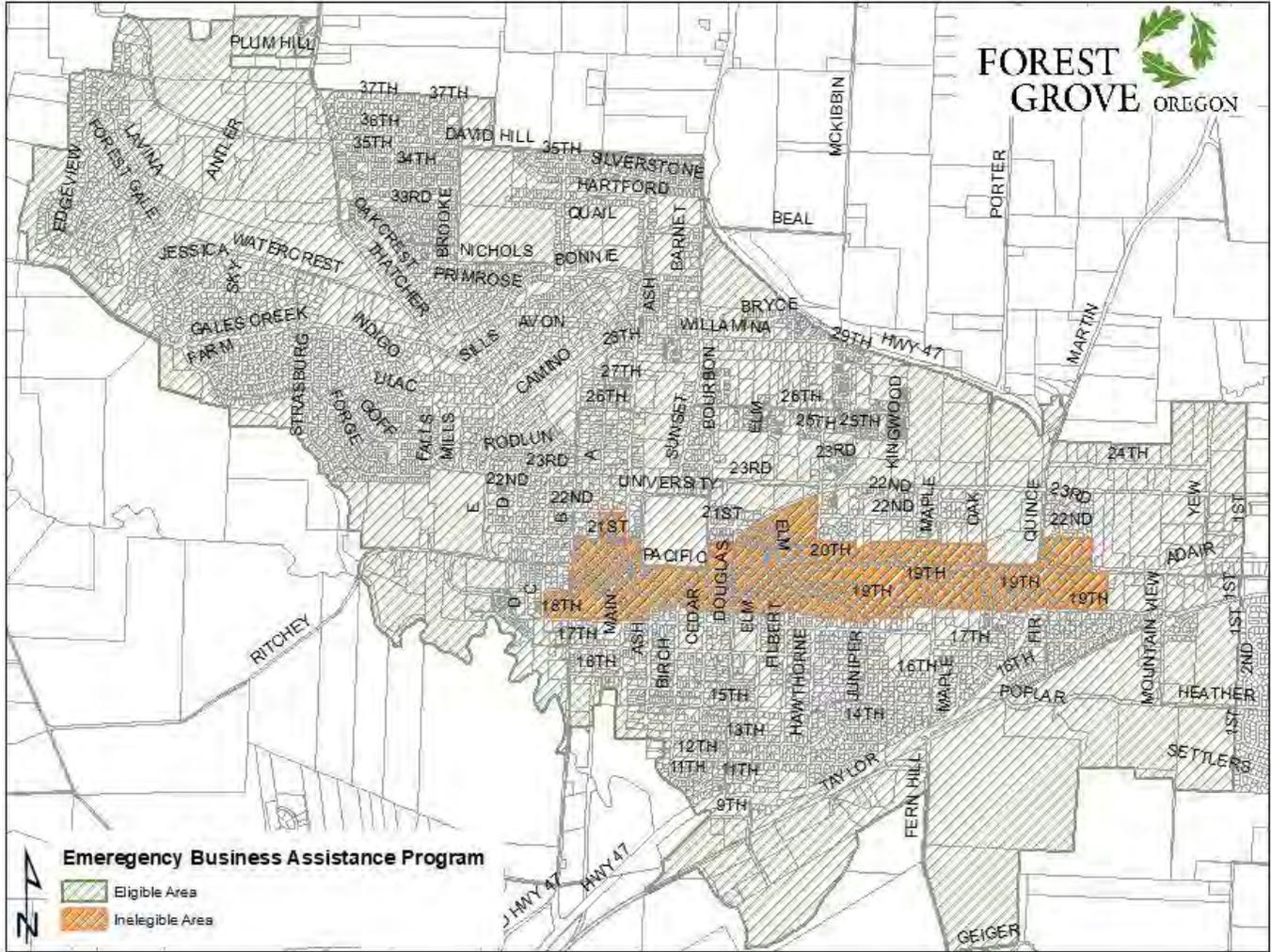
- Business must have a commercial storefront outside of the Urban Renewal Area, but within the City of Forest Grove (see map).
- Business is directly affected by a government-ordered mandatory change in service.
- Business has 25 or fewer FTE's (full time equivalent employees) in Forest Grove.
- Business has a rental or mortgage payment on their primary commercial establishment.
- Business has a Forest Grove business license.
- Business can be a locally owned franchise of a national chain.

Eligible Expenses: Mortgage or lease payments only.

Application Process:

- Business submits an application to smallbizassist@forestgrove-or.gov or by calling (503) 992-3227 to arrange a drop-off appointment during business hours (Monday – Friday, 9am to 5pm).
- If the application is approved, a notice of award will occur within 72 hours. Awards will be made on a first-come, first-serve basis. After notification of award, businesses submit proof of payment of rent or mortgage for April and grant funds will be dispersed within two weeks.
- The program reimburses actual rental or mortgage expenses up to a total of \$2,500 after any rental or mortgage abatement has been deducted from the rental or mortgage payment. Reimbursement will be awarded to the tenant.
- The program is in effect during the City of Forest Grove's declared state of emergency and while funds are available.

Questions? Contact (503) 992-3227





A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 10.

MEETING DATE: 05/26/2020

FINAL ACTION: RESO 2020-49

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *May 26, 2020*

PROJECT TEAM: *Paul Downey, Administrative Services Director
Bryan Pohl, Community Development Director*

SUBJECT TITLE: *FY 2019-20 Transfer for Small Business Emergency Assistance Program Payments Outside URA*

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	X	Resolution	<input type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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X all that apply

ISSUE STATEMENT: The City through its Urban Renewal Agency (URA) Board awarded emergency business assistance payments of up to \$2,500 for April rent or mortgage payments for qualified businesses in the URA boundary. The City Council wants to have a similar program for businesses outside the URA boundary so those businesses can receive the same opportunity for rent or mortgage payment assistance. The funding for this assistance will come from the General Fund reserves and will be limited to a total of \$25,000. Staff has prepared a resolution transferring \$25,000 from General Fund Contingency for this program.

BACKGROUND: The proposed program for eligible businesses outside the URA will be for May rent or mortgage payment assistance. The requirements will be the same as the program requirements for the recent URA assistance program and will be on a first-come first-served basis.

FISCAL IMPACT: The City has sufficient reserves to fund the \$25,000 in business assistance and still meet minimum fund balance and Defined Benefit Plan reserve requirements.

STAFF RECOMMENDATION: Staff has prepared a resolution for City Council consideration to transfer funds from General Fund Contingency to regular appropriations within the General Fund to pay for these business assistance payments.

ATTACHMENT(s): Resolution authorizing the Fiscal Year 2019-20 Transfer of General Fund Contingency Funds for Small Business Emergency Assistance Program Payments to be Awarded for COVID-19 Relief Assistance.

RESOLUTION NO. 2020-49

**RESOLUTION TRANSFERRING APPROPRIATIONS
WITHIN THE GENERAL FUND IN THE FISCAL YEAR 2019-20
FOR SMALL BUSINESS EMERGENCY ASSISTANCE PROGRAM
PAYMENTS TO BE AWARDED FOR COVID-19 RELIEF ASSISTANCE**

WHEREAS, the City Council wants to assist businesses located outside of the Urban Renewal Agency (URA) boundary with their May rent or mortgage payments up to \$2,500 per business similar to the assistance program for businesses located within the URA; and

WHEREAS, the proposed program will be limited to \$25,000 of General Fund assistance; and

WHEREAS, the transfer of funds within the General Fund is needed to appropriate sufficient funds to pay for the program.

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

Section 1. Transfer \$25,000 from General Fund Contingency (1001800-8300) to Non-Departmental Emergency Response Expenditures (1001800 6900. Total Administrative Department expenditures are increased to \$35,000.

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

PRESENTED AND PASSED this 26th day of May, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of May, 2020.

Peter B. Truax, Mayor



A place where families and businesses thrive.

<u>CITY RECORDER USE ONLY:</u>	
AGENDA ITEM #:	<u>11.</u>
MEETING DATE:	<u>05/26/2020</u>
FINAL ACTION:	<u>RESO 2020-50</u>

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Gregory H. Robertson, Director of Public Works
Richard Blackmun, Engineering Manager*

MEETING DATE: *May 25, 2020*

SUBJECT TITLE: *Resolution Authorizing the Mayor to Endorse the Intergovernmental Agreement between Washington County and the City of Forest Grove for Construction of Road, Water and Sewer Improvements Associated with the Hwy. 47/Martin Road Improvement Project*

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	X	Resolution	<input checked="" type="checkbox"/>	x	Motion	<input checked="" type="checkbox"/>	x	Informational
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X all that apply

ISSUE STATEMENT: Consider authorizing the Mayor to endorse an Intergovernmental Agreement between Washington County and the City of Forest Grove for road, water and sewer improvements associated with the Hwy 47/Martin Road Intersection Improvement Project.

BACKGROUND: Washington County, as lead agency, is undertaking reconstruction of Martin Road from its intersection with Hwy 47 to the Oregon Roses facility. The overall goal of the project is to reduce congestion and improve safety. Planned major worked activities include:

1. A new roundabout at the intersection of Hwy 47 and Martin Road.
2. Widening of Martin Road to include adequate shoulders to safely accommodate cyclists.
3. Replacement of existing culverts with a new bridge
4. Stormwater improvements and various utility relocations.

The estimated cost of these improvements, excluding utility relocation, is approximately \$9,700,000. The City has pledged to be a financial partner in the project by contributing \$740,000 towards the cost of road improvements in within the City and is reflected in the IGA. In addition, since we are considered a utility occupying County right of way, we are responsible for the cost of relocating water and sewer. So, in addition to the \$740,000 pledge, the cost of relocation will be our responsibility and is estimated to be approximately \$200,000.

The project schedule is to begin construction in 2021/2022 dependent on right of way acquisition. Included is a preliminary set of construction plans showing in detail the above described improvements.

FISCAL IMPACT: The City is responsible for \$940,000 and will be paid for by TDT/TIF funds. This budgeted for and included in the capital improvement program.

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

ATTACHMENT(s):

- (1) Resolution
- (2) Intergovernmental Agreement
- (3) Washington County Preliminary Plan Set (informational)

RESOLUTION NO. 2020-50



RESOLUTION AUTHORIZING THE MAYOR TO ENDORSE AN INTERGOVERNMENTAL AGREEMENT BETWEEN WASHINGTON COUNTY AND CITY OF FOREST GROVE FOR ROAD, WATER AND SANITARY SEWER IMPROVEMENTS ASSOCIATED WITH THE HIGHWAY 47/MARTIN ROAD PROJECT

WHEREAS, Oregon Revised Statutes(ORS) 190.010 authorizes agencies to enter into intergovernmental agreements (IGA) for the performance of any or all functions and activities that a party to the agreement has the authority to perform; and

WHEREAS, Washington County has undertaken development of a project to improve a section of Martin Road including a new roundabout at its intersection with Highway 47; and

WHEREAS, the City of Forest Grove desires to partner with Washington County on this project; and

WHEREAS, Washington County has developed an Intergovernmental Agreement that reflects each agency's duties and financial obligations; and

WHEREAS, the City considers this project a high priority and beneficial to its residents.

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

Section 1. The City Council of the City of Forest Grove hereby approves the Intergovernmental Agreement between Washington County and City of Forest Grove for the Highway 47/Martin Road Improvements in the attached Exhibit A.

Section 2. The Mayor is authorized to execute the Intergovernmental Agreement on behalf of the City.

Section 3. The City of Forest Grove is prepared to comply with the obligations as specified in the Agreement.

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

PRESENTED AND PASSED this 26th day of May, 2020.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of April, 2020.

Peter B. Truax, Mayor

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**INTERGOVERNMENTAL AGREEMENT
BETWEEN
Washington County and City of Forest Grove**

**FOR ROAD IMPROVEMENTS, WATERLINE INSTALLATION, AND
SANITARY SEWER IMPROVEMENTS**

THIS INTERGOVERNMENTAL AGREEMENT is entered into between Washington COUNTY, a political subdivision of the State of Oregon, acting by and through its elected officials, hereinafter referred to as "COUNTY"; and City of Forest Grove, a municipal corporation, acting by and through its City Council, hereinafter referred to as "CITY".

RECITALS

1. ORS 190.010 authorizes agencies to enter into intergovernmental agreements for the performance of any or all activities and functions that a party to the agreement has the authority to perform.
2. COUNTY has an approved and funded a Major Streets and Transportation Improvement Program (MSTIP 3e) project to construct improvements to NW Martin Road from Nehalem Highway – OR 47 to 1804 NW Martin Road, hereinafter "ROAD WORK".
3. NW Martin Road is a rural arterial subject to the jurisdiction and control of COUNTY and the project area located within the CITY limits from Nehalem Highway – OR 47 to Council Creek.
4. CITY has committed to provide \$740,000.00 toward completion of the ROAD WORK.
5. In addition, CITY desires to include additional public improvements within the road right of way and within or near the location of the ROAD WORK as follows: installation of a new waterline and sanitary sewer, hereinafter "WATERLINE and SANITARY SEWER WORK".
6. CITY has requested and COUNTY has agreed that the WATERLINE and SANITARY SEWER WORK be added to the ROAD WORK and constructed as a single public improvement project as further detailed in this agreement.

NOW, THEREFORE, in consideration of the terms, conditions and covenants set forth below, the parties hereto agree as follows:

ARTICLE I – PROJECT DESCRIPTION

- 1.1 The ROAD WORK shall include improvements to NW Martin Road from Nehalem Highway – OR 47 to 1804 NW Martin Road, including construction of two vehicle lanes, widening shoulders, a new bridge over Council Creek and intersection improvements at NW Martin Road and Nehalem Highway – OR 47.
- 1.2 The WATERLINE and SANITARY SEWER WORK shall include the design and installation of approximately 200 feet of 10-inch diameter ductile iron waterline within the right-of-way and approximately 150 feet of 8-inch diameter sewer line. The waterline will be designed and installed according to the Oregon Standards for Construction and American Water Work Association Standards. The sewer line shall be designed to Clean Water Design and Construction Standards.
- 1.3 The PROJECT shall consist of the ROAD WORK, and WATERLINE RELOCATION and SANITARY SEWER WORK.

ARTICLE II - COUNTY OBLIGATIONS

- 2.1 Assign a liaison (Project Manager) responsible for coordinating the PROJECT with CITY. The liaison for County shall be Renus Kelfkens. COUNTY's liaison shall be responsible for coordination of ROAD WORK, and WATERLINE and SANITARY SEWER WORK with CITY.
- 2.2 COUNTY shall perform or cause to be performed all tasks needed to implement ROAD WORK, together with WATERLINE and SANITARY SEWER WORK, including but not limited to project design, right-of-way acquisition, utility impacts, construction, construction management, ROAD WORK inspection and administration.
- 2.3 COUNTY shall prepare WATERLINE and SANITARY SEWER WORK design plans and technical specifications. Final plans and specifications for WATERLINE and SANITARY SEWER WORK shall be incorporated as specific bid items in the bid documents for the PROJECT.
- 2.4 COUNTY shall provide CITY with the opportunity to review and comment on design plans and specifications for ROAD WORK within CITY limits, and WATERLINE and SANITARY SEWER WORK. In general, review comments shall be returned to COUNTY within two weeks following receipt of draft design documents. COUNTY shall incorporate CITY comments, which do not significantly impact PROJECT budget or schedule and shall consult with CITY to resolve differences.

- 2.5 COUNTY shall advertise, award, and administer the construction contract for the PROJECT.
- 2.6 COUNTY shall, following bid opening, notify CITY of the amount of the construction cost of the WATERLINE and SANITARY SEWER WORK as contained in the bid, and provide CITY with the opportunity for review of the contract bid. The CITY shall have 14 calendar days from bid opening to request the WATERLINE and SANITARY SEWER WORK bid schedules be deleted from the contract. COUNTY shall have the right, in its discretion, to award or reject bids for the -PROJECT in accordance with applicable law and rules.
- 2.7 COUNTY shall coordinate inspection services with CITY as set forth in Article III.
- 2.8 COUNTY shall coordinate amendments to design contract and Construction Change Orders associated with the WATERLINE and SANITARY SEWER WORK with the City.
- 2.9 COUNTY shall be responsible for acceptance of the WATERLINE and SANITARY SEWER WORK on behalf of CITY.
- 2.10 COUNTY shall be responsible to maintain the ROAD WORK upon completion and acceptance of the Project.
- 2.11 COUNTY shall perform all actions regarding compensation as set forth in Article IV - Compensation.

ARTICLE III – CITY OBLIGATIONS

- 3.1 Assign a liaison (Project Manager) responsible for coordinating the PROJECT with COUNTY. The liaison for CITY shall be Richard Blackmun. CITY liaison person shall be responsible for coordination of the WATERLINE and SANITARY SEWER WORK with COUNTY.
- 3.2 CITY shall provide any available information in its possession that may assist COUNTY in WATERLINE and SANITARY SEWER WORK.
- 3.3 CITY shall provide necessary design coordination including review of design plans for WATERLINE and SANITARY SEWER WORK as the PROJECT plans are prepared. CITY shall indicate needed revisions to the waterline design, plans and specifications, and consult with COUNTY to resolve differences.

- 3.4 CITY shall provide inspection and monitoring of WATERLINE and SANITARY SEWER WORK in coordination with COUNTY. CITY shall monitor all “acceptance testing” conducted by the contractor as specified in the construction contract, which includes disinfecting, pressure testing, manhole and valve box installations. These services shall be at CITY’s sole expense.
- 3.5 CITY shall be responsible to maintain the WATERLINE and SANITARY SEWER WORK upon completion and acceptance of the PROJECT.
- 3.6 CITY shall perform all actions regarding compensation as set forth in Article IV - Compensation.

ARTICLE IV – COMPENSATION

- 4.1 The estimated cost of the CITY’S portion of the PROJECT is \$940,240.12.
 - 4.1.1 CITY has committed \$740,000.00 for design and construction of the ROAD WORK.
 - 4.1.2 COUNTY shall be responsible for all costs to design and construct the ROAD WORK beyond the CITY contribution.
 - 4.1.3 CITY shall be responsible for all costs to design and construct the WATERLINE and SANITARY SEWER WORK.
- 4.2 COUNTY shall invoice CITY for \$740,000.00 once the construction contract has been fully executed.
- 4.3 CITY shall, within thirty (30) days of COUNTY’S invoice, pay COUNTY the full amount of CITY contribution to the ROAD PROJECT.
- 4.4 CITY shall pay to COUNTY the actual cost of engineering, drafting, construction, administration and inspection for WATERLINE and SANITARY SEWER WORK. The scope of WATERLINE and SANITARY SEWER WORK is outlined in Exhibit A of this agreement.
- 4.5 The WATERLINE and SANITARY SEWER WORK construction cost includes contract bid items used for the WATERLINE and SANITARY SEWER WORK, an allocated share of the cost of applicable lump sum contract items (for example, mobilization and erosion control), and the cost for any extra work required for WATERLINE and SANITARY SEWER WORK.
- 4.6 Administrative cost for COUNTY staff for WATERLINE and SANITARY SEWER WORK is estimated at 2.5% of the construction estimate. Administrative costs will be billed at 2.5% of actual construction costs.

4.7 The estimated cost of CITY's WATERLINE and SANITARY SEWER WORK is shown below:

Washington County Administrative Cost Estimate	\$3,989.93
Waterline and Sanitary Sewer Design and Construction Engineering	\$36,707.19
Waterline and Sanitary Sewer Construction Estimate	\$159,597.00
Total	<u>\$200,294.12</u>

CITY and COUNTY understand that estimated costs are used to determine project budget used in this agreement. Final payments made by CITY to COUNTY will be based on actual cost incurred by COUNTY for WATERLINE and SANITARY SEWER WORK.

4.8 COUNTY will invoice CITY for administrative costs, WATERLINE and SANITARY SEWER WORK upon substantial completion of the PROJECT and concurrent with the release of second notification.

4.9 CITY shall, within thirty (30) days of receiving an invoice for WATERLINE and SANITARY SEWER WORK, pay COUNTY the amount due.

ARTICLE V - GENERAL PROVISIONS

5.1 Laws of Oregon

The parties shall comply with all applicable laws and regulations regarding the handling and expenditure of public funds. This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon. All relevant provisions required by ORS Chapter 279A and 279C to be included in public contracts are incorporated and made a part of this Agreement as if fully set forth herein.

5.2 Default

Either party shall be deemed to be in default if it fails to comply with any provision of this Agreement. COUNTY and CITY agree time is of the essence in the performance of any of the obligations within this Agreement. The complaining party shall provide the other party with written notice of default and allow thirty (30) days within which to cure the defect. CITY shall pay COUNTY for costs incurred for satisfactorily completed and authorized work up to the time of default. CITY shall be liable for all costs and damages arising from default by CITY.

5.3 Indemnification

This Agreement is for the benefit of the parties only. Each party agrees to indemnify and hold the other harmless, to include their respective officers, employees, agents and representatives, from and against all claims, demands and causes of actions and suits of any kind or nature for personal injury, death or damage to property on account of or arising out of services performed, the omission of services or in any way resulting from the acts or omissions of the parties so indemnifying and/or its officers, employees, agents or representatives. Indemnification is subject to and shall not exceed the limits of liability of the Oregon Tort Claims Act (ORS 30.260 through 30.300). In addition, each party shall be solely responsible for any contract claims, delay damages or similar items arising from or caused by the action or inaction of the party under this Agreement.

5.4 Documents are Public Property

All records, reports, data, documents, systems, and concepts, whether in the form of writings, figures, graphs, or models which are prepared or developed in connection with this project shall become public property.

5.5 Modification of Agreement

No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing, signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in specific instances and for the specific purpose given.

5.6 Dispute Resolution

The parties shall attempt to informally resolve any dispute concerning any party's performance or decisions under this Agreement, or regarding the terms, conditions or meaning of this Agreement. A neutral third party may be used if the parties agree to facilitate these negotiations. In the event of an impasse in the resolution of any dispute, the issue shall be submitted to the governing bodies of both parties for a recommendation or resolution.

5.7 Severability

If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent, be determined by a court to be invalid or unenforceable, the remainder of this agreement and the application of those terms and provisions shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

5.8 Nondiscrimination

No person shall be denied or subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of race, color, religion, gender, sexual orientation, national origin, disability, age or marital status. Any violation of this provision shall be considered a material defect and shall be grounds for cancellation, termination or suspension in whole or in part by COUNTY.

5.9 Integration

This Agreement includes the entire agreement of the parties and supersedes any prior discussions or agreements regarding the same subject. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this contract.

ARTICLE VI - TERM OF AGREEMENT

6.1 The term of the Agreement shall be from the date of execution until the completion of the PROJECT, but not to exceed three (3) years.

6.2 This Agreement may be amended or extended for periods of up to one (1) year by mutual consent of the parties. It may be canceled or terminated for any reason by either party. Termination or cancellation shall be effective thirty (30) days after written notice to the other party, or at such time as the parties may otherwise agree. In the event of termination, the parties shall, in good faith, agree to such reasonable provisions for winding up the PROJECT and paying for any additional costs as necessary.

6.3 Notwithstanding completion of the PROJECT, and the term stated above, this Agreement shall remain in force for the purpose of enforcing the parties' obligations to operate and maintain portions of the PROJECT; and obligations related thereto.

WASHINGTON COUNTY, OREGON

CITY OF FOREST GROVE, OREGON

CHAIR KATHRYN HARRINGTON
BOARD OF COUNTY COMMISSIONERS

MAYOR,
CITY OF FOREST GROVE

Date: _____

Date: _____

RECORDING SECRETARY

Approved as to Form:

COUNTY Counsel

Date: _____

WASHINGTON COUNTY, OREGON
DEPARTMENT OF LAND USE AND TRANSPORTATION
 PLANS FOR PROPOSED PROJECT



GRADING, DRAINAGE, STRUCTURES, PAVING, SIGNING,
 ILLUMINATION, SIGNALS, ROADSIDE DEVELOPMENT

NW MARTIN ROAD
HWY 47 TO VERBOORT ROAD
 WASHINGTON COUNTY
 MONTH XXXX

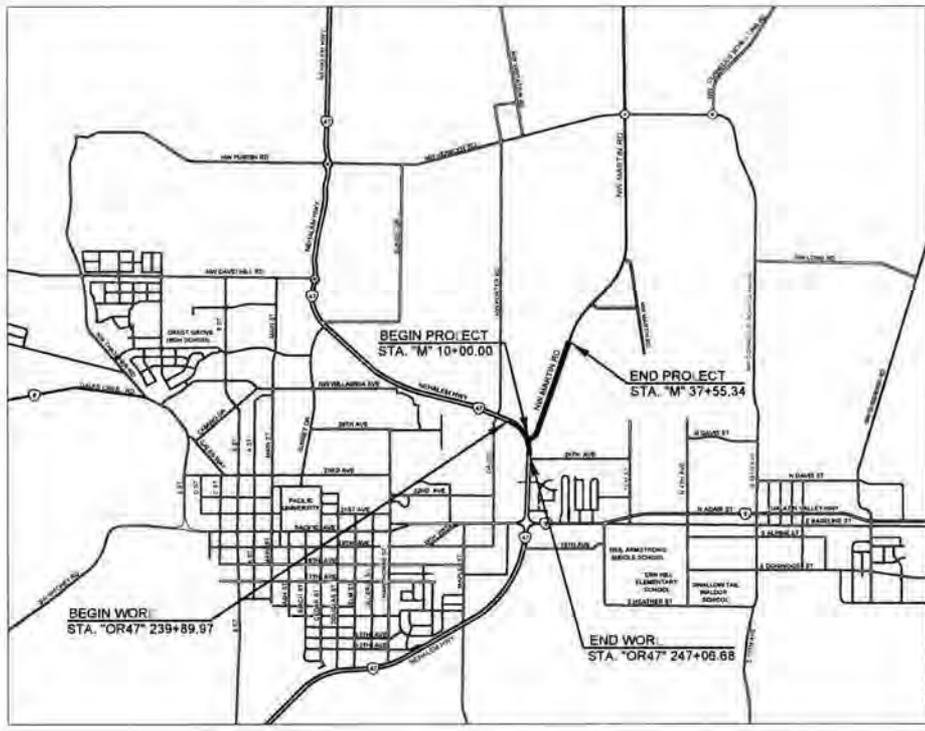


INDEX OF SHEETS	
SHEET NO.	DESCRIPTION
1	Title Sheet
1A	Index of Sheets Continued
1B	Legend and Standard Drawing Numbers
1C	Sheet Layout Plan

ELEVATION DATUM:
 Field elevation on 170.546 feet on Washington County Benchmark No. 579.

BASIS OF BEARING:
 The basis of bearing was established by holding the GPS derived Oregon Coordinate Reference System (ORCS) positions for points 1 and 7, which resulted in a bearing and distance of S 20°09'00" W and 3614.34 feet.

Point ID	ORCS Northing	ORCS Easting	NGVD 29 Elevation
1	176927.25	243747.73	177.67
7	173351.80	242419.11	174.54



ATTENTION:
 Oregon Law Requires You To Follow Rules Adopted By The Oregon Utility Notification Center. Those Rules Are Set forth in OAR 952.001.0010 Through OAR 952.001.0090. You Must Obtain Copies Of The Rules By Calling The Center. Note: The Telephone Number For The Oregon Utility Center is 1-503-232-1987.

GENERAL NOTE:
 This design complies with ORS 92.044 (7) in that no utility infrastructure is designed to be within one foot of a surmountable location shown on a subdivision or partition plat. No design alterations nor final field location changes shall be permitted that change would cause an utility infrastructure to be placed within the prohibited area.

LET'S ALL
 WORK TOGETHER
 TO MAKE THIS
 JOB SAFE



SEC. 32, T. 1 N., R. 3 W., W.M.



NO REVISIONS
 PROJECT NUMBER
 100313
 SHEET NO.
 OF
 SHEET TITLE
 1

NW MARTIN ROAD
 HWY 47 TO VERBOORT ROAD
 WASHINGTON COUNTY
 TITLE SHEET

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INDEX OF SHEETS CONTINUED	
SHEET NO.	DESCRIPTION
TYPICAL SECTION	
2 Thru 2A-2	Typical Sections
DETAILS	
2B	Details
TRAFFIC CONTROL	
2C	Traffic Control Plan Advanced Signing
2C-1 Thru 2C-6	Traffic Control Staging Plans
2C-7 Thru 2C-9	Traffic Control Plan Bypass Construction
DETAILS (TO BE INCLUDED WITH 75% PLANS)	
2D Thru 2D-	Clean Water Services Stormwater Standard Details
PIPE DATA (TO BE INCLUDED WITH 75% PLANS)	
2E	Pipe Data Sheet
CURB RETURNS (TO BE INCLUDED WITH 75% PLANS)	
2F Thru 2F-	Curb Return And Pedestrian Ramp Details
INTERSECTION AND DRIVEWAY DETAILS (TO BE INCLUDED WITH 75% PLANS)	
2G Thru 2G-	Intersection Details
SUPERELEVATION DATA	
2H, 2H-2	Superelevation Diagram
EROSION AND SEDIMENT CONTROL (TO BE INCLUDED WITH 75% PLANS)	
2K-1	Erosion And Sediment Control Cover Sheet
2K-1A, 2K-1B	Erosion And Sediment Control Notes
2K-2 Thru 2K-	Erosion And Sediment Control Plan
2K- Thru 2K-	CWS Erosion And Sediment Control Standard Details
2K-	Staging Area
CONSTRUCTION PLANS AND NOTES	
3	Construction Notes
3A	Alignment And General Construction
3A-2	Alignment And General Construction
3A-3	Alignment And General Construction
3B	Alignment And General Construction
3C	Alignment And General Construction
4	Construction Notes
4A	Alignment And General Construction
5	Construction Notes
5A	Alignment And General Construction
6	Construction Notes
6A	Alignment And General Construction
7	Construction Notes
7A	Alignment And General Construction
8	Construction Notes
8A	Alignment And General Construction

INDEX OF SHEETS CONTINUED	
SHEET NO.	DESCRIPTION
TEMPORARY WATER MANAGEMENT (TO BE INCLUDED WITH 75% PLANS)	
TWM	Temporary Water Management
ROADSIDE DEVELOPMENT (TO BE INCLUDED WITH 75% PLANS)	
RS	Stormwater Details
STRUCTURES	
S-1	Plan And Elevation
S-2	General Notes
ILLUMINATION	
IL Thru IL3	Illumination Plan
SIGNING AND STRIPING	
SS1 Thru SS6	Signing/Striping Plan

REGISTERED PROFESSIONAL ENGINEER
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	R/W	-----
	Easement	-----
	Guardrail	=====
	Curb/gutter	=====
	Curb	=====
	Sidewalk	=====
	Edge of asphalt	=====
	Edge of gravel	=====
	Fence	----- X -----
	Storm sewer	=====
	Sanitary sewer	=====
	Waterline	=====
	Overhead frontier	=====
	Underground frontier	=====
	ACS line	=====
	Overhead Comcast	=====
	PGE line	=====
	NW Natural gas line	=====
	Cut line	-----
	Fill line	-----
	Wetland buffer	=====
	Vegetated corridor	=====
	Wetland buffer	=====

ABBREVIATIONS

Const.	Construct
Dwg.	Drawing
DwC.	Drill well
E.Tg.	Existing
E.Tg. R/W	Existing right of way
E.Tg. SCD ease.	Existing slope and drainage easement
E.Tg. util. ease.	Existing utility easement
Inst.	Install
NWA	No work area
O.H.W.	Ordinary high water
PSD ease.	Permanent slope and drainage easement
PSU ease.	Permanent slope, utility easement
Thkn.	Thickness
PUE	Permanent utility easement
R/W	Permanent right of way
Sl.	Slope
TCE	Temporary construction easement
Var.	Varies

OREGON STANDARD DWG. REFERENCE	
BR165	Bridge End Panel
BR209	3" Tube Curb Mount Rail Transition
BR226	2" Tube Side Mount Rail
BR230	2" Tube Side Mount Rail Transition
RD100	Mail Box Support
RD101	Mail Box Installation
RD170	Roundabout and Truck Arrow Curb Placement
RD400	Guardrail and Metal Median Barrier
RD405	Guardrail and Metal Median Barrier Parts
RD410	Guardrail Parts
RD415	Guardrail and Metal Median Barrier Parts
RD419	Grading for Guardrail Terminals
RD420	Non Flared Energy Absorbing Terminal
RD441	31" Guardrail Installation at Bridge Ends
RD450	Guardrail Anchors (Steel)
RD482	31" Guardrail Tube 3
RD610	Asphalt Concrete Pavement (ACP) Details
RD615	Asphalt Concrete Pavement (ACP) Details
RD701	Drainage Curb
RD755	Curb Ramp Details
RD759	Detectable Warning Surface Details - Placement Locations
RD815	Chain Link Fence
TM200	Sign Installation Details
TM201	Miscellaneous Sign Placement Details
TM458	Pedestrian Ramp Placement Details
TM501	Pavement Marking Standard Detail Blocks
TM502	Pavement Marking Standard Detail Blocks
TM503	Pavement Marking Standard Detail Blocks
TM676	Sign Attachments
TM677	Sign Mounts
TM681	Perforated Steel Square Tube (PSST) Sign Support Installation
TM687	Perforated Steel Square Tube (PSST) Anchor Foundation
TM800	Traffic Arrow Edge And PCMS Details
TM810	Temporary Pavement Markings
TM820	Temporary Barricades
TM821	Temporary Sign Supports
TM822	Temporary Sign Supports
TM840	Closure Details
TMB44	Temporary Pedestrian Access Routing

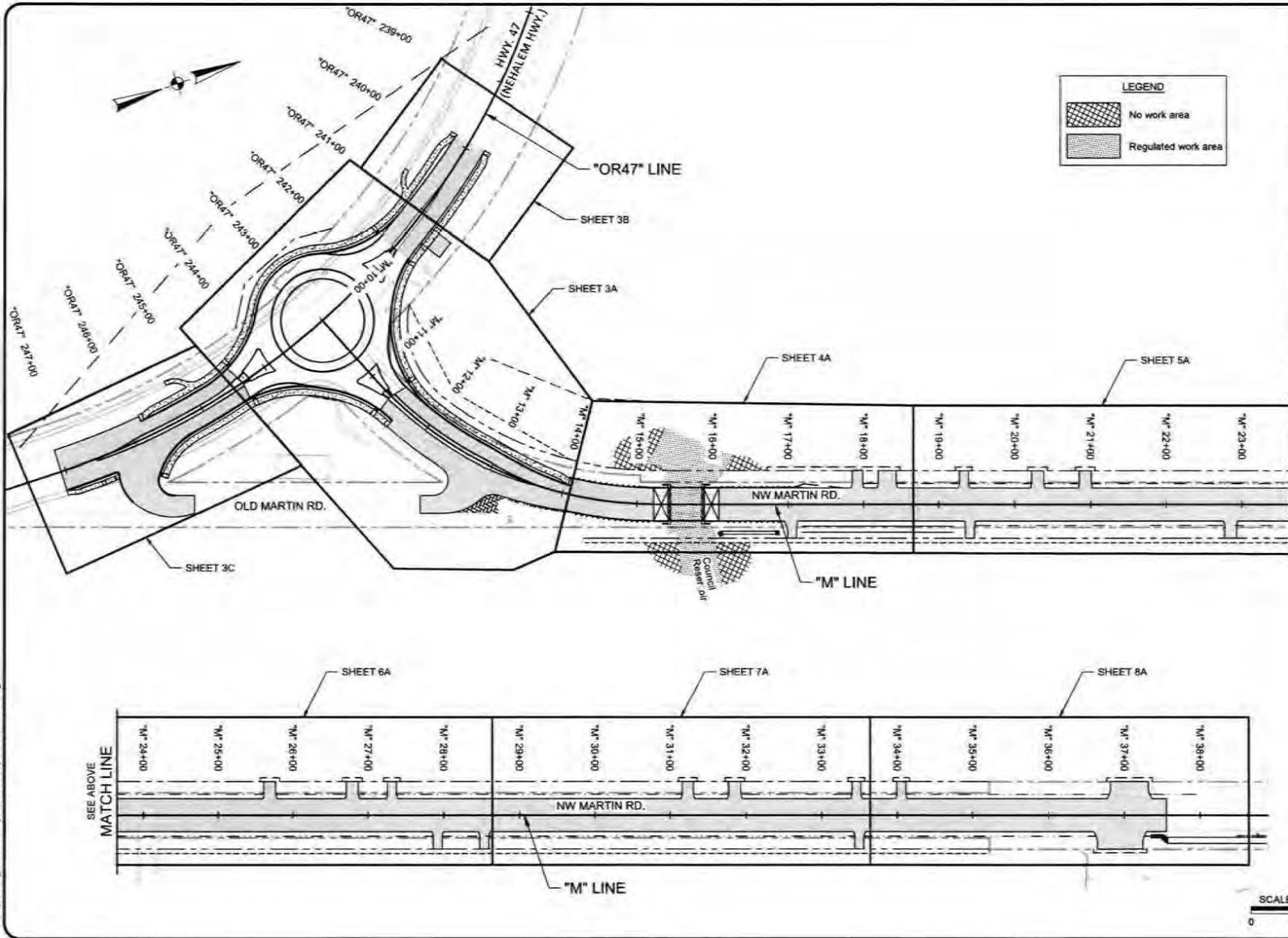


NO.	REVISIONS

NW MARTIN ROAD
 HWY 47 TO VERBOOT ROAD
 WASHINGTON COUNTY
 LEGEND AND STANDARD
 DRAWING NUMBERS

PROJECT NUMBER	100313
SHEET NO. OF	18
SHEET TITLE	1B

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LEGEND

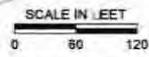
- No work area
- Regulated work area

REGISTERED PROFESSIONAL ENGINEER
 80236
 50 DAYS PLANS
 10/13/2007
 AS PAUL ROBERTSON
 EXPIRES: 12/31/

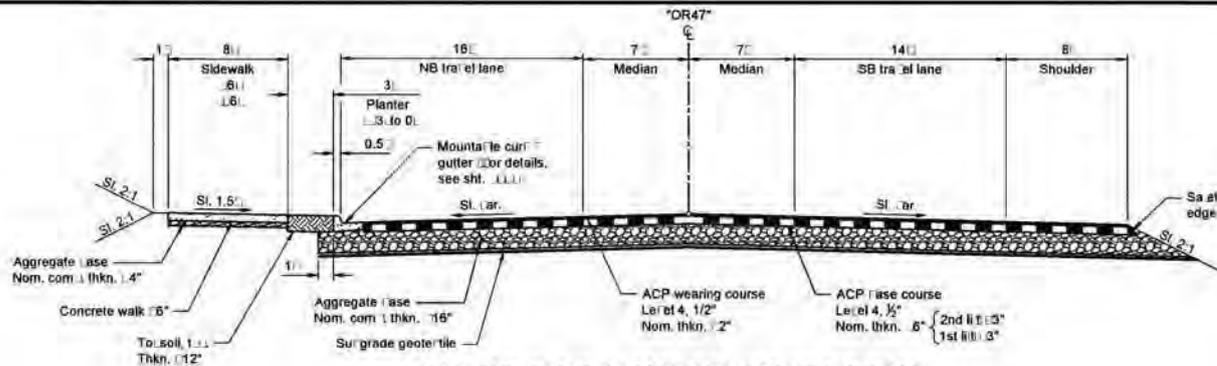
WASHINGTON COUNTY
 DEPARTMENT OF TRANSPORTATION ENGINEERING
 10/13/2007
 AS PAUL ROBERTSON

NO.	REVISIONS

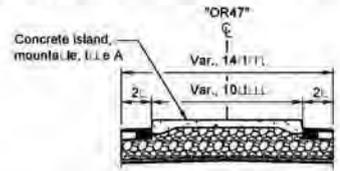
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 SHEET NO. OF: 1C
 SHEET TITLE: NW MARTIN ROAD HWY 47 TO VERBOOD ROAD WASHINGTON COUNTY



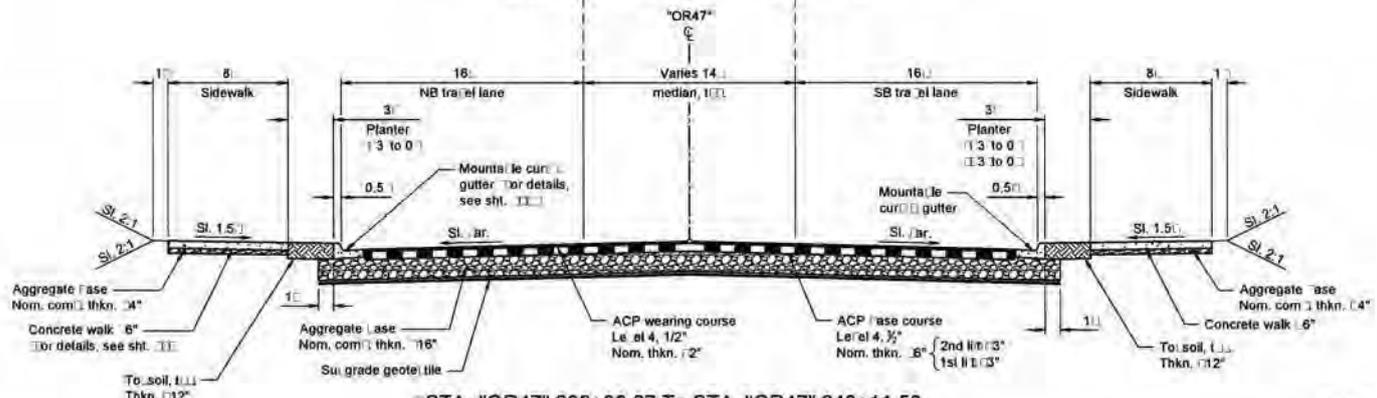
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STA. "OR47" 245+81.06 To STA. "OR47" 246+35.90
 □ "OR47" 246+35.90 To "OR47" 246+89.35
 ▣ "OR47" 246+89.35 To "OR47" 247+06.68



STA. "OR47" 240+40.49 To STA. "OR47" 242+07.97
 "OR47" 243+92.03 To "OR47" 246+56.12



□ STA. "OR47" 239+89.97 To STA. "OR47" 240+11.50
 "OR47" 240+11.50 To "OR47" 241+16.51
 "OR47" 241+16.51 To "OR47" 244+53.26 (Roundabout at Martin Road intersection)
 "OR47" 244+53.26 To "OR47" 245+58.43
 ▣ "OR47" 245+58.43 To "OR47" 245+81.06

NOTE:
 1. For cross slope details, see sht. 2H.2.



EXPIRES: 12/31/

DEPARTMENT OF LAND USE & TRANSPORTATION ENGINEERING

WASHINGTON COUNTY Oregon

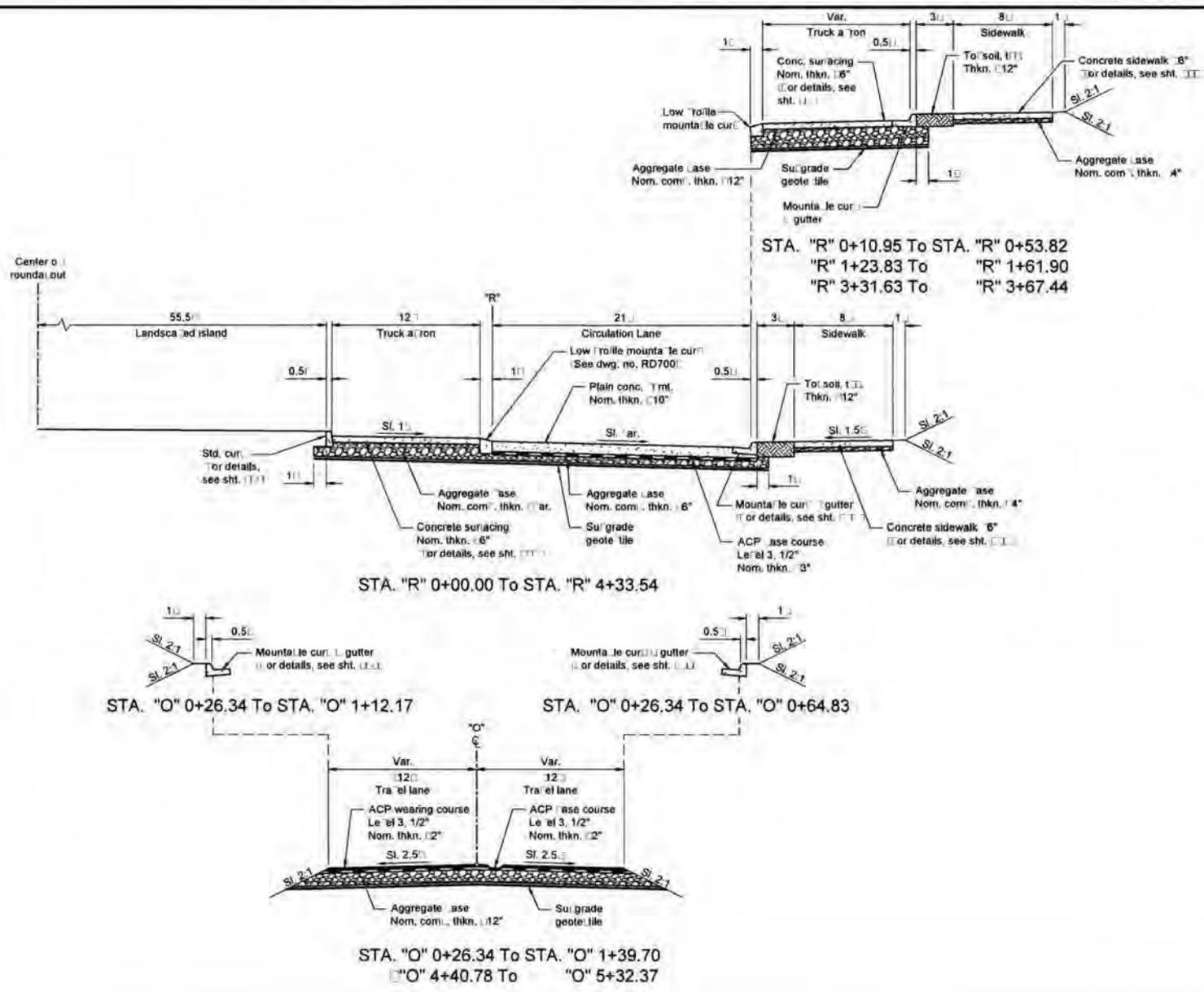
NO. REVISIONS	
PROJECT NUMBER	1003131
SHEET NO. OF SHEET TITLE	2A

NW MARTIN ROAD
 HWY 47 TO VERBOOC ROAD
 WASHINGTON COUNTY

TYPICAL SECTIONS

PROJECT NUMBER
1003131
 SHEET NO. OF
 SHEET TITLE
2A

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NO. REVISIONS	
DATE	
BY	
DESCRIPTION	

NW MARTIN ROAD
 HWY 47 TO VERBOORT ROAD
 WASHINGTON COUNTY

TYPICAL SECTIONS

PROJECT NUMBER
100313

SHEET NO.
 OF
2A-2

CONSTRUCTION SEQUENCE FOR HWY. 47:

Stage 1

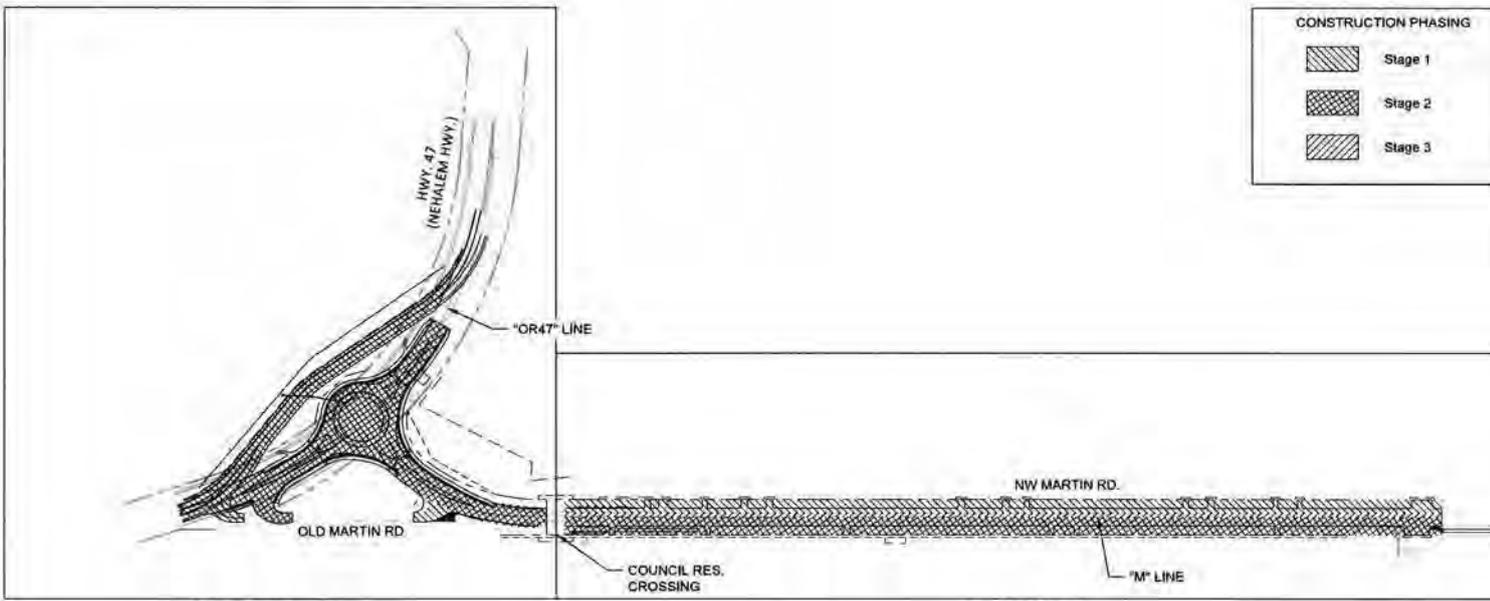
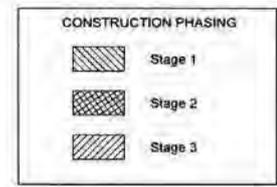
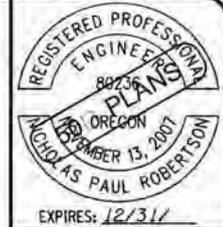
1. Install "Advance Warning" temporary traffic control signs and devices on Highway 47 and the intersection of Martin Road and Verboort Road. Contractor shall coordinate with adjacent projects for advance signing placement.
2. Clear and grub inside temporary construction easement on lot 10332C000400.
3. E/locate / grade to diversion / bypass subgrade elevation.
4. Install storm drainage pipe. See storm water plans for inlet, pipe structure locations.
5. Install bypass road base aggregate and wearing surface.
6. Install temporary traffic control signs, temporary barrier, and devices at north and south end of construction limits on highway 47.
7. Install temporary striping and remove conflicting and existing striping on Highway 47.
8. Relocate traffic to the diversion / bypass road.

Stage 2

9. Deconstruct existing intersection to the project limits.
10. E/locate / grade to roundabout subgrade and relocate wet and dry utilities.
11. Construct roundabout aggregate base and wearing surfaces.
12. Install permanent striping at north and south ends and remove temporary striping.
13. Relocate traffic to the new roundabout alignment.

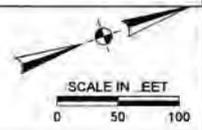
Stage 3

14. Remove "Advance Warning" and onsite TTC signing.
15. Deconstruct diversion / bypass road to reconstruction condition.



Highway 47 Staging
See sheets 2C/2 and 2C/3

Martin Road Staging
See sheets 2C/3 to 2C/5



NO.	REVISIONS

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PATH: C:\pwr\00313\00313.DWG

NW MARTIN ROAD
HWY 47 TO VERBOORT ROAD
WASHINGTON COUNTY

STAGING AND GENERAL NOTES

PROJECT NUMBER
100313
SHEET NO.
OF
SHEET TITLE
2C-1

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GENERAL NOTES:

- See sheet 2C for advance signing.
- See sht. 2C1 for general construction sequencing for HWY. 47 and Martin Rd.
- Stage 1: Under construction: Bypass road.
Under traffic: Highway 47 existing.

Stage 2: Under construction: Roundabout.
Under traffic: Bypass road.

Stage 3: Under construction: Remove Bypass road and put T.L. back to original condition.
Under traffic: Roundabout.
- See shts. 2C7 thru 2C9 for HWY. 47 bypass road alignment, profile and typical section.

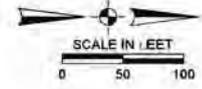
LEGEND

- Under construction - Stage 1
- Under construction - Stage 2
- Final grading limits (Cut)
- Final grading limits (Fill)
- Temporary sign
- Temporary drum
- Temporary type II barricade

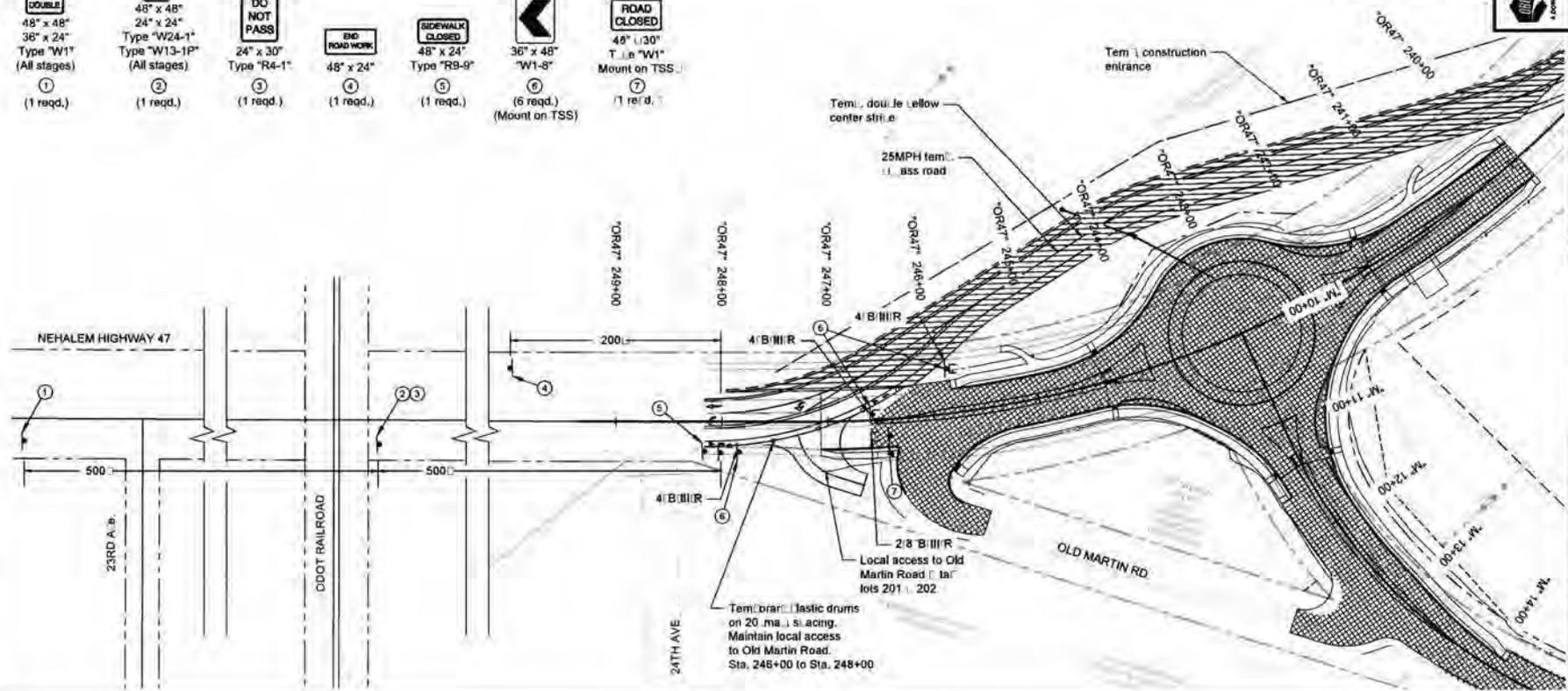
50 PLANS

CONSTRUCTION AND SITE UTILITIES
DESIGN AND CONSTRUCTION
AND CONSTRUCTION MONITORING
A Joint Venture

WASHINGTON COUNTY
DEPARTMENT OF
LAND USE &
TRANSPORTATION
ENGINEERING



ROAD WORK AHEAD 48" x 48" 36" x 24" Type "W1" (All stages)	25 mph 48" x 48" 24" x 24" Type "W24-1" Type "W13-1P" (All stages)	DO NOT PASS 24" x 30" Type "R4-1"	END ROAD WORK 48" x 24"	SIDEWALK CLOSED 48" x 24" Type "R9-9"	ROAD CLOSED 48" x 30" Type "W1" Mount on TSS
① (1 reqd.)	② (1 reqd.)	③ (1 reqd.)	④ (1 reqd.)	⑤ (1 reqd.)	⑦ (1 reqd.)



NO.	REVISIONS

PROJECT NUMBER: 100313
SHEET NO. OF: 2C-2
SHEET TITLE: 2C-2

NW MARTIN ROAD
HWY 47 TO VERBOOT ROAD
WASHINGTON COUNTY

HIGHWAY 47 BYPASS - SOUTH

PROJECT NUMBER
100313

SHEET NO. OF
2C-2

SHEET TITLE
2C-2

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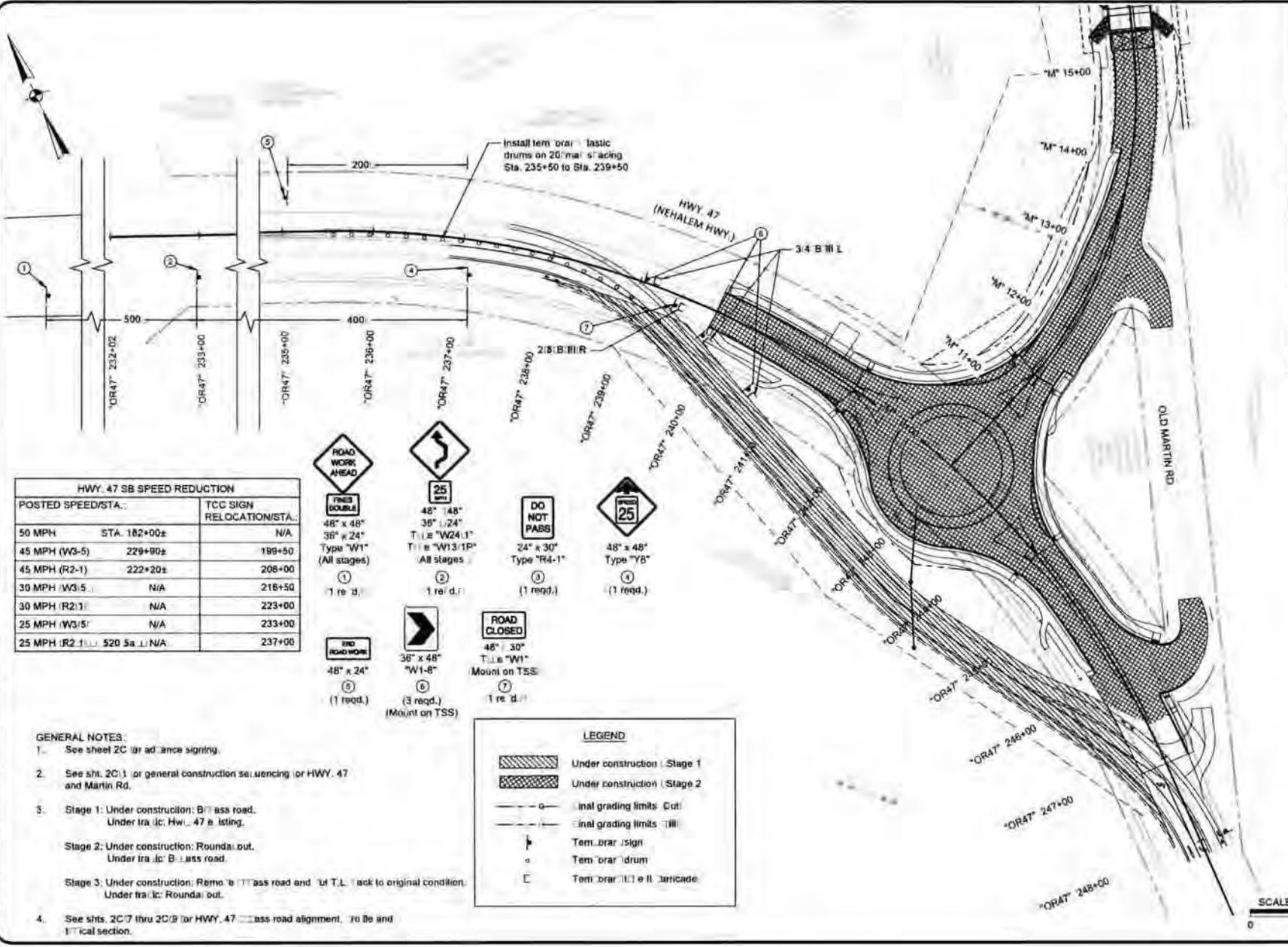
50 PLANS

DEPARTMENT OF LAND USE TRANSPORTATION ENGINEERING

PROJECT NUMBER
100313
 SHEET NO.
 OF
 SHEET TITLE
2C-3

NW MARTIN ROAD
 HWY 47 TO WEBBROOT ROAD
 WASHINGTON COUNTY
 HIGHWAY 47 BYPASS NORTH

REVISIONS
 NO. REVISIONS
 DATE
 BY



HWY 47 SB SPEED REDUCTION		
POSTED SPEED/STA.	TCC SIGN RELOCATION/STA.	
50 MPH STA. 182+00±	N/A	
45 MPH (W3-5)	229+80±	199+50
45 MPH (R2-1)	222+20±	206+00
30 MPH (W3-5)	N/A	218+50
30 MPH (R2-1)	N/A	223+00
25 MPH (W3-5)	N/A	233+00
25 MPH (R2-1)	520 5a ±	237+00

ROAD WORK AHEAD
 48" x 48" Type "W1" (All stages) (1 req'd.)
 48" x 48" Type "W2" (All stages) (1 req'd.)
DO NOT PASS
 24" x 30" Type "R4-1" (1 req'd.)
ROAD CLOSED
 48" x 30" Type "W1-8" (3 req'd.) (Mount on TSS)
NO ROAD WORK
 48" x 24" Type "W1-8" (1 req'd.)

LEGEND

- Under construction (Stage 1)
- Under construction (Stage 2)
- Final grading limits (Cut)
- Final grading limits (Fill)
- Temporary sign
- Temporary drum
- Temporary traffic barrier

- GENERAL NOTES:**
- See sheet 2C for advance signing.
 - See sht. 2C for general construction sequencing for HWY. 47 and Martin Rd.
 - Stage 1: Under construction: Bypass road. Under traffic: Hwy. 47 existing.
 - Stage 2: Under construction: Roundabout. Under traffic: Bypass road.
 - Stage 3: Under construction: Remove bypass road and U.T.L. back to original condition. Under traffic: Roundabout.
 - See shts. 2C/7 thru 2C/9 for HWY. 47 bypass road alignment, to be and final section.

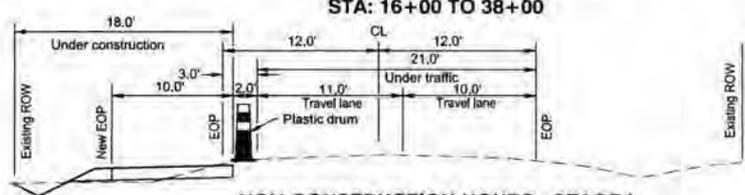
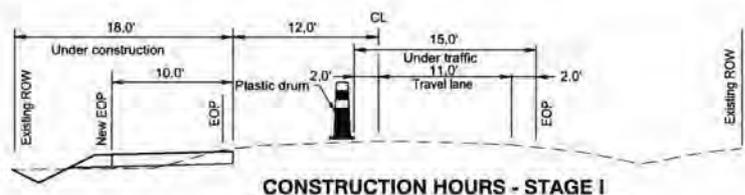
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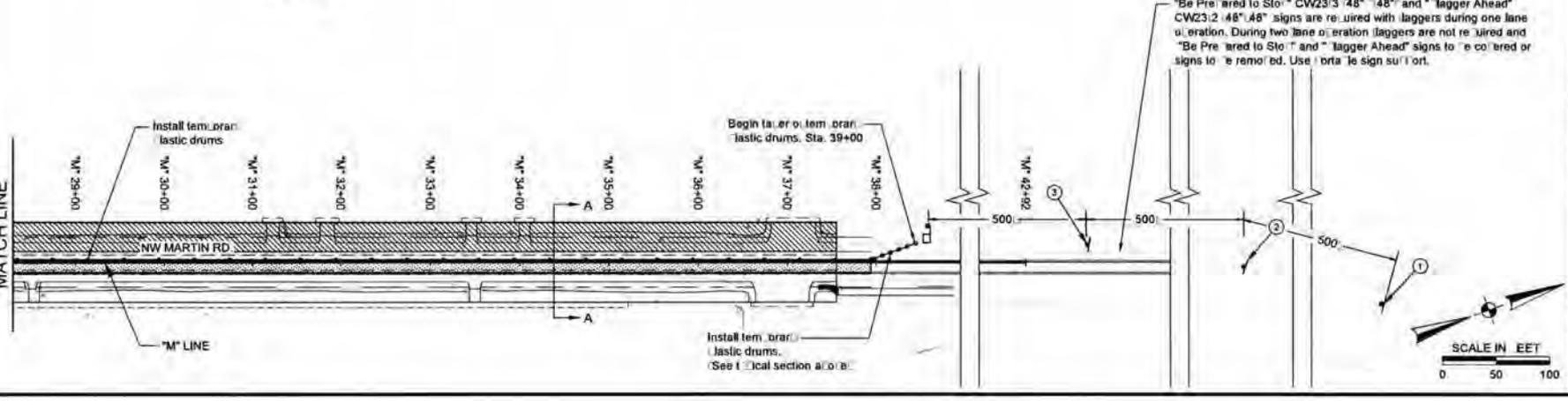
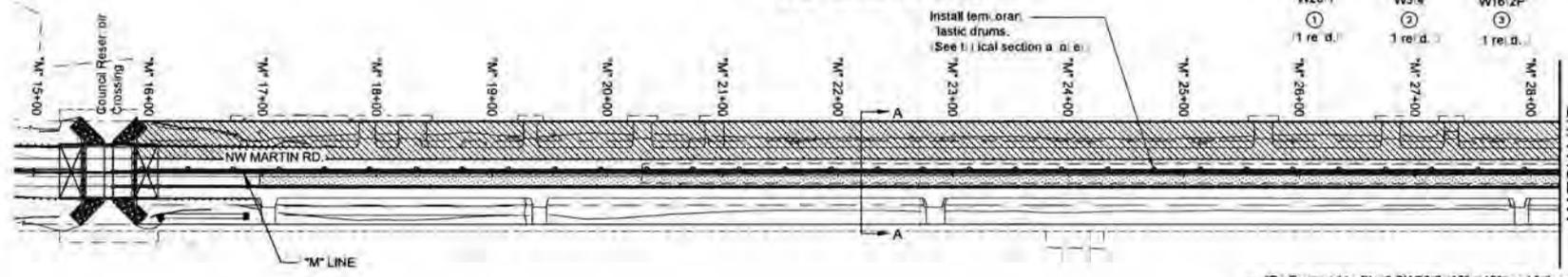
SEE ABOVE STA.

- CONSTRUCTION SCHEDULING FOR MARTIN ROAD: STAGE 1**
1. Install "Advance Warning" temporary traffic control signs and devices on Highway 147 and the intersection of Martin Road and Verboort Road. Contractor shall coordinate with adjacent projects for advance signing placement. See sheet 2C.
 2. Install plastic drums 2 feet west of center line from station 16+00 to station 38+00 on Martin Road.
 3. Route local traffic to the east side of the road and provide one 11-foot travel lane within 15 feet clear space from edge of existing plastic drums during construction hours.
 4. Demolish existing road surface and excavate/grade the west side of Martin Road 18 feet from the west right-of-way line.
 5. Install/relocate required wet and dry utilities. See storm water plans for inlet, filter, structure locations.
 6. Install the aggregate base course and the ACP base course only. Do not install the ACP wearing course in stage 1.



LEGEND

- Under traffic
- Under construction - Stage 1
- Final grading limits (Cut)
- Final grading limits (Fill)
- Existing surfacing
- Existing ground
- Under construction
- Temporary sign
- Temporary drum
- Temporary type II barricade
- Flagger



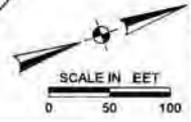
REGISTERED PROFESSIONAL ENGINEER
 BOB J. PLAND
 OREGON
 EXPIRES: 12/31/11
 WASHINGTON COUNTY
 MICHAEL AS PAUL ROBERTSON

DEPARTMENT OF LAND USE & TRANSPORTATION ENGINEERING
 WASHINGTON COUNTY
 PROJECT STAMP: 000419-5-STEP 1/06/2008
 CAD: BOB PLAND
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NO.	REVISIONS

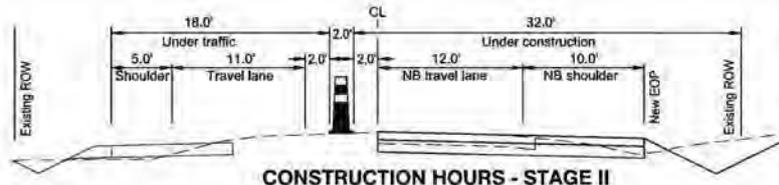
NW MARTIN ROAD
 HWY 47 TO VERBOORT ROAD
 WASHINGTON COUNTY
 MARTIN RD - STA. E 1

PROJECT NUMBER
100313
 SHEET NO.
 OF
 SHEET TITLE
2C-4

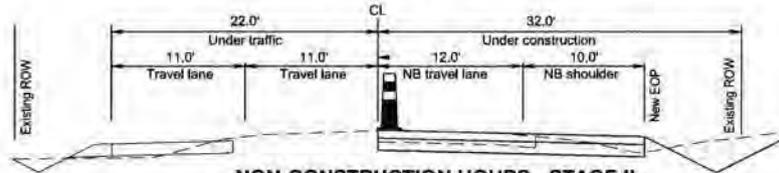


CONSTRUCTION SEQUENCING FOR MARTIN ROAD STAGE 2

1. Plastic drums to remain centered 3 feet west of centerline of right of way for stage 2. Relocate transition taper at station 38+00 to 38+50.
2. Reroute local traffic to the west side of the plastic drums and provide one 11 foot travel lane within 18 feet clear space from edge of existing plastic drums.
3. Demolish existing road surface and prepare / grade the east side of Martin Road from centerline to the east right of way.
4. Install / relocate required wet and dry utilities. See storm water plans for inlet, outlet structure locations.
5. Install the aggregate base course, ACP base course, and ACP wearing course from centerline to the ultimate edge of paving.



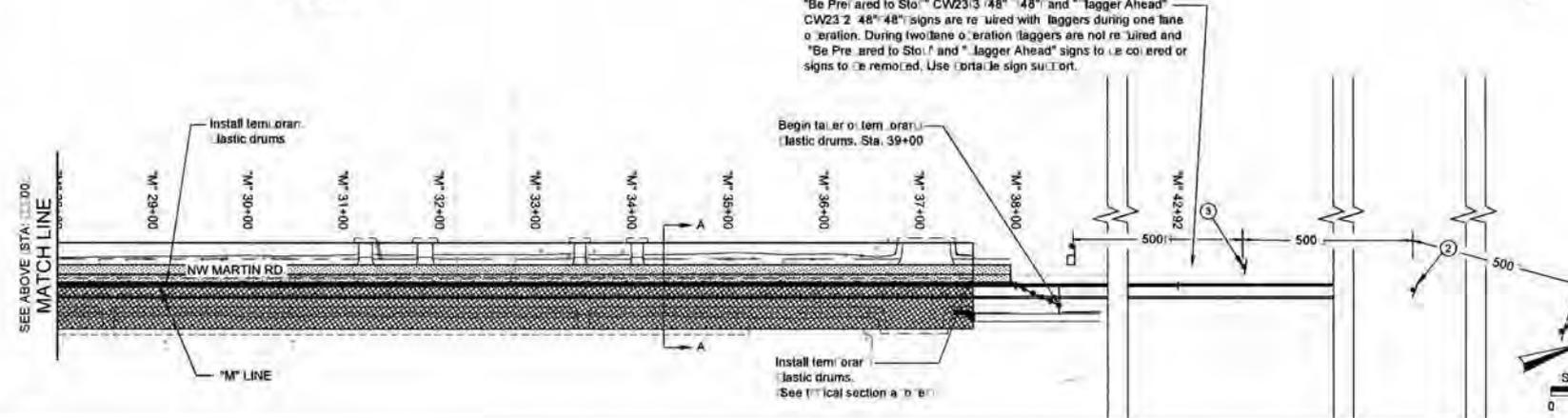
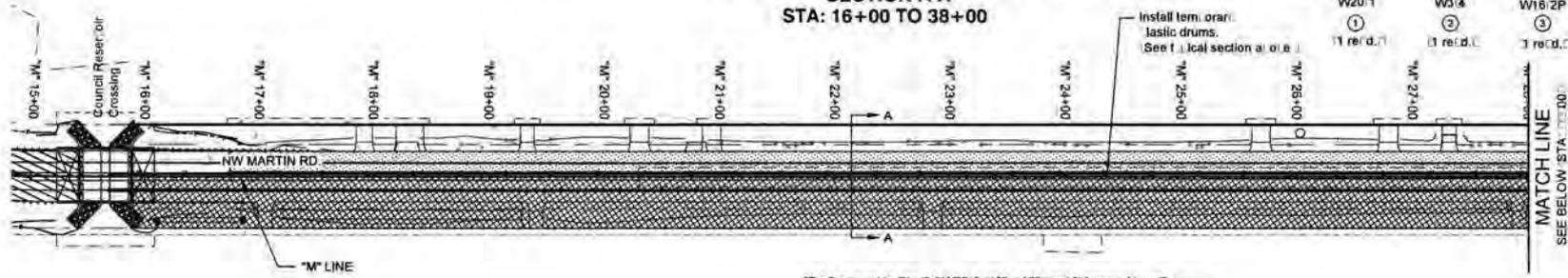
**CONSTRUCTION HOURS - STAGE II
SECTION A-A
STA: 16+00 TO 38+00**



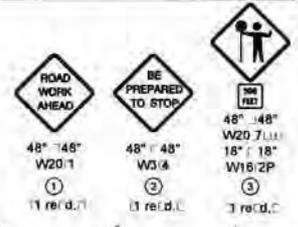
**NON-CONSTRUCTION HOURS - STAGE II
SECTION A-A
STA: 16+00 TO 38+00**

LEGEND

- Under traffic
- Under construction - Stage 2
- Final grading limits (Cut)
- Final grading limits (Fill)
- Existing surfacing
- Existing ground
- Under construction
- Temporary sign
- Temporary drum
- Temporary type II barricade
- Flagger



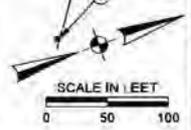
"Be Prepared to Stop" CW23/3 (48" x 48") and "Flagger Ahead" CW23/2 (48" x 48") signs are required with flaggers during one lane operation. During two lane operation flaggers are not required and "Be Prepared to Stop" and "Flagger Ahead" signs to be removed. Use appropriate sign selection.



NO	REVISIONS

PROJECT NUMBER: 100313
SHEET NO. OF: 2C-5

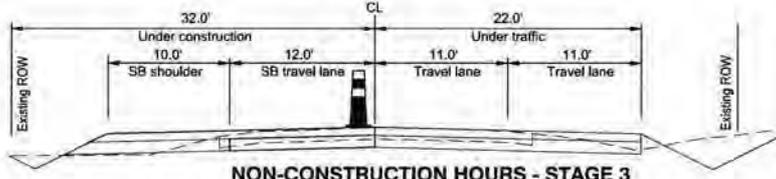
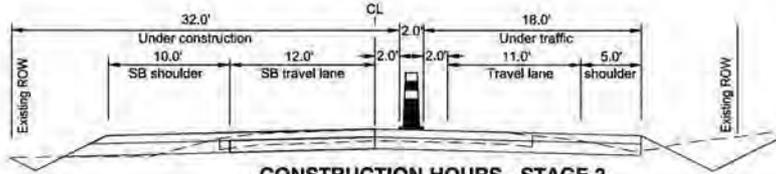
NW MARTIN ROAD
HWY 47 TO VERBOOT ROAD
WASHINGTON COUNTY
MARTIN RD STA 16+00



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CONSTRUCTION SCHEDULING FOR MARTIN ROAD, STAGE 3

1. Relocate plastic drums centered 3 feet east of centerline of right of way for stage 3. Relocate transition taper at station 38+00 to 38+50.
2. Reroute local traffic onto the east side of the plastic drums and provide one 11 foot travel lane within 18 feet clear space from edge of existing plastic drums.
3. Demolish existing road surface and calculate / grade the remaining 12 feet from centerline to the ACP base course installed in stage 1.
4. Install / relocate required wet and dry utilities. See storm water plans for inlet, pipe, structure locations.
5. Install the aggregate base course and ACP base course from centerline to the ACP base course installed in stage 1.
6. Install ACP wearing course from centerline to the ultimate edge of paving.



LEGEND

- Under traffic
- Under construction - Stage 3
- Final grading limits (Cut)
- Final grading limits (Fill)
- Existing surfacing
- Existing ground
- Under construction
- Temporary sign
- Temporary drum
- Temporary type II barricade
- Flagger

ROAD WORK AHEAD (48" x 48" W20 1)

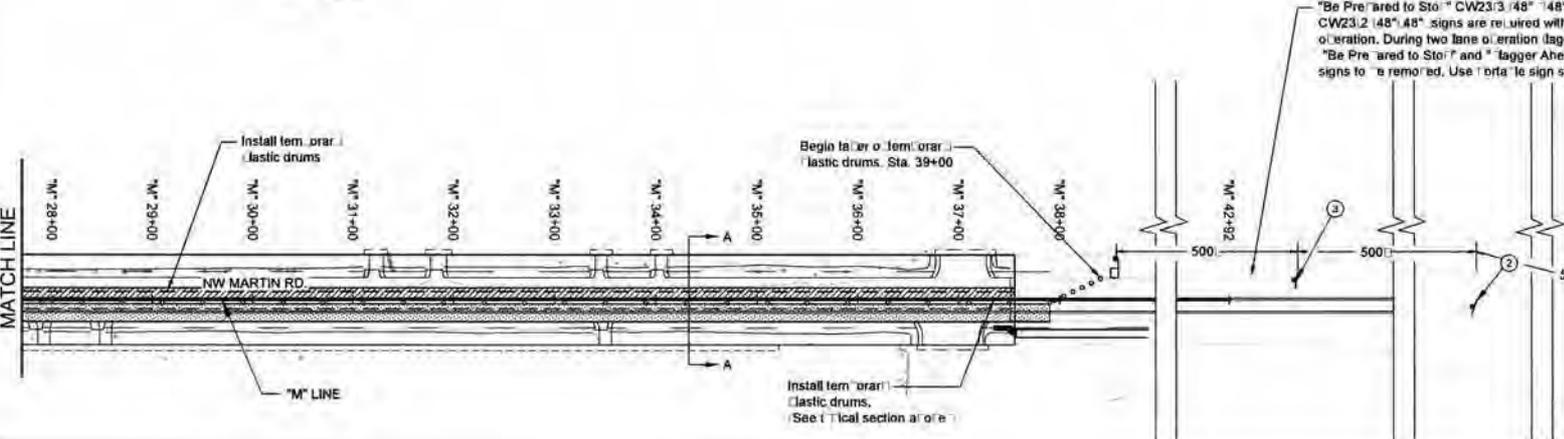
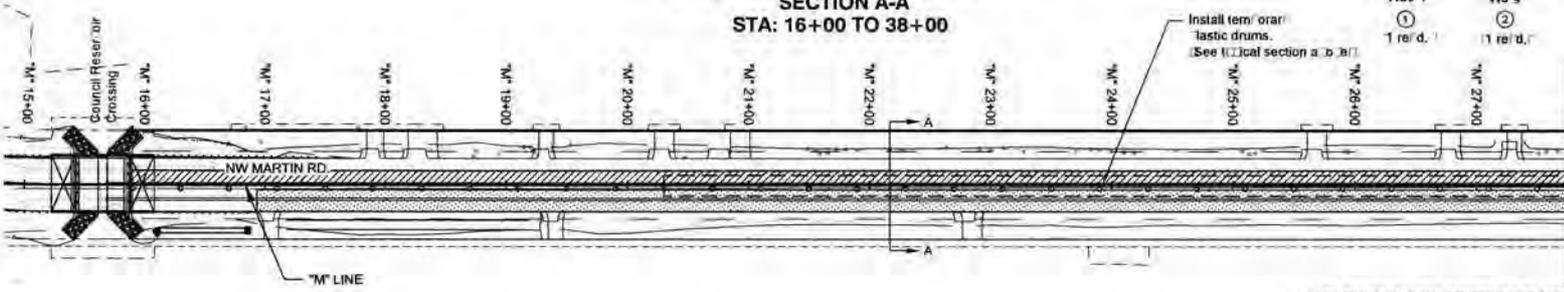
BE PREPARED TO STOP (48" x 48" W3 4)

ROAD NARROWED AHEAD (48" x 48" W16 2P)

1' re. d. 1

1' re. d. 2

1' re. d. 3



REGISTERED PROFESSIONAL ENGINEER
 80236
 OREGON
 EXPIRES: 12/31/11
 NICHOLAS PAUL ROBERTSON

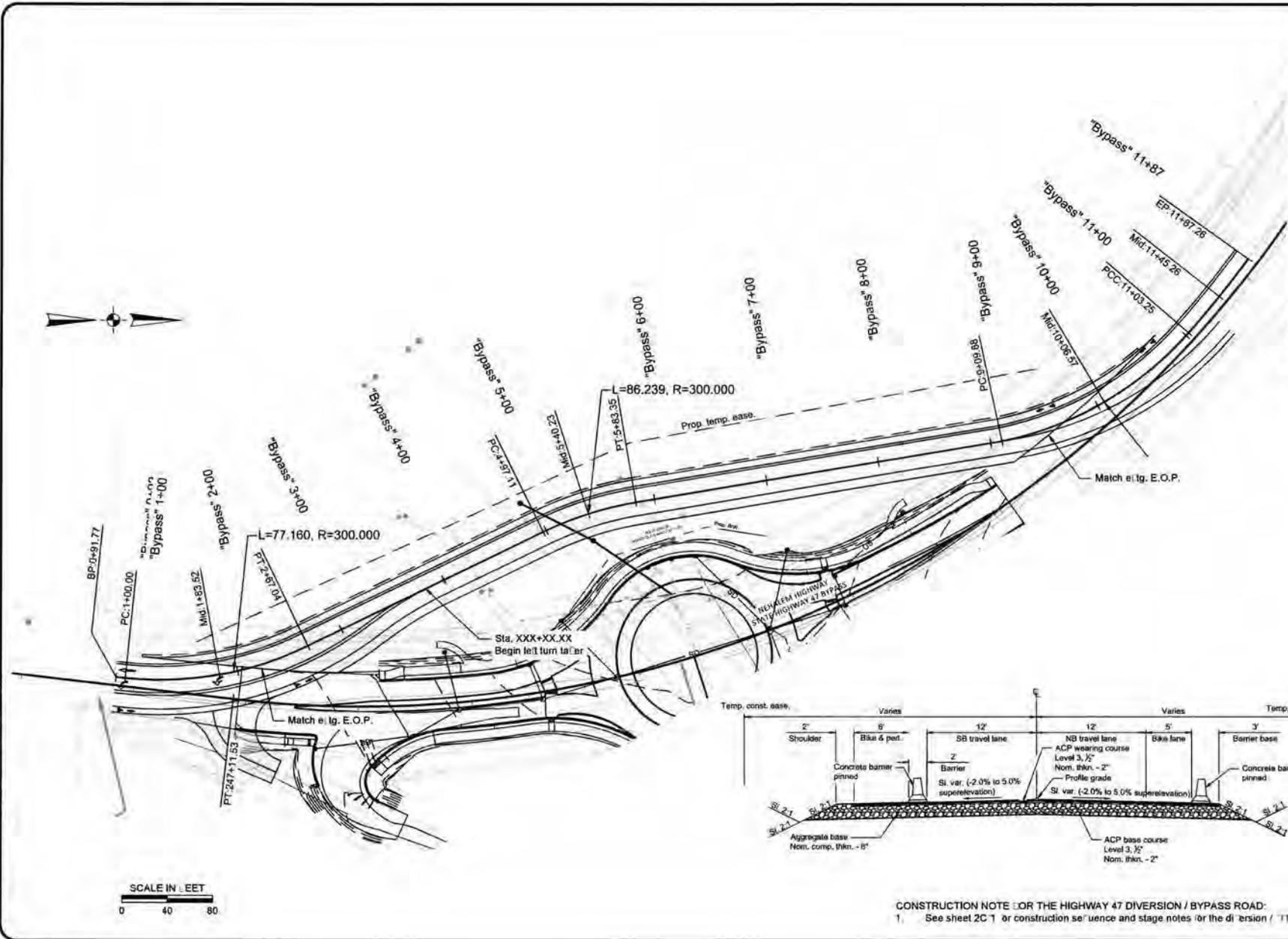
WASHINGTON COUNTY DEPARTMENT OF LAND USE TRANSPORTATION ENGINEERING
 OREGON

NO. REVISIONS

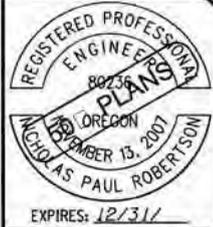
PROJECT NUMBER
 100313
 SHEET NO.
 2C-6

SCALE IN FEET
 0 50 100

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CONSTRUCTION NOTE FOR THE HIGHWAY 47 DIVERSION / BYPASS ROAD:
1. See sheet 2C-1 for construction sequence and stage notes for the diversion / Bypass road.



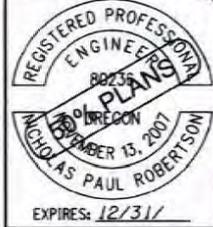
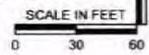
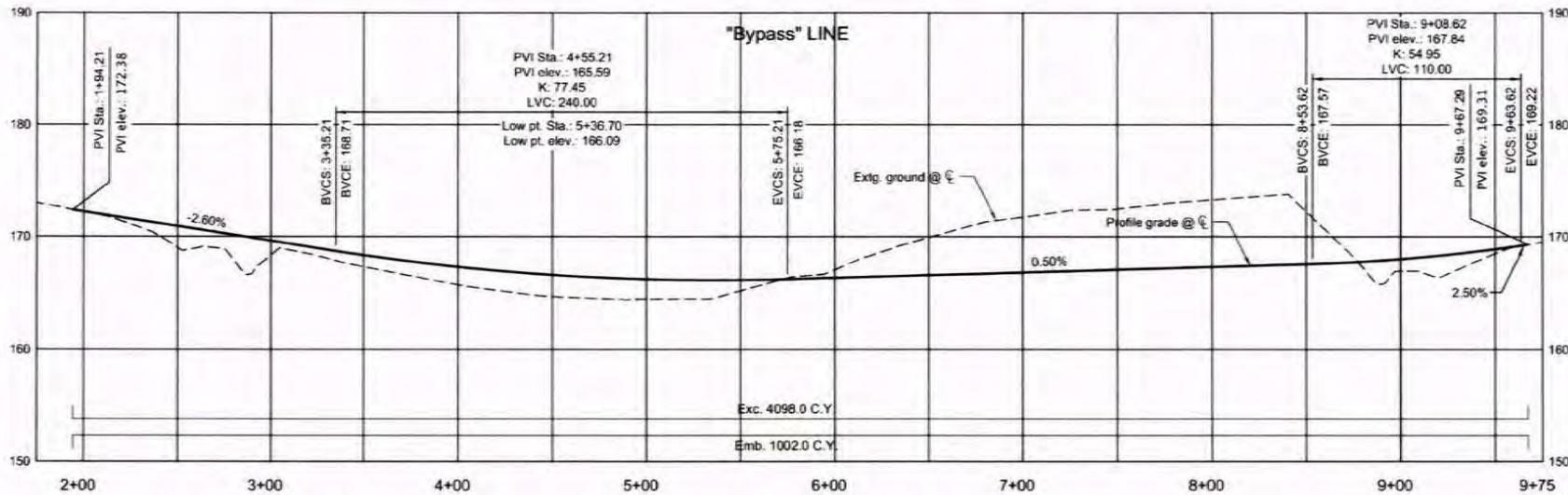
NO.	REVISIONS

PROJECT NUMBER: 100313
SHEET NO. OF: 2C-7
SHEET TITLE: 2C-7

NW MARTIN ROAD
HWY 47 TO VERBOOT ROAD
WASHINGTON COUNTY
TRAFFIC CONTROL
BYPASS CONSTRUCTION

PROJECT NUMBER
100313
SHEET NO. OF
SHEET TITLE
2C-7

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DEPARTMENT OF LAND USE & TRANSPORTATION ENGINEERING
WASHINGTON COUNTY
ORIGON

NO.	REVISIONS

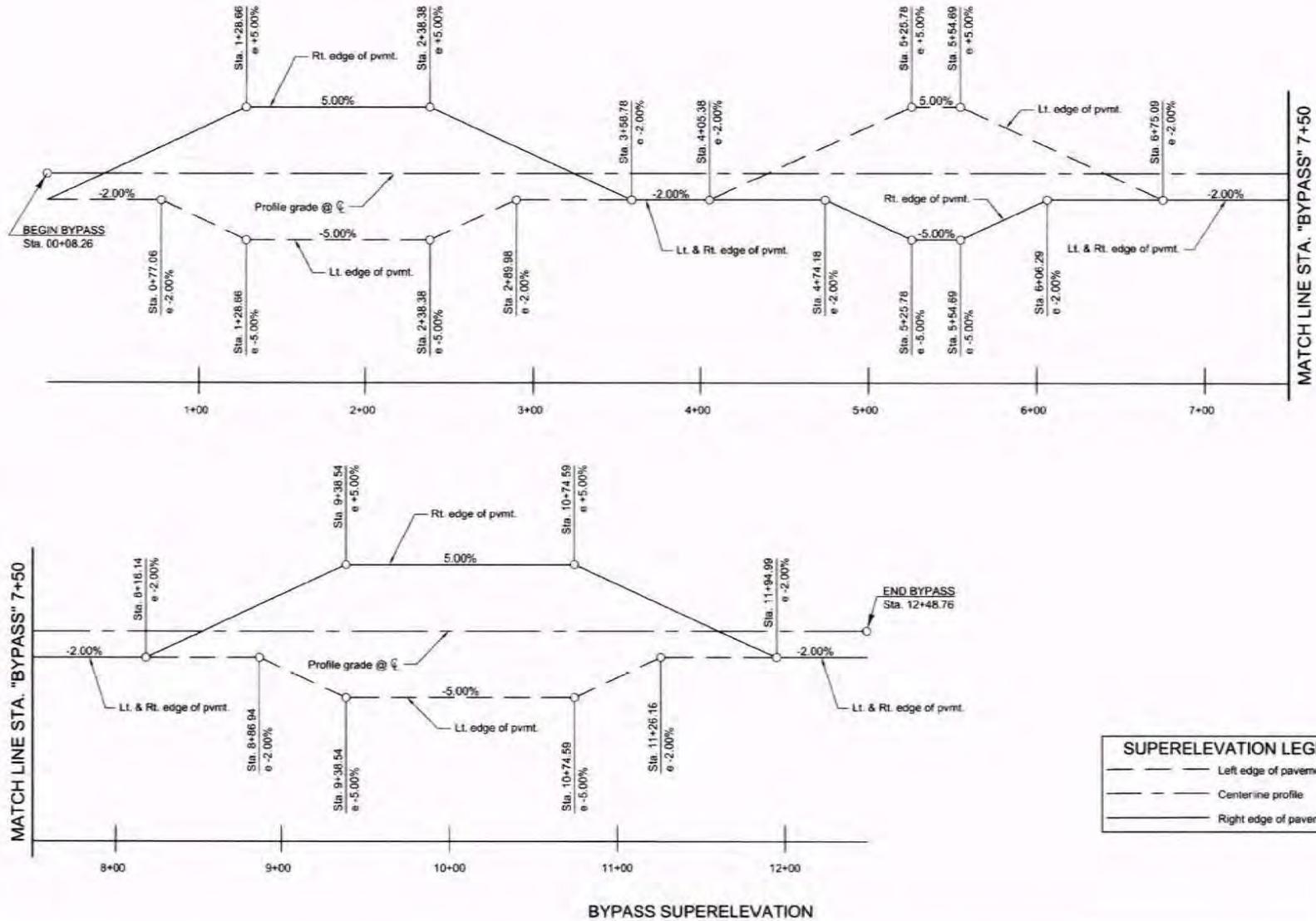
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NW MARTIN ROAD
HWY 47 TO VERBOOT ROAD
WASHINGTON COUNTY
TRAFFIC CONTROL PLAN
BYPASS PROFILE

PROJECT NUMBER
100313

SHEET NO.
OF
SHEET TITLE
2C-8

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SUPERELEVATION LEGEND	
	Left edge of pavement
	Centerline profile
	Right edge of pavement



DEPARTMENT OF
 LAND USE &
 TRANSPORTATION
 ENGINEERING

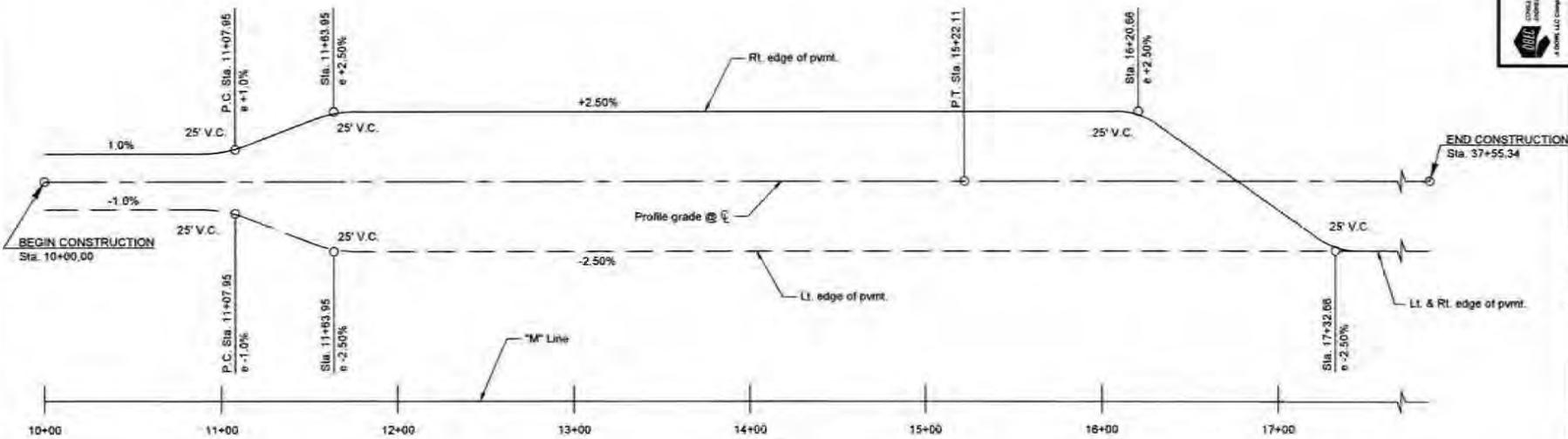
NO.	REVISIONS

NW MARTIN ROAD
 HWY 47 TO VERBOOT ROAD
 WASHINGTON COUNTY
TRAFFIC CONTROL PLAN
SUPERELEVATION DIAGRAM

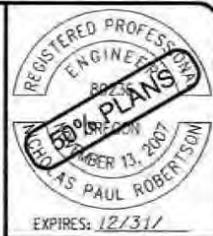
PROJECT NUMBER
100313
 OF
 SHEET NO.
2C-9

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SUPERELEVATION LEGEND	
— — — — —	Left edge of pavement
- - - - -	Centerline profile
—————	Right edge of pavement



NW MARTIN ROAD SUPERELEVATION



REGISTERED PROFESSIONAL ENGINEER
 NO. 100313
 AS PAUL ROBERTSON
 EXPIRES: 12/31

DEPARTMENT OF LAND USE & TRANSPORTATION ENGINEERING
 WASHINGTON COUNTY
 OREGON

NO. REVISIONS	
REVISION	
DATE	

PROJECT NUMBER
100313

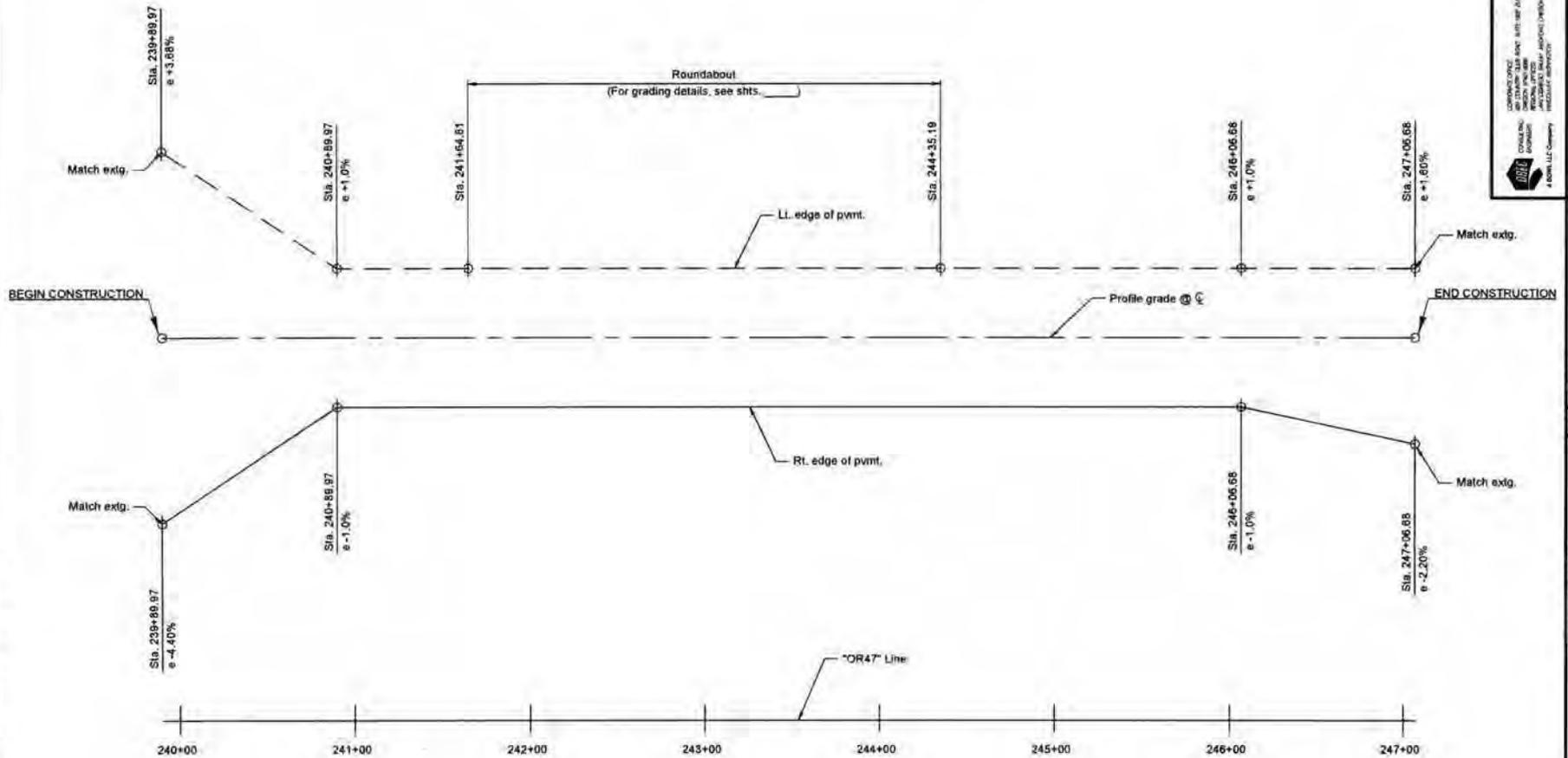
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 OF
2H

SHEET TITLE
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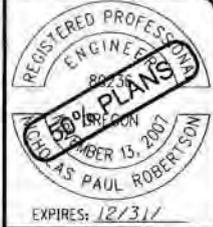
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SUPERELEVATION LEGEND

- Left edge of pavement
- - - Centerline profile
- Right edge of pavement



HIGHWAY 47 SUPERELEVATION



CONTRACTOR: [blank]
 CONSULTING: [blank]
 DESIGN: [blank]
 RECORD: [blank]
 REVISIONS: [blank]
 4 BONA FIDE COMPANY

DEPARTMENT OF LAND USE & TRANSPORTATION ENGINEERING

WASHINGTON COUNTY
 Oregon

NO.	REVISIONS

PILOT STAMP: 062018 B22A D038AUGHNESSY
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 PATH: C:\OBEC\PWRECI\100308099

NW MARTIN ROAD
 HWY 47 TO VERBOOT ROAD
 WASHINGTON COUNTY

SUPERELEVATION DIAGRAM

PROJECT NUMBER
100313

SHEET NO.
 OF

SHEET TITLE
2H-2



EXPIRES: 12/31

DEPARTMENT OF
LAND USE &
TRANSPORTATION
ENGINEERING



PAUL ROBERTSON
REGISTERED PROFESSIONAL ENGINEER
NO. 12345
STATE OF OREGON
EXPIRES 12/31

NO. REVISIONS
PLUT STAMP: 06/21/16 10:24 EDS/MB/ROBSON
CAD: 10/01/16 J.D.M., T.M.P. LAYOUT
PATH: C:\ORCON\PROJECTS\100313\3.dwg

NW MARTIN ROAD
HWY 47 TO VERBOOT ROAD
WASHINGTON COUNTY

CONSTRUCTION NOTES

PROJECT NUMBER
100313
SHEET NO.
OF
SHEET TITLE
3

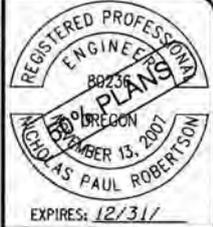
- 1 Relocate extg. junction box - 2 ea.
- 2 Preserve and protect extg. gas line
- 3 Preserve and protect extg. irrigation pipe
- 4 Preserve and protect extg. hydrant
- 5 Preserve and protect extg. waterline
- 6 Preserve and protect extg. block wall
- 7 Remove extg. pipe - 837'
- 8 Remove extg. manhole - 4 ea.
- 9 Remove extg. inlet - 5 ea.
- 10 Remove extg. gate - 23'
- 11 Remove extg. sidewalk - 563 sq. yd.
- 12 Remove extg. curb - 410'
- 13 Remove extg. fence - 39'
- 14 Major adjust manhole - 3 ea.
- 15 Const. mountable curb and gutter - 1815'
(For details, see sht. 2B-)
- 16 Const. low-profile mountable curb - 730'
(See std. dwg. no. RD700)
- 17 Const. standard curb - 1900'
(For details, see sht. 2B-)
- 18 Const. concrete island (type A, mountable) - 8382 sq. ft.
(For details, see sht. -)
- 19 Const. 6 inch concrete walks - 12,635 sq. ft.
(For details, see sht. 2B-)
- 20 Const. 6 inch conc. surfacing
- 21 Const. curb ramp - 8 ea.
Inst. truncated domes on new surfaces - 12 ea.
(For details, see sht. -)
- 22 Const. bike ramp - 1 ea.
(For details, see sht. -)
- 23 Sta. "M" 10+64.52, 78.22' RL to
Sta. "M" 10+59.82, 55.24' RL
Const. type CL-6R with slats - 39'
- 24 Const. concrete monument box - 1 ea.
(For details, see sht. 2B-)
- 25 Sta. "OR47" 241+24.45 LL
Const. conc. driveway - 377 sq. ft.
Const. asph. driveway
(For details, see shts. -)
- 26 Sta. "OR47" 242+92.47, 88.72' RL
Const. type "CG-2" inlet
Inst. 12" storm sew. pipe - 22'
10' depth
(For details, see shts. -)
- 27 Sta. "OR47" 242+69.73, 84.13' RL
Const. type "CG-2" inlet
Inst. 18" storm sew. pipe - 93'
10' depth
- 28 Sta. "OR47" 242+29.41, 0.02' RL
Const. storm sew. manhole w/ inlet, 72" dia.
Inst. 24" storm sew. pipe - 84'
10' depth
- 29 Sta. "M" 13+60.48, 35.08' LL
Const. storm sew. manhole
Inst. 18" storm sew. pipe - 77'
10' depth
- 30 Sta. "M" 12+31.03, 46.07' LL
Const. storm sew. manhole
Inst. 18" storm sew. pipe - 40'
10' depth
(For details, see shts. -)
- 31 Sta. "M" 13+55.50, 2.60' RL
Const. type "G-2" inlet
Inst. 12" storm sew. pipe - 23'
10' depth
- 32 Sta. "M" 12+38.88, 52.98' RL to
Sta. "M" 13+31.34, 40.00' RL
Inst. 12" culv. pipe - 102'
10' depth
Const. sloped end - 2
- 33 Sta. "OR47" 243+15.85, 92.28' RL to
Sta. "OR47" 244+10.51, 59.83' RL
Const. ditch
- 34 Sta. "OR47" 244+09.32, 59.48' RL
Const. type "D" inlet
Inst. 24" storm sew. pipe - 70'
10' depth
- 35 Sta. "M" 12+00.00, 100' LL
Const. storage pond, extended detention basin
- 36 Preserve and protect extg. storm pipe
- 37 Sta. "OR47" 241+07.00, 48.10' LL
to Sta. "OR47" 241+41.92, 47.01' LL
Inst. 12" culv. pipe - 37'
10' depth
Const. sloped end - 2
(For details, see shts. -)
- 38 Sta. "M" 12+85.73, 101.92' LL to
Sta. "M" 14+18.75, 107.55' LL
Perform maintenance on extg.
ODOT water quality swale
(Water quality swale "1")
(For details, see sht -)
- 39 Sta. "M" 13+85.79, 15.06' LL
Const. type "CG-2" inlet
Inst. 12" storm pipe - 21'
10' depth
- 40 See sht. 3B, note 6
Inst. 12" storm sew. pipe
- 41 Sta. "OR47" 241+59.57, 6.82' LL
Const. type "CG-2" inlet
Inst. 12" storm pipe - 70'
10' depth
- 42 Sta. "OR47" 244+45.32, 25.97' RL
Const. type "CG-2" inlet
Inst. 12" storm pipe - 33'
10' depth
- 43 Sta. "OR47" 243+70.51, 0'
Const. storm sew. manhole w/ inlet
Inst. 18" storm sew. pipe - 144'
10' depth
- 44 Sta. "OR47" 244+38.43, 13.50' LL
Const. storm sew. manhole
Inst. 12" storm pipe - 193'
10' depth
- 45 See sht. 3C, note 14
Inst. 12" storm sew. pipe
- 46 See sht. 4, note 37
Inst. 12" storm sew. pipe
- 47 Sta. "OR47" 241+57.00, 20.88' RL
Const. type "G-2" inlet
Inst. 12" storm sew. pipe - 28'
10' depth
- 48 Sta. "M" 12+07.23, 79.10' LL
Const. loose riprap, class 50 - 5 cu. yd.
Inst. riprap geotextile, type "1" - 14 sq. yd.
(For details, see shts. -)
- 49 Sta. "OR47" 243+17.19, 87.45' RL
Const. type "CG-2" inlet
Inst. 12" storm sew. pipe - 22'
10' depth
- 50 Sta. "OR47" 241+85.49, 59.68' RL
Const. type "D" inlet
Inst. 12" storm sew. pipe - 73'
10' depth
- 51 Sta. "OR47" 243+70.51, 0'
Const. storm sew. manhole w/inlet
Inst. 12" storm sew. pipe - 141'
10' depth
- 52 Sta. "M" 11+86.36, 58.31' LL
Const. type "D" inlet
Inst. 24" storm sew. pipe - 48'
10' depth
- 53 Sta. "M" 11+33.32, 76.76' LL
Const. loose riprap, class 50 - 5 cu. yd.
Inst. riprap geotextile, type "1" - 14 sq. yd.
(For details, see shts. -)

LEGEND

- Pipe removal
- Cut/fill lines
- Sidewalk
- Full depth ACP with aggregate base (See typical sections)
- Asphalt removal
- Regulated work area

NOTE:
See Erosion Control Plans for tree removals.

SEC. 32, T. 1 N. R. 3 W., W.M.



REGISTERED PROFESSIONAL ENGINEER
No. 88236
STATE OF OREGON
EXPIRES: 12/31
NICHOLAS PAUL ROBERTSON
DEPARTMENT OF LAND USE & TRANSPORTATION ENGINEERING
WASHINGTON COUNTY Oregon

NO.	REVISIONS

PROJECT NUMBER
100313

SHEET NO.
OF
SHEET TITLE
3A

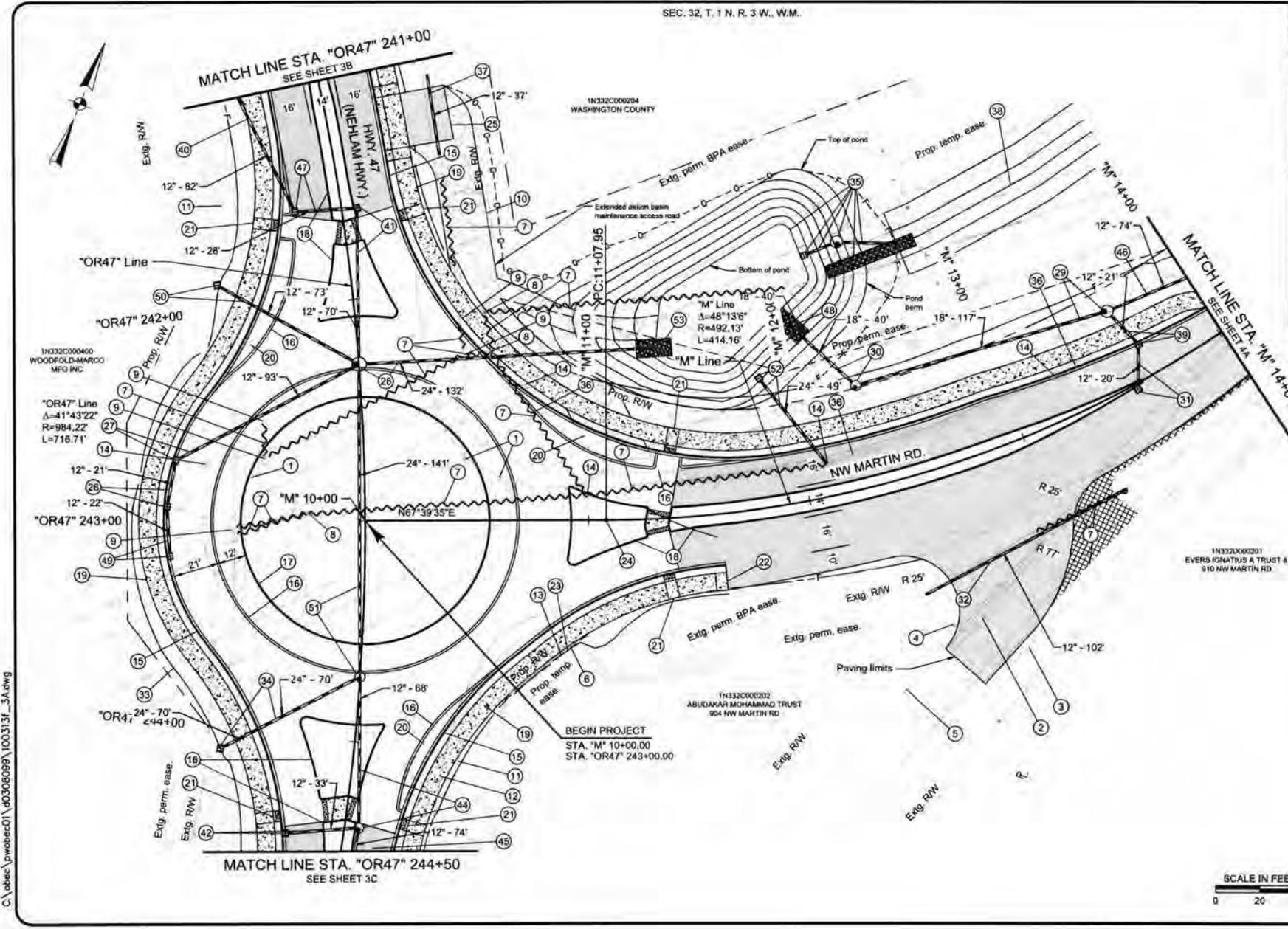
NW MARTIN ROAD
HWY 47 TO WEBBROOT ROAD
WASHINGTON COUNTY
ALIGNMENT AND GENERAL CONSTRUCTION

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WASHINGTON COUNTY

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WOODFOLD-MARCO MFG INC

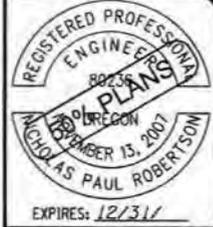
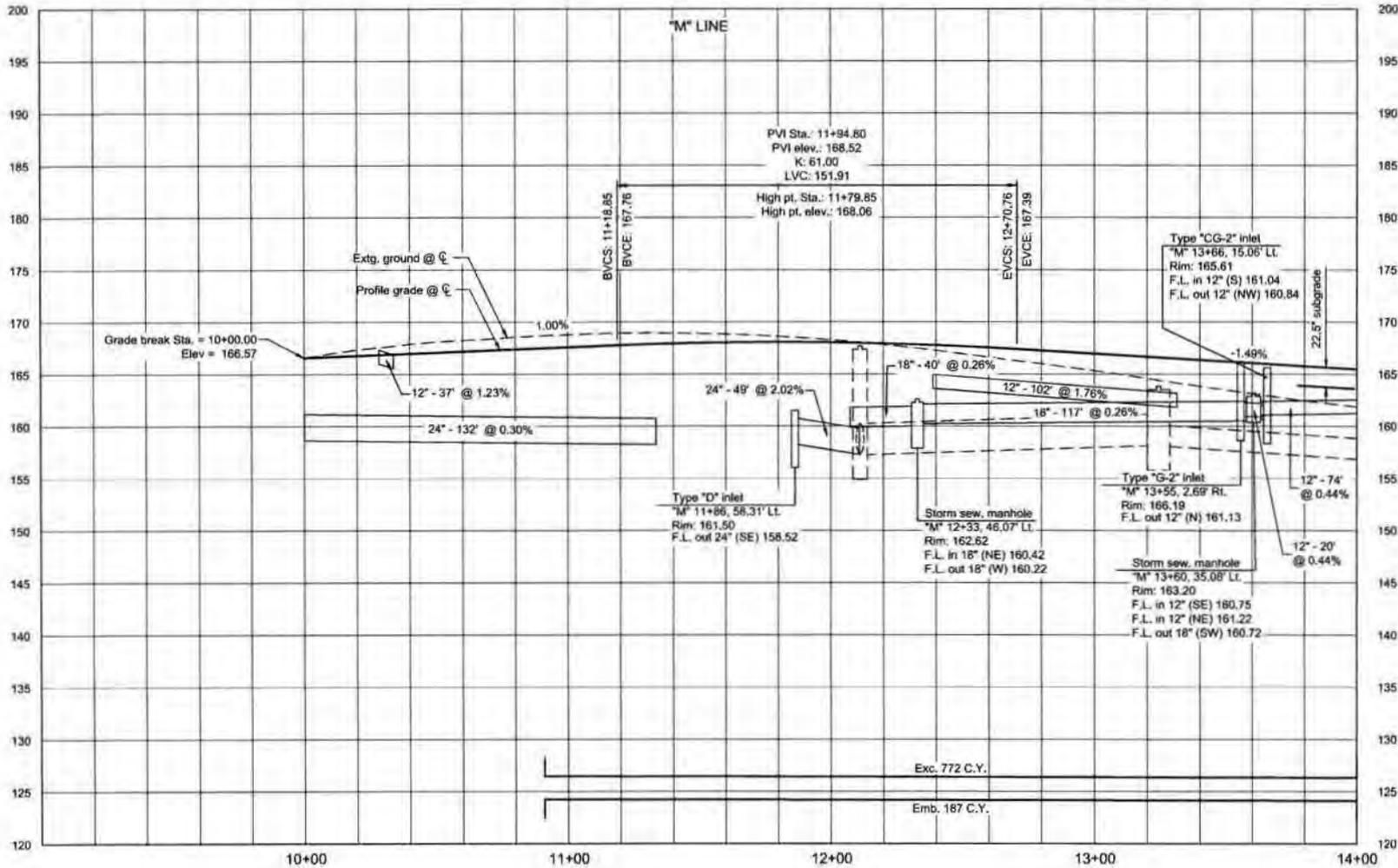
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ABUDAKAR MOHAMMAD TRUST
904 NW MARTIN RD

1N332C000201
EVERS IGONATIS A TRUST 4
910 NW MARTIN RD



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DEPARTMENT OF
LAND USE &
TRANSPORTATION
ENGINEERING

WASHINGTON COUNTY
Oregon

NO.	REVISIONS

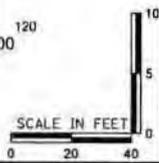
NW MARTIN ROAD
HWY 47 TO VERBOOT ROAD
WASHINGTON COUNTY

ALIGNMENT AND GENERAL
CONSTRUCTION

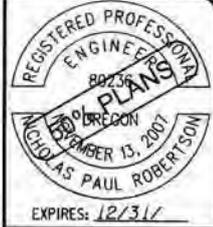
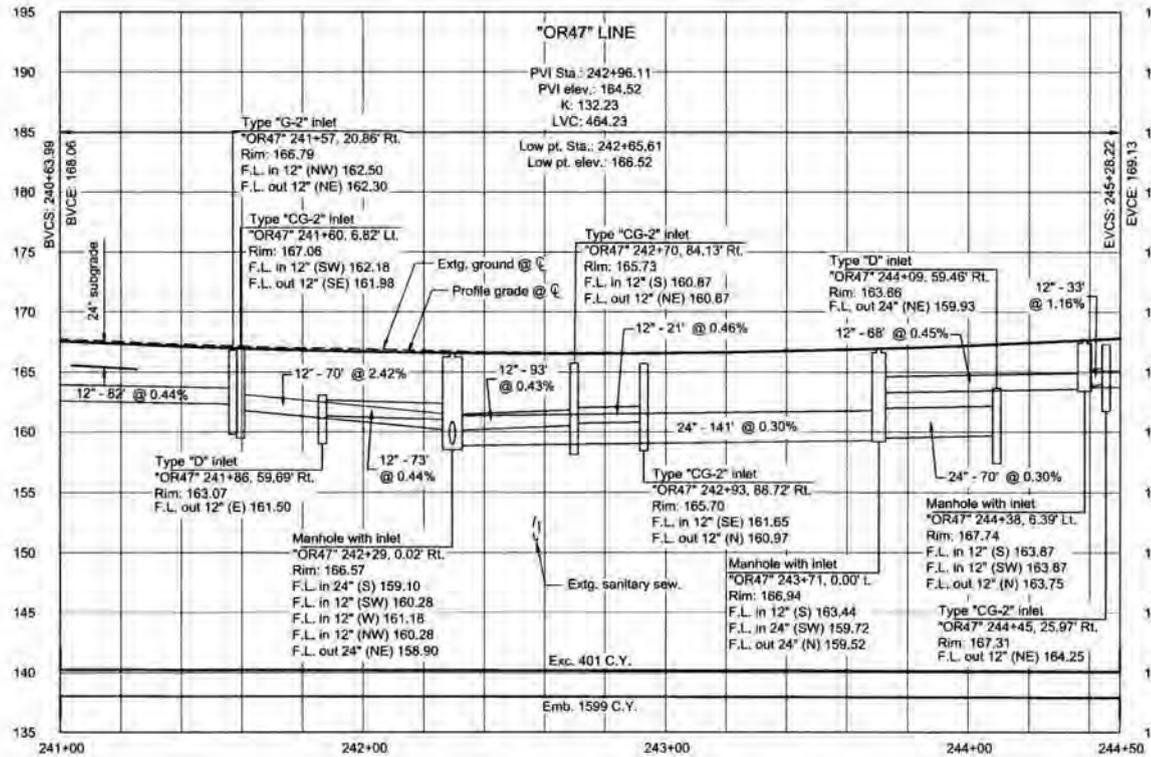
PROJECT NUMBER
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SHEET NO.
OF

SHEET TITLE
3A-2



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DEPARTMENT OF
 LAND USE &
 TRANSPORTATION
 ENGINEERING

WASHINGTON COUNTY
 Oregon

NO.	REVISIONS

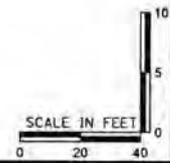
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NW MARTIN ROAD
 HWY 47 TO VERBOOT ROAD
 WASHINGTON COUNTY

**ALIGNMENT AND GENERAL
 CONSTRUCTION**

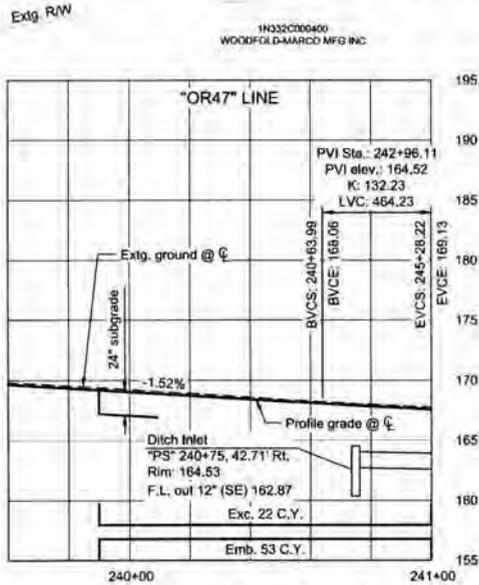
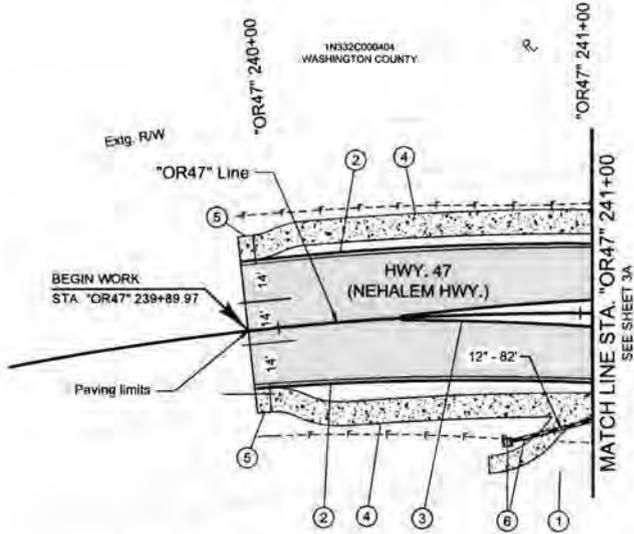
PROJECT NUMBER
100313

SHEET NO.
 OF
3A-3



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SEC. 32, T. 1 N. R. 3 W., W.M.

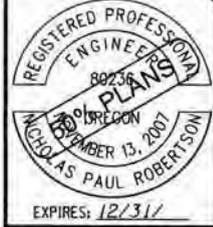
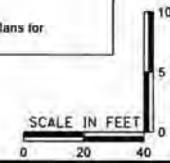


- ① See sh. 3, note 11
Remove exdg. sidewalk
- ② See sh. 3, note 14
Const. mountable curb and gutter
- ③ See sh. 3, note 17
Const. concrete island
- ④ See sh. 3, note 18
Const. concrete walk
- ⑤ See sh. 3, note 20
Const. bike ramp
- ⑥ Sta. "OR47" 240+74.85, 42.71' Rt.
Const. type "D" inlet
Inst. 12" storm sew. pipe - 82'
10' depth

LEGEND

- Cut/fill lines
- Full depth ACP with aggregate base (See typical sections)
- Sidewalk

NOTE:
See Erosion Control Plans for tree removals.



DEPARTMENT OF LAND USE & TRANSPORTATION ENGINEERING

WASHINGTON COUNTY ENGINEER

OR47

NO.	REVISIONS

PLOT STAMP: 06/25/19 11:08A DCSHAUNKENNEY
CAD: 1003131_3B.DWG TAB LAYOUT
PATH: C:\OR47\OR47\1003131.dwg

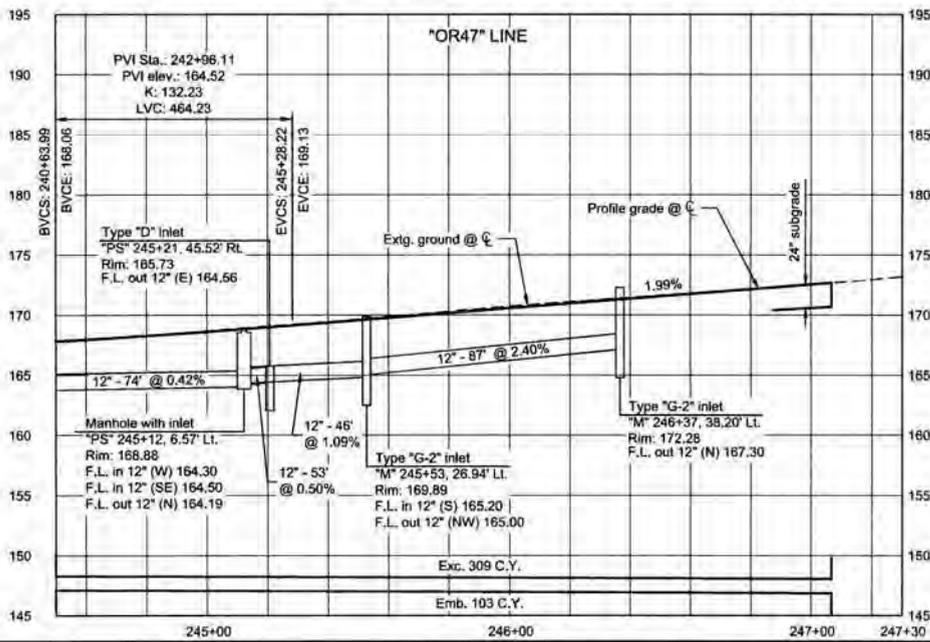
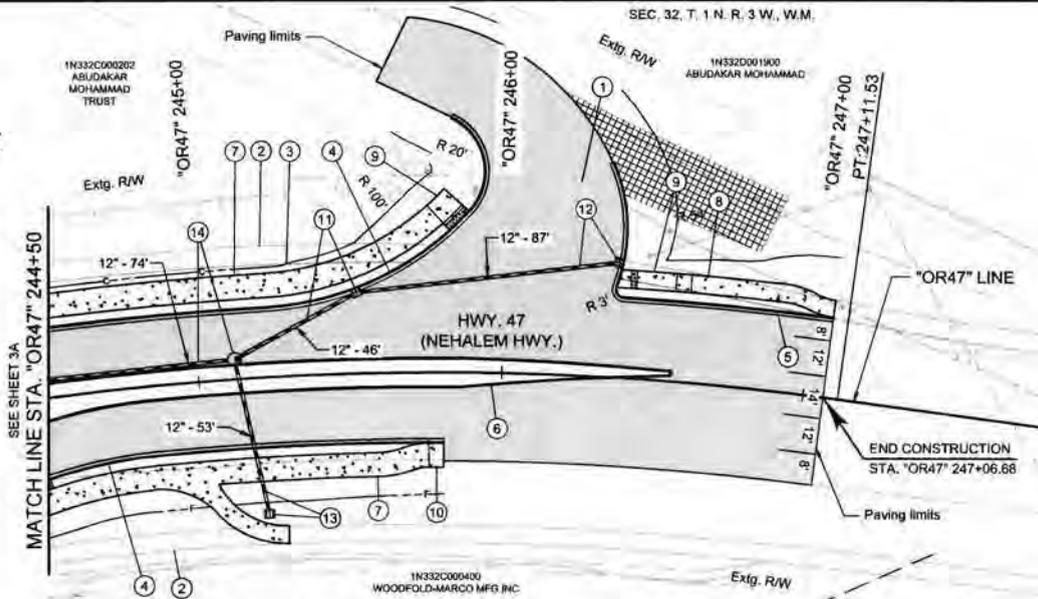
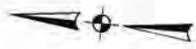
NW MARTIN ROAD
HWY 47 TO VERBOOT ROAD
WASHINGTON COUNTY

ALIGNMENT AND GENERAL CONSTRUCTION

PROJECT NUMBER
100313

SHEET NO.
OF
SHEET TITLE
3B

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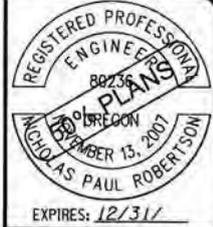
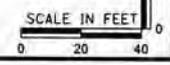


- ① Preserve and protect extg. waterline
- ② See sht. 3, note 11
Remove extg. sidewalk
- ③ See sht. 3, note 12
Remove extg. curb
- ④ See sht. 3, note 14
Const. mountable curb and gutter
- ⑤ Const. mountable curb and gutter - 118'
- ⑥ See sht. 3, note 17
Const. concrete island
- ⑦ See sht. 3, note 18
Const. concrete walks
- ⑧ Const. conc. walks - 430 sq. ft.
- ⑨ Const. curb ramp - 2 ea.
Inst. truncated domes on new surfaces - 2 ea.
- ⑩ See sht. 3, note 20
Const. bike ramp
- ⑪ Sta. "OR47" 245+52.70, 26.94' Lt.
Const. type "G-2" inlet
Inst. 12" storm sew. pipe - 46'
10' depth
- ⑫ Sta. "OR47" 246+36.56, 38.20' Lt.
Const. type "G-2" inlet
Inst. 12" storm sew. pipe - 87'
10' depth
- ⑬ Sta. "OR47" 245+20.73, 45.52' Rt.
Const. type "D" inlet
Inst. 12" storm sew. pipe - 53'
10' depth
- ⑭ Sta. "OR47" 245+09.25, 13.46' Lt.
Const. storm sew. manhole w/ inlet
Inst. 12" storm sew. pipe - 74'
10' depth

LEGEND

- Cut/fill lines
- ▨ Sidewalk
- ▭ Full depth ACP with aggregate base (See typical sections)
- ▩ Asphalt removal

NOTE:
See Erosion Control Plans for tree removals.



COMPANIES: CREGG ENGINEERING, INC. (P.L.L.C.)
 CONSULTING ENGINEER
 1000 N. WASHINGTON STREET
 PORTLAND, OREGON 97227
 A PUBLIC L.L.C. COMPANY

REGISTERED PROFESSIONAL ENGINEER
 STATE OF OREGON
 LICENSE NO. 88236
 EXPIRES: 12/31/2007

DEPARTMENT OF LAND USE & TRANSPORTATION
 ENGINEERING

WASHINGTON COUNTY
 Oregon

NO.	REVISIONS

PROJECT NUMBER: 1003131
 SHEET NO. OF: 3C
 SHEET TITLE: ALIGNMENT AND GENERAL CONSTRUCTION

NW MARTIN ROAD
 HWY 47 TO VERBOORT ROAD
 WASHINGTON COUNTY

ALIGNMENT AND GENERAL CONSTRUCTION

PROJECT NUMBER: 1003131
 SHEET NO. OF: 3C
 SHEET TITLE: ALIGNMENT AND GENERAL CONSTRUCTION



NO. REVISIONS	

NW MARTIN ROAD
 HWY 47 TO VERBOOT ROAD
 WASHINGTON COUNTY
CONSTRUCTION NOTES

PROJECT NUMBER
100313
 SHEET NO.
 OF
 SHEET TITLE
4

I HEREBY CERTIFY THAT I AM THE REGISTERED PROFESSIONAL ENGINEER WHOSE SEAL AND SIGNATURE ARE APPLIED TO THESE PLANS AND THAT I AM A MEMBER IN GOOD STANDING OF THE PROFESSION OF ENGINEERS AND SURVEYORS OF THE STATE OF OREGON.
 PAUL ROBERTSON
 REGISTERED PROFESSIONAL ENGINEER
 No. 12345
 State of Oregon

- 1 Relocate extg. gas line (By others)
- 2 Relocate joint utility pole (By others)
- 3 Preserve and protect extg. sanitary sew. pipe
- 4 Remove extg. pipe - 29'
- 5 Remove extg. 72" corrugated metal pipe - 125'
- 6 Preserve and protect extg. storm pipe
- 7 Remove extg. gate - 1 ea.
- 8 Remove extg. fence - 398'
- 9 Remove extg. guardrail - 240'
- 10 Major adjust storm sew. manhole
- 11 Sta. "M" 16+09.83, 20.36' Lt.
Const. type "G-2" inlet
Inst. 12" storm sew. pipe - 68'
10' depth
- 12 Sta. "M" 16+09.83, 20.36' Rt.
Const. type "G-2" inlet
Inst. 12" storm sew. pipe - 68'
10' depth
- 13 Sta. "M" 16+77.66, 20.36' Lt.
Const. type "D" inlet
Inst. 12" storm sew. pipe - 41'
10' depth
- 14 Sta. "M" 17+14.77, 28.00' Lt.
Const. type "D" inlet
Inst. 12" storm sew. pipe - 38'
10' depth
- 15 Sta. "M" 16+77.66, 20.36' Rt.
Const. type "G-2" inlet
Inst. storm sew. pipe - 17'
10' depth
- 16 Sta. "M" 17+17.20, 33.00' Rt.
Const. type "D" inlet - 2
Inst. 12" storm sew. pipe - 30'
10' depth
- 17 Sta. "M" 17+78.21, 28.00' Lt. to
Sta. "M" 18+05.47, 28.00' Lt.
Const. 12" culv. pipe - 27'
10' depth
Const. sloped end - 2
- 18 Sta. "M" 17+05.34, Rt.
Const. asphalt driveway
(For details, see sht. 2B-__)

- 19 Sta. "M" 17+91.84, Lt.
Const. asphalt driveway
(For details, see sht. 2B-__)
- 20 Sta. "M" 18+31.24, Lt.
Const. asphalt driveway
(For details, see sht. 2B-__)
- 21 Const. bike ramp - 1 ea.
(For details, see sht. __)
- 22 Const. drainage curb - 350'
(For details, see sht. 2B-__)
- 23 Sta. "M" 16+10.06, 30.00' Rt. to
Sta. "M" 16+85.52, 33.00' Rt.
Const. water quality swale "2"
- 24 Sta. "M" 17+18.34, 30.00' Rt. to
Sta. "M" 19+18.34, 33.00' Rt.
Const. water quality swale "3"
- 25 Sta. "M" 14+11.33, 22.33' Lt. to
Sta. "M" 15+22.49, 22.33' Lt.
Const. guardrail transition
Const. guardrail (Type 3) - 12.5'
Const. guardrail (Type 2A) - 25'
Flare rate=0, W=0, E=0
Const. guardrail terminal, non-flared
(For details, see sht. __)
- 26 Sta. "M" 13+61.92, 22.33' Rt. to
Sta. "M" 15+22.49, 22.33' Rt.
Const. guardrail transition
Const. guardrail (Type 3) - 12.5'
Const. guardrail (Type 2A) - 87.5'
Flare rate=0, W=0, E=0
Const. guardrail terminal, non-flared
(For details, see sht. __)
- 27 Sta. "M" 16+08.16, 22.33' Lt. to
Sta. "M" 17+51.41, 22.33' Lt.
Const. guardrail transition
Const. guardrail (Type 3) - 12.5'
Const. guardrail (Type 2A) - 62.5'
Flare rate=0, W=0, E=0
Const. guardrail terminal, non-flared
(For details, see sht. __)
- 28 Sta. "M" 16+88.91, 22.33' Rt. to
Sta. "M" 16+94.33, 22.33' Rt.
Const. guardrail transition
Const. guardrail (Type 3) - 12.5'
Const. guardrail (Type 2A) - 12.5'
Flare rate=0, W=0, E=0
Const. guardrail terminal, non-flared
(For details, see sht. __)

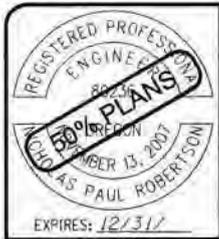
- 29 Relocate extg. mailboxes
Const. multiple mailbox support - 1 ea.
(Locate as directed)
(For details, see sht. 2B-__)
- 30 Structure no. ____
Const. structure
(For sht. nos. see sht. 1A)
- 31 Relocate extg. water valves
Relocate extg. water pipe
(For details, see sht. __)
- 32 Sta. "M" 16+10.00, 39.00' Rt.
Const. loose riprap, class 50 - 2 cu. yd.
Inst. riprap geotextile, type "1" - 4 sq. yd.
(For details, see sht. __)
- 33 Sta. "M" 16+85.50, 37.60' Rt.
Const. loose riprap, class 50 - 2 cu. yd.
Inst. riprap geotextile, type "1" - 3 sq. yd.
(For details, see sht. __)
- 34 Sta. "M" 14+37.61, 20.84' Lt.
Const. type "G-2" inlet
Inst. 12" storm sew. pipe - 149'
10' depth
- 35 Sta. "M" 15+20.76, 20.36' Lt.
Const. type "G-2" inlet
Inst. 12" storm sew. pipe - 79'
10' depth
- 36 See sht. 5, note 21
Inst. 12" culv. pipe
- 37 See sht. 5, note 26
Const. loose riprap
- 38 Const. concrete monument box - 1 ea.
(For details, see sht. 2B-__)
- 39 Relocate extg. waterline
Const. 4" potable water pipe - 200' ea.
Attach to structure
(For details, see sht. __)
- 40 Const. storm sew. headwall
Preserve and protect extg. outfalls
(For details, see sht. __)

LEGEND

- Pipe removal
- Cut/fill lines
- Skidewalk
- Full depth ACP with aggregate base (See typical sections)
- Asphalt removal
- Regulated work area

NOTE:
See Erosion Control Plans for tree removals.

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NO.	REVISIONS

PLOT STAMP: 06/22/10 7:58A DCSHA\GHNHNESSY
CAD: 100313\5-5.dwg TAB LAYOUT
PATH: C:\obec\pawbec01\40308099

NW MARTIN ROAD
HWY 47 TO VERBOOT ROAD
WASHINGTON COUNTY

CONSTRUCTION NOTES

PROJECT NUMBER
100313

SHEET NO.
OF
SHEET TITLE
5

- 1 Relocate joint utility pole (By others)
- 2 Relocate communication pole (By others)
- 3 Preserve and protect extg. gas line
- 4 Preserve and protect extg. waterline
- 5 Remove extg. pipe - 80'
- 6 Remove extg. gate - 1 ea.
- 7 Remove extg. fence - 501'
- 8 Sta. "M" 19+20.85, 28.00' Lt. to Sta. "M" 19+45.19, 28.00' Lt. Const. 12" culv. pipe - 24' 10' depth Const. sloped end - 2
- 9 Sta. "M" 19+26.72, 28.00' Rt. to Sta. "M" 19+52.99, 28.00' Rt. Const. 12" culv. pipe - 26' 10' depth Const. sloped end - 2
- 10 Sta. "M" 20+16.21, 28.00' Lt. to Sta. "M" 20+44.56, 28.00' Lt. Const. 12" culv. pipe - 28' 10' depth Const. sloped end - 2
- 11 Sta. "M" 20+78.91, 28.00' Lt. to Sta. "M" 21+06.91, 28.00' Lt. Const. 12" culv. pipe - 28' 10' depth Const. sloped end - 2
- 12 Sta. "M" 22+70.95, 28.00' Rt. to Sta. "M" 22+98.95, 28.00' Rt. Const. 12" culv. pipe - 28' 10' depth Const. sloped end - 2
- 13 Sta. "M" 19+32.69, Lt. Const. asphalt driveway (For details, see sht. 2B-)
- 14 Sta. "M" 19+40.83, Rt. Const. asphalt driveway (For details, see sht. 2B-)
- 15 Sta. "M" 20+30.36, Lt. Const. asphalt driveway (For details, see sht. 2B-)
- 16 Sta. "M" 20+82.91, Lt. Const. asphalt driveway (For details, see sht. 2B-)
- 17 Sta. "M" 22+84.95, Rt. Const. asphalt driveway (For details, see sht. 2B-)
- 18 See sht. 4, note 23 Const. water quality swale "Z"
- 19 Relocate extg. mailbox Const. single mailbox support - 1 ea. (Located as directed)
- 20 Relocate extg. water meter - 1 ea. (For details, see sht.)
- 21 Sta. "M" 18+48.28, 28.00' Rt. to Sta. "M" 18+55.34, 28.00' Lt. Const. 12" culv. pipe - 57' 10' depth Const. sloped end - 2
- 22 Sta. "M" 18+48.28, 28.00' Rt. Const. loose riprap, class 50 - 4 cu. yd. Inst. riprap geotextile, type "1" - 8 sq. yd. (For details, see sht.)

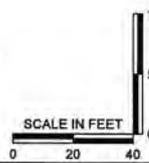
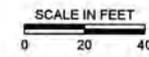
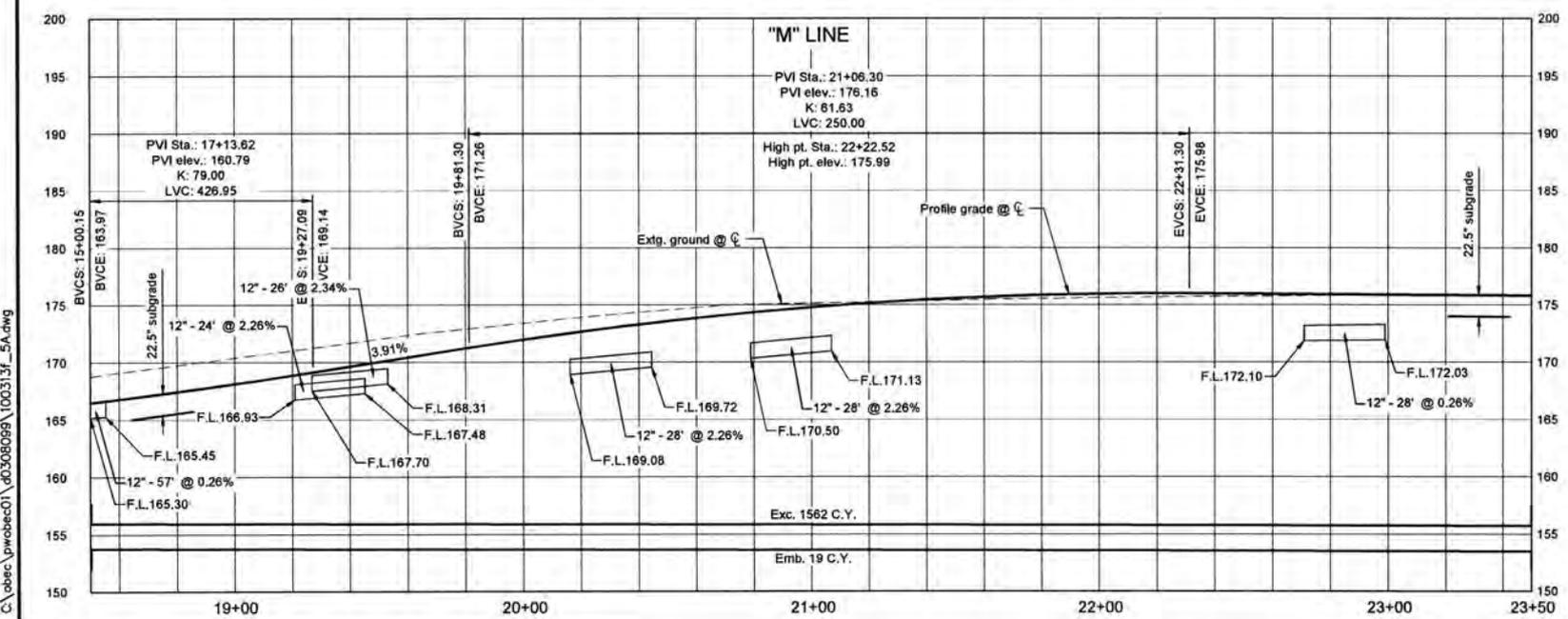
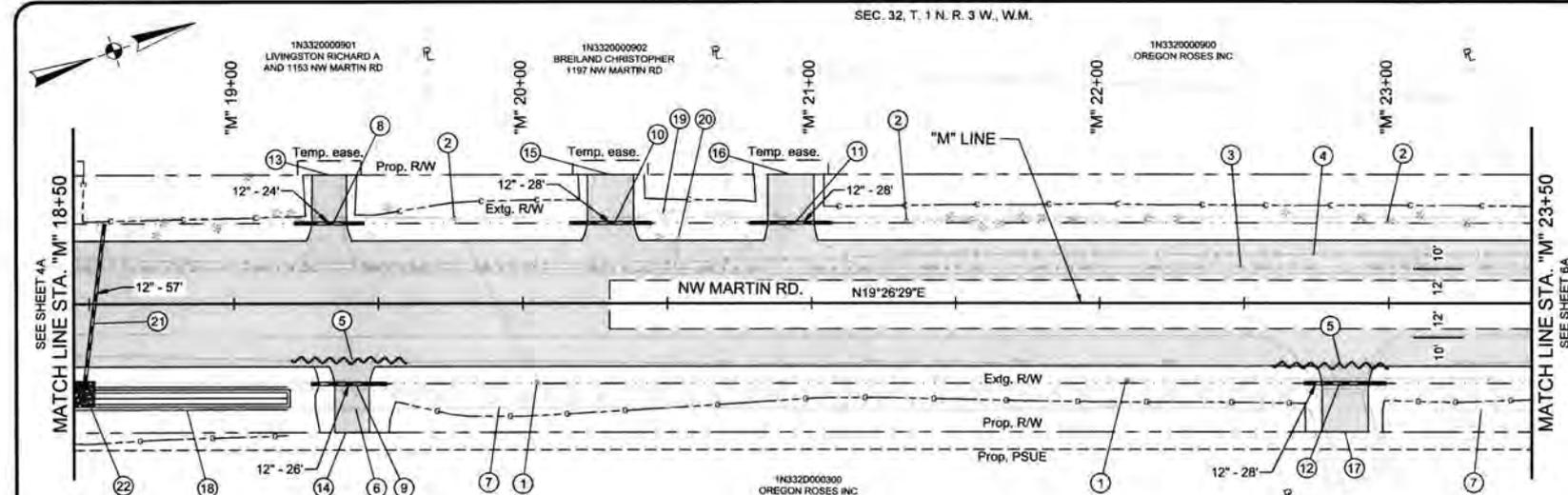
LEGEND

Pipe removal

Cut/fill lines

Full depth ACP with aggregate base (See typical sections)

NOTE:
See Erosion Control Plans for free removals.



REGISTERED PROFESSIONAL
ENGINEER
PLANS
NO. 80236
EXPIRES: 12/31/2007
NICHOLAS PAUL ROBERTSON

COMPANY OFFICE
100 COUNTY JAIL ROAD, SUITE 100
ASTORIA, OREGON 97103
PHONE: 503-325-1111
FAX: 503-325-1112
WWW.NPARENG.COM

DEPARTMENT OF
LAND USE &
TRANSPORTATION
ENGINEERING

WASHINGTON COUNTY
Oregon

NO. REVISIONS	
PROJECT NUMBER	100313
SHEET NO. OF	5A
SHEET TITLE	5A
NW MARTIN ROAD HWY 47 TO VERBOOT ROAD WASHINGTON COUNTY ALIGNMENT AND GENERAL CONSTRUCTION	
PLOT STAMP: 05/09/19 12:18 PM COSHAUGHNESSY CAD: R00105 SA PINS T&L LAYOUT PATH: C:\BEG\PROJECTS\10030988	

C:\obec\pwbec01\03080988\100313r_5A.dwg

C:\obec\pwbec01\1003131_6.dwg

			
DEPARTMENT OF LAND USE & TRANSPORTATION ENGINEERING	WASHINGTON COUNTY DIRECTOR		
NO. REVISIONS <table border="1" style="width: 100%; height: 40px;"> <tr><td> </td><td> </td></tr> </table>			PLOT STAMP: 06/28/10 11:25A DOSHUGH/HESSY CAD: 1003131.DWG, TAB: LAYOUT PATH: C:\OBEC\PROJECTS\1003131
NW MARTIN ROAD HWY 47 TO VERBOOT ROAD WASHINGTON COUNTY			
CONSTRUCTION NOTES			
PROJECT NUMBER 100313			
SHEET NO. OF SHEET TITLE 6			

- ① Relocate joint utility pole (By others)
- ② Relocate extg. electric meter (By others)
- ③ Relocate communication pole (By others)
- ④ Preserve and protect extg. gas line
- ⑤ Preserve and protect extg. waterline
- ⑥ Relocate extg. irrigation valves (By others)
- ⑦ Remove extg. structure
(Coordinate with property owner)
- ⑧ Remove extg. pipe - 218'
- ⑨ Remove extg. fence - 112'
- ⑩ Remove extg. landscape block wall
- ⑪ Sta. "M" 25+54.82, 28.00' Lt. to
Sta. "M" 25+83.16, 28.00' Lt.
Const. 12" culv. pipe - 28'
10' depth
Const. sloped end - 2
- ⑫ Sta. "M" 26+84.88, 28.00' Lt. to
Sta. "M" 26+91.21, 28.00' Lt.
Const. 12" culv. pipe - 28'
10' depth
Const. sloped end - 2
- ⑬ Sta. "M" 27+19.30, 28.00' Lt. to
Sta. "M" 27+43.84, 28.00' Lt.
Const. 12" culv. pipe - 24'
10' depth
Const. sloped end - 2
- ⑭ Sta. "M" 27+79.92, 28.00' Rt. to
Sta. "M" 28+03.92, 28.00' Rt.
Const. 12" culv. pipe - 24'
10' depth
Const. sloped end - 2
- ⑮ Sta. "M" 28+41.55, 28.00' Rt. to
Sta. "M" 28+55.55, 28.00' Rt.
Const. 12" culv. pipe - 24'
10' depth
Const. sloped end - 2
- ⑯ Sta. "M" 25+88.99, Lt.
Const. asphalt driveway
(For details, see sht. 2B-__)
- ⑰ Sta. "M" 26+79.04, Lt.
Const. asphalt driveway
(For details, see sht. 2B-__)
- ⑱ Sta. "M" 27+31.47, Lt.
Const. asphalt driveway - 1 ea.
(For details, see sht. 2B-__)
- ⑲ Sta. "M" 27+91.92, Rt.
Const. asphalt driveway
(For details, see sht. 2B-__)
- ⑳ Sta. "M" 28+53.55, Rt.
Const. asphalt driveway
(For details, see sht. 2B-__)
- ㉑ Relocate extg. mailbox
Const. single mailbox support - 1 ea.
(Located as directed)

LEGEND	
	Pipe removal
	Cut/fill lines
	Full depth ACP with aggregate base (See typical sections)
NOTE: See Erosion Control Plans for tree removals.	

C:\pobec\pobec01\cd308099\1003131_7.dwg



REGISTERED PROFESSIONAL ENGINEER
No. 80236
STATE OF OREGON
EXPIRES: 12/31/11
PAUL ROBERTSON

DEPARTMENT OF LAND USE & TRANSPORTATION ENGINEERING



WASHINGTON COUNTY OREGON

CONSULTING ENGINEER
OF COUNTY PLANS ONLY. STATE AND FEDERAL REGULATIONS APPLY.
CONSULTING ENGINEER
OF COUNTY PLANS ONLY. STATE AND FEDERAL REGULATIONS APPLY.
CONSULTING ENGINEER
OF COUNTY PLANS ONLY. STATE AND FEDERAL REGULATIONS APPLY.

NO.	REVISIONS

PLOT STAMP: 80236 3 1/8" DESIGNED BY: P. ROBERTSON
 CAD: 1003131.DWG; TWE LAYOUT
 PATH: C:\Pobec\pobec01\cd308099\1003131_7.dwg

CONSTRUCTION NOTES

PROJECT NUMBER	100313
SHEET NO. OF	7

- ① Relocate joint utility pole (By others)
- ② Relocate communication pole (By others)
- ③ Preserve and protect extg. gas line
- ④ Preserve and protect extg. waterline
- ⑤ Relocate extg. irrigation valves (By others)
- ⑥ See sht. 6, note 8
Remove extg. pipe
- ⑦ See sht. 6, note 15
Const. 12" culv. pipe -24'
- ⑧ Sta. "M" 31+10.10, 28.00' Lt. to
Sta. "M" 31+36.44, 28.00' Lt.
Const. 12" culv. pipe - 28'
10' depth
Const. sloped end - 2
- ⑨ Sta. "M" 31+70.95, 28.00' Lt. to
Sta. "M" 31+99.28, 28.00' Lt.
Const. 12" culv. pipe - 28'
10' depth
Const. sloped end - 2
- ⑩ Sta. "M" 33+33.84, 28.00' Rt. to
Sta. "M" 33+58.18, 28.00' Rt.
Const. 12" culv. pipe - 24'
10' depth
Const. sloped end - 2
- ⑪ Sta. "M" 33+37.87, 28.00' Rt. to
Sta. "M" 33+62.01, 28.00' Rt.
Const. 12" culv. pipe - 24'
10' depth
Const. sloped end - 2
- ⑫ See sht. 6, note 19
Const. asphalt driveway
- ⑬ Sta. "M" 31+23.27, Lt.
Const. asphalt driveway
(For details, see sht. 2B-__)
- ⑭ Sta. "M" 31+85.12, Lt.
Const. asphalt driveway
(For details, see sht. 2B-__)
- ⑮ Sta. "M" 33+46.01, Lt.
Const. asphalt driveway
(For details, see sht. 2B-__)
- ⑯ Sta. "M" 33+49.84, Rt.
Const. asphalt driveway
(For details, see sht. 2B-__)
- ⑰ Relocate extg. mailbox
Const. single mailbox support - 1 ea.
(Located as directed)
- ⑱ Relocate extg. mailboxes
Const. multiple mailbox support - 1 ea.
(Locate as directed)
- ⑲ Relocate extg. water meter
- ⑳ Adjust water valve

LEGEND

	Pipe removal
	Cut/fill lines
	Sidewalk
	Full depth ACP with aggregate base (See typical sections)

NOTE:
See Erosion Control Plans for tree removals.

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NO.	REVISIONS

PLOT STAMP: 8003131-8.dwg, 02/28/2017, 10:00 AM
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CONSTRUCTION NOTES
 PROJECT NUMBER: **100313**
 SHEET NO. OF: **8**

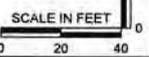
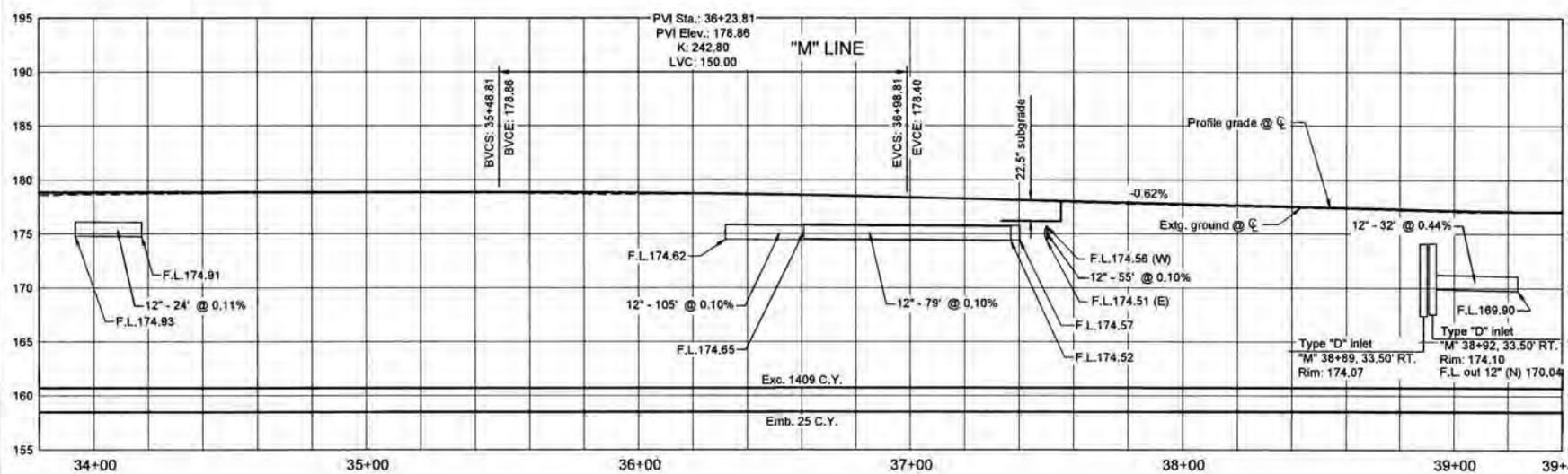
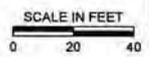
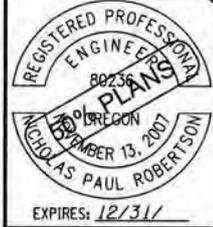
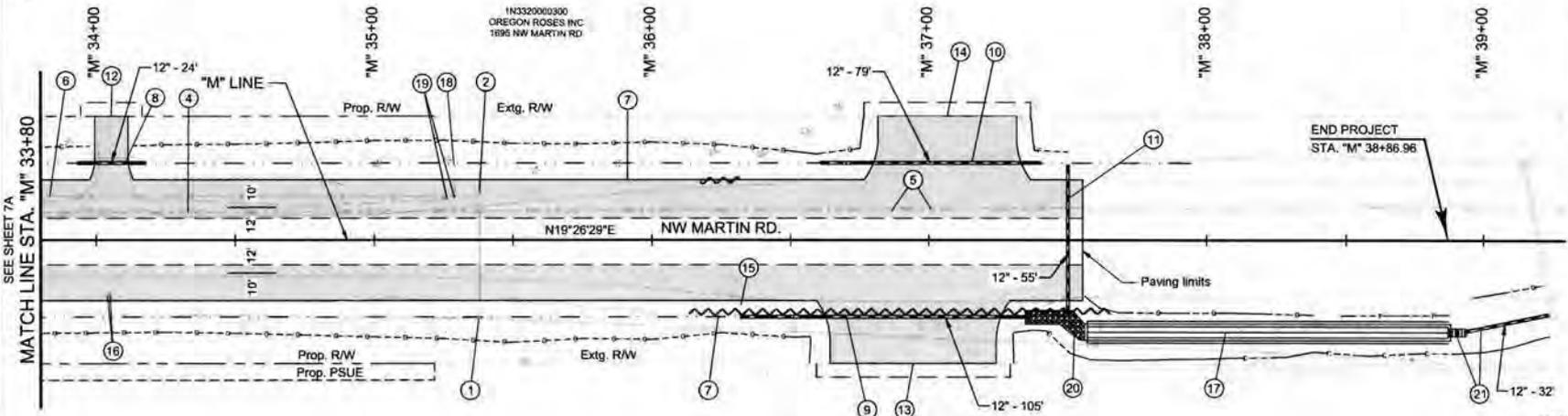
- ① Relocate joint utility pole (By others)
- ② Relocate communication pole (By others)
- ③ Relocate extg. communication pedestal (By others)
- ④ Preserve and protect extg. gas line
- ⑤ Adjust gas valve (By others)
- ⑥ Preserve and protect extg. waterline
- ⑦ Remove extg. pipe - 166'
- ⑧ Sta. "M" 33+93.34, 28.00' Lt. to Sta. "M" 34+17.68, 28.00' Lt.
Const. 12" culv. pipe - 24' 10' depth
Const. sloped end - 2
- ⑨ Sta. "M" 36+31.90, 28.00' Rt. to Sta. "M" 37+36.89, 28.00' Rt.
Const. 12" culv. pipe - 105' 10' depth
Const. sloped end - 2
- ⑩ Sta. "M" 36+60.79, 28.00' Lt. to Sta. "M" 37+40.19, 28.00' Lt.
Const. 12" culv. pipe - 79' 10' depth
Const. sloped end - 2
- ⑪ Sta. "M" 37+50.10, 27.23' Rt. to Sta. "M" 37+50.10, 27.29' Lt.
Const. 12" culv. pipe - 55' 10' depth
Const. sloped end - 2
- ⑫ Sta. "M" 34+05.51, Lt.
Const. asphalt driveway (For details, see sht. 2B-)
- ⑬ Sta. "M" 36+94.25, Rt.
Const. asphalt driveway (For details, see sht. 2B-)
- ⑭ Sta. "M" 37+06.63, Lt.
Const. asphalt driveway (For details, see sht. 2B-)
- ⑮ Relocate extg. mailbox
Const. single mailbox support - 1 ea.
(Located as directed)
- ⑯ Relocate extg. mailboxes
Const. multiple mailbox support - 1 ea.
(Locate as directed)
- ⑰ Sta. "M" 37+57.04, 33.50' Rt. to Sta. "M" 38+87.04, 33.50' Rt.
Const. water quality swale - "4"
- ⑱ Relocate extg. water meter
- ⑲ Adjust water valve
- ⑳ Sta. "M" 37+50.00, 28.00' Rt.
Const. loose riprap, class 50 - 8 cu. yd.
Inst. riprap geotextile, type "1" - 16 sq. yd.
(For details, see sht.)
- ㉑ Sta. "M" 38+88.72, 33.50' Rt.
Const. inlet type "D" - 2
Inst. 12" storm sew. pipe - 32' 10' depth

LEGEND

- Pipe removal
- Cut/fill lines
- Sidewalk
- Full depth ACP with aggregate base (See typical sections)

NOTE:
See Erosion Control Plans for tree removals.

SEC. 32, T. 1 N. R. 3 W., W.M.



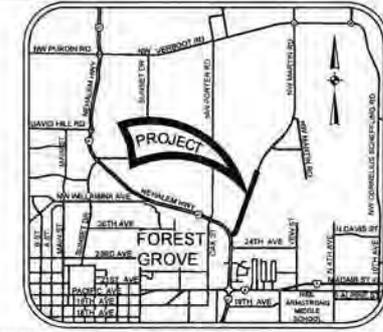
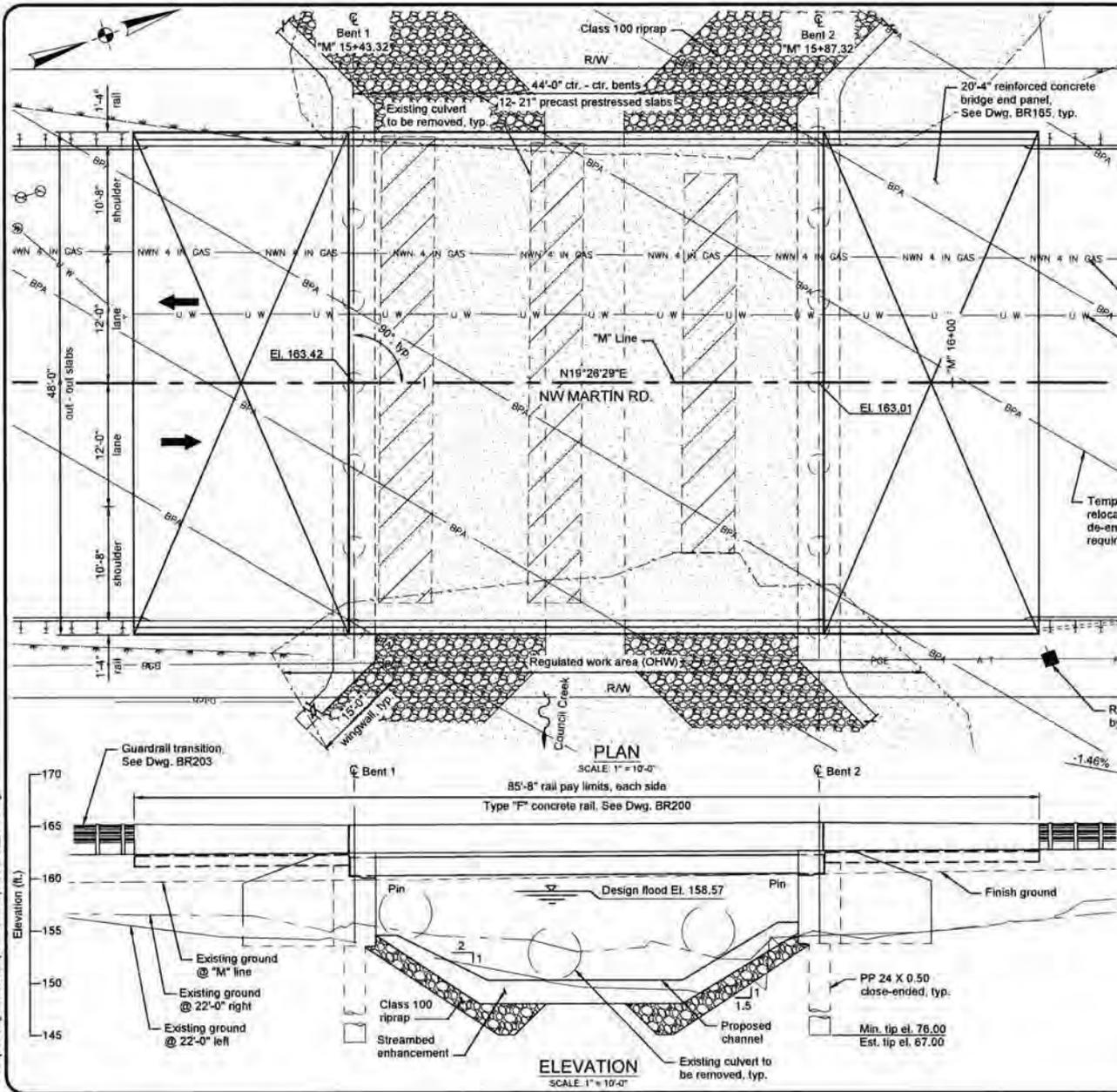
NO.	REVISIONS

PROJECT NUMBER: 100313
 SHEET NO. OF: 8A
 SHEET TITLE: 8A

NW MARTIN ROAD
 HWY 47 TO VERBOOT ROAD
 WASHINGTON COUNTY
 ALIGNMENT AND GENERAL CONSTRUCTION

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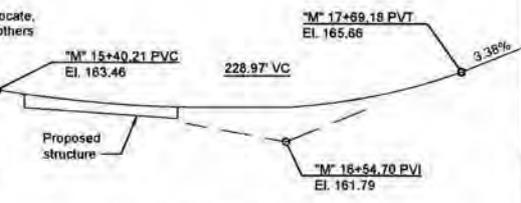
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LOCATION MAP
NO SCALE

Note:
Structure designed for HL-93 loading.
Accompanied by dwgs. BR200, BR203, & BR415.

HYDRAULIC DATA				
ITEMS	UNITS	DESIGN FLOOD	BASE FLOOD	MAX. FLOOD
Discharge	ft ³ /s	1530	1530	1756
Frequency	Years	100	100	500
HW @ Upstream Face of Bridge	ft	158.57	158.57	158.94
Scour Elevation	ft	148.17	148.17	147.80



GRADELINE DIAGRAM
NO SCALE

Note:
Elevations shown are based on the National Geodetic Vertical Datum (NGVD) 1929.

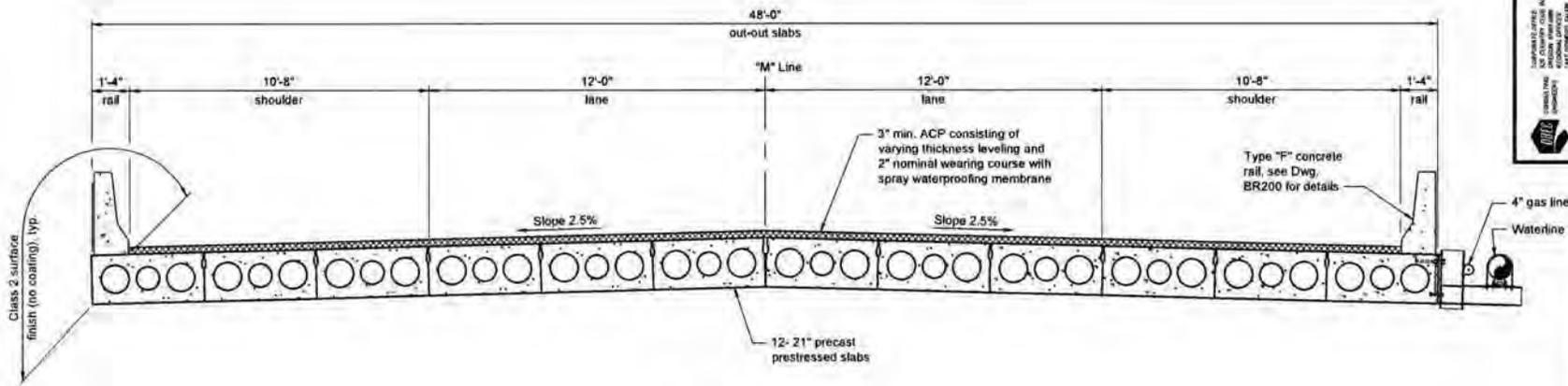


NO REVISIONS

NW MARTIN ROAD
HWY 47 TO VERBOORT ROAD
WASHINGTON COUNTY

PROJECT NUMBER
100313
SHEET NO. OF
SHEET TITLE
S-1

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TYPICAL SECTION
SCALE: 1/4" = 1'-0"



REGISTERED PROFESSIONAL ENGINEER
STATE OF OREGON
THOMAS PAUL ROBERTSON
EXPIRES: 12/31/11

DEPARTMENT OF LAND USE & TRANSPORTATION ENGINEERING
WASHINGTON COUNTY

NO.	REVISIONS

PLOT STAMP: 05/30/11 1:30P ALZ/ER/DH/L
CAD: 100313_5-DWG.TAB LAYOUT
PATH: C:\OBSEC\PROBEC01\1003131

NW MARTIN ROAD
HWY 47 TO VERBOOD ROAD
WASHINGTON COUNTY

TYPICAL SECTION

PROJECT NUMBER
100313

SHEET NO.
OF
SHEET TITLE
S-2



Department of
Land Use &
Transportation
Engineering and
Construction Services

WASCO COUNTY
OREGON

DKS

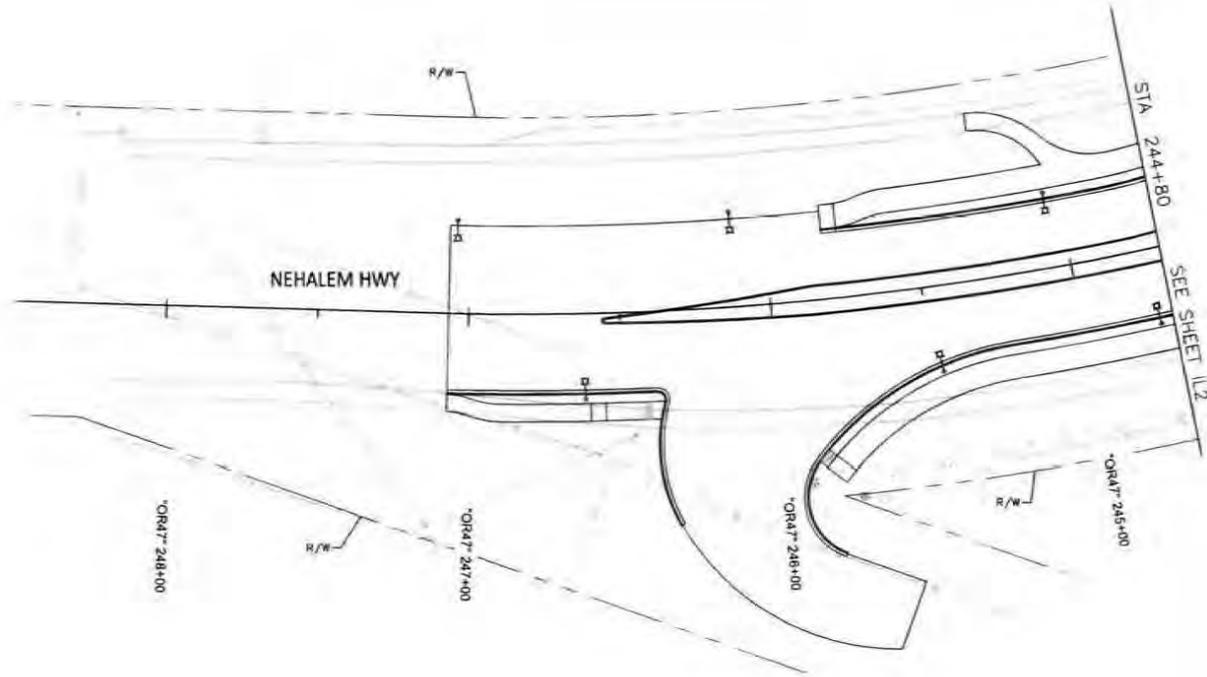
750 SW Washington St., Suite 500
Portland, Oregon 97205
www.dksassoc.com

PROJECT NUMBER	100313
SHEET NO.	X OF XX
SHEET TITLE	ILL1
PLAT STAMP: 06/29/19 3:22P JACOB BOHRNE	
CAD: MMS, TMS, JACOB	
DATE: 5/29/19	
NO. REVISIONS	

NW MARTIN ROAD
HWY 47 TO VERBOOT ROAD
WASHINGTON COUNTY

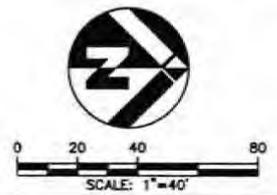
ILLUMINATION PLAN

ILLUMINATION PLAN

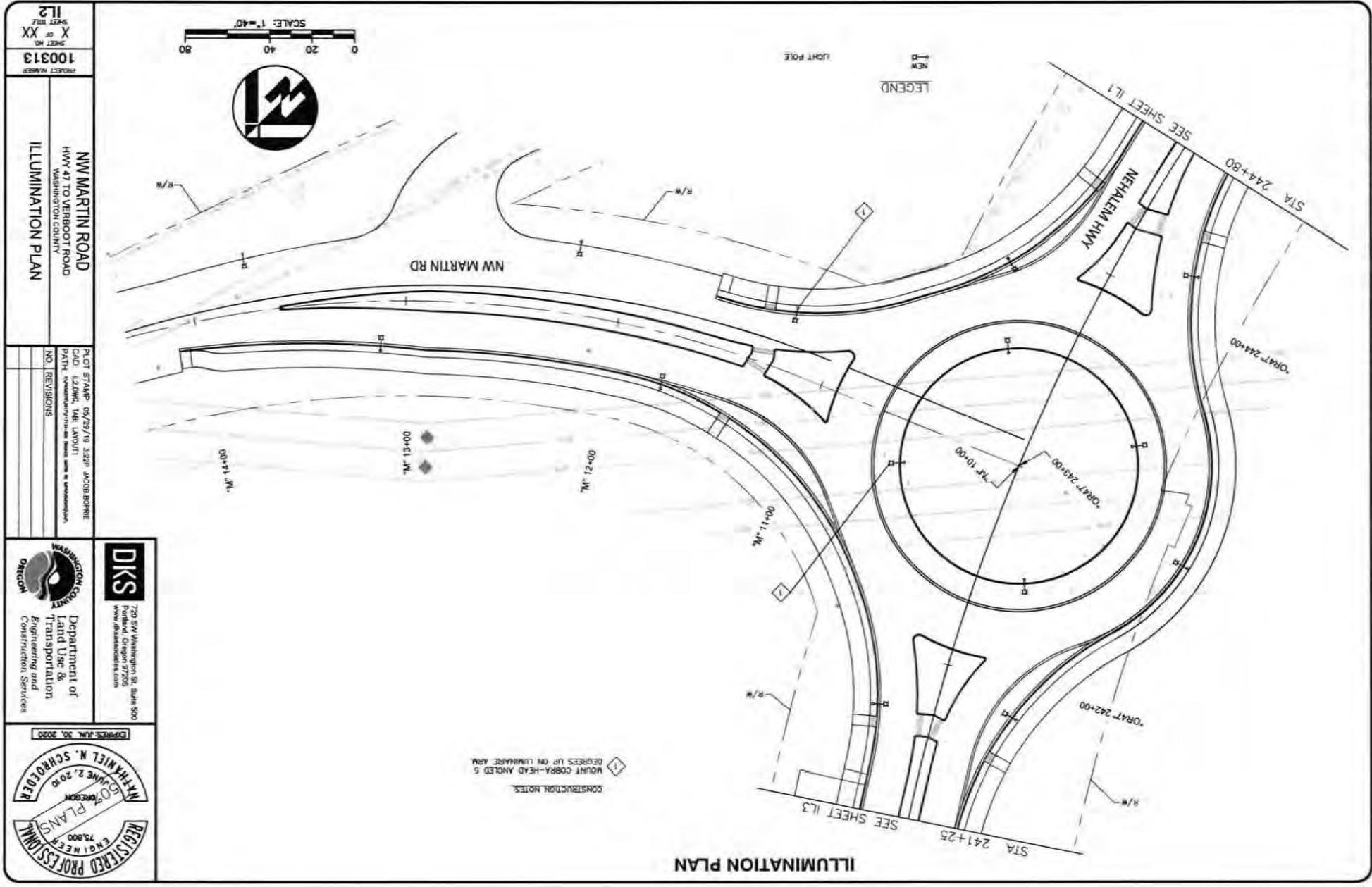


LEGEND

NEW LIGHT POLE



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CONSTRUCTION NOTES

1 MOUNT CORNA-HEAD ANOLED 5 DEGREES UP ON LUMINAIRE ARM

PROJECT NUMBER	100313
SHEET NO. OF XX	112
ILLUMINATION PLAN	
NW MARTIN ROAD HWY 47 TO VERBOOT ROAD WASHINGTON COUNTY	
PLOT STAMP: 05/29/19 3:22p JACOB.BOPPE CAD: L2.DWG TAB LAYOUT1 PATH: c:\projects\2017\p17134-000\cad\il2.dwg	NO REVISIONS

Washington County
Oregon

DKS

720 SW Waterway St, Suite 500
 Portland, Oregon 97205
 www.dksassociates.com

Department of
 Land Use &
 Transportation
 Engineering and
 Construction Services

Expires: JUN 30, 2020

REGISTERED PROFESSIONAL ENGINEER
 MICHAEL N. SCHROEDER
 NO. 75,900
 OREGON
 JUNE 2, 2018

PROJECT NUMBER
100313
SHEET NO.
X of XX
SHEET TITLE
IL3

NW MARTIN ROAD
HWY 47 TO VERBOOT ROAD
WASHINGTON COUNTY
ILLUMINATION PLAN

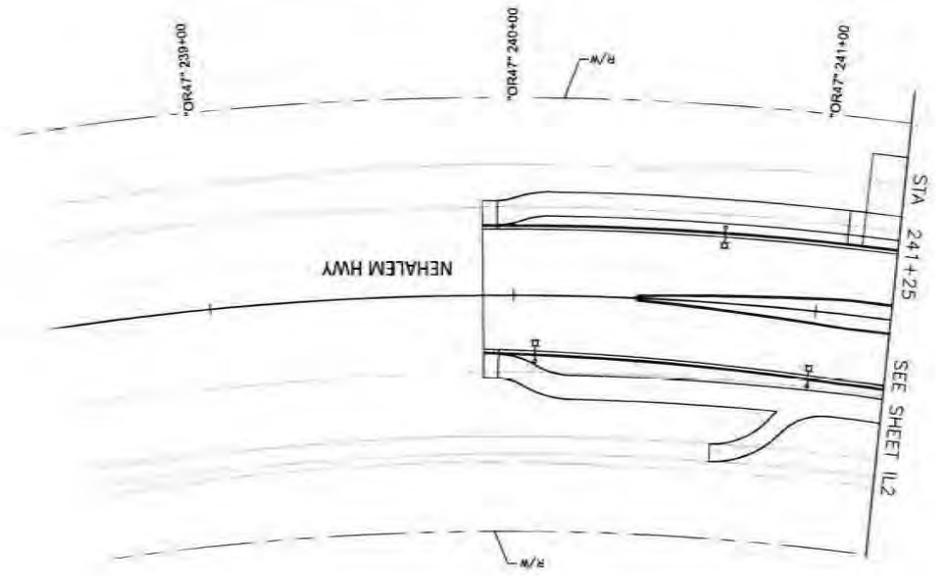
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NO. REVISIONS

WASHINGTON COUNTY
ORIGOR
Department of
Land Use &
Transportation
Engineering and
Construction Services
720 SW Washington St, Suite 500
Portland, Oregon 97205
www.dksastillades.com

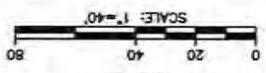
EXPIRES: JUN. 30, 2020
REGISTERED PROFESSIONAL
ENGINEER
705,000
COY PLANS
CORPORATION
MICHAEL M. SCHROEDER
LICENSE 21,209

NEW
LEGEND

LIGHT POLE



ILLUMINATION PLAN



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Plotted: 5/29/19 at 3:22pm By: jacob.bopire



Department of
Land Use &
Transportation
Engineering and
Construction Services

WASHINGTON COUNTY
OREGON

DKS

729 SW Washington St, Suite 500
Portland, Oregon 97205
www.dksassociates.com

PLOT STAMP: 05/29/19 3:22P JACOB.BOPRIE
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NO. REVISIONS

NW MARTIN ROAD
HWY 47 TO VERBOOT ROAD
WASHINGTON COUNTY

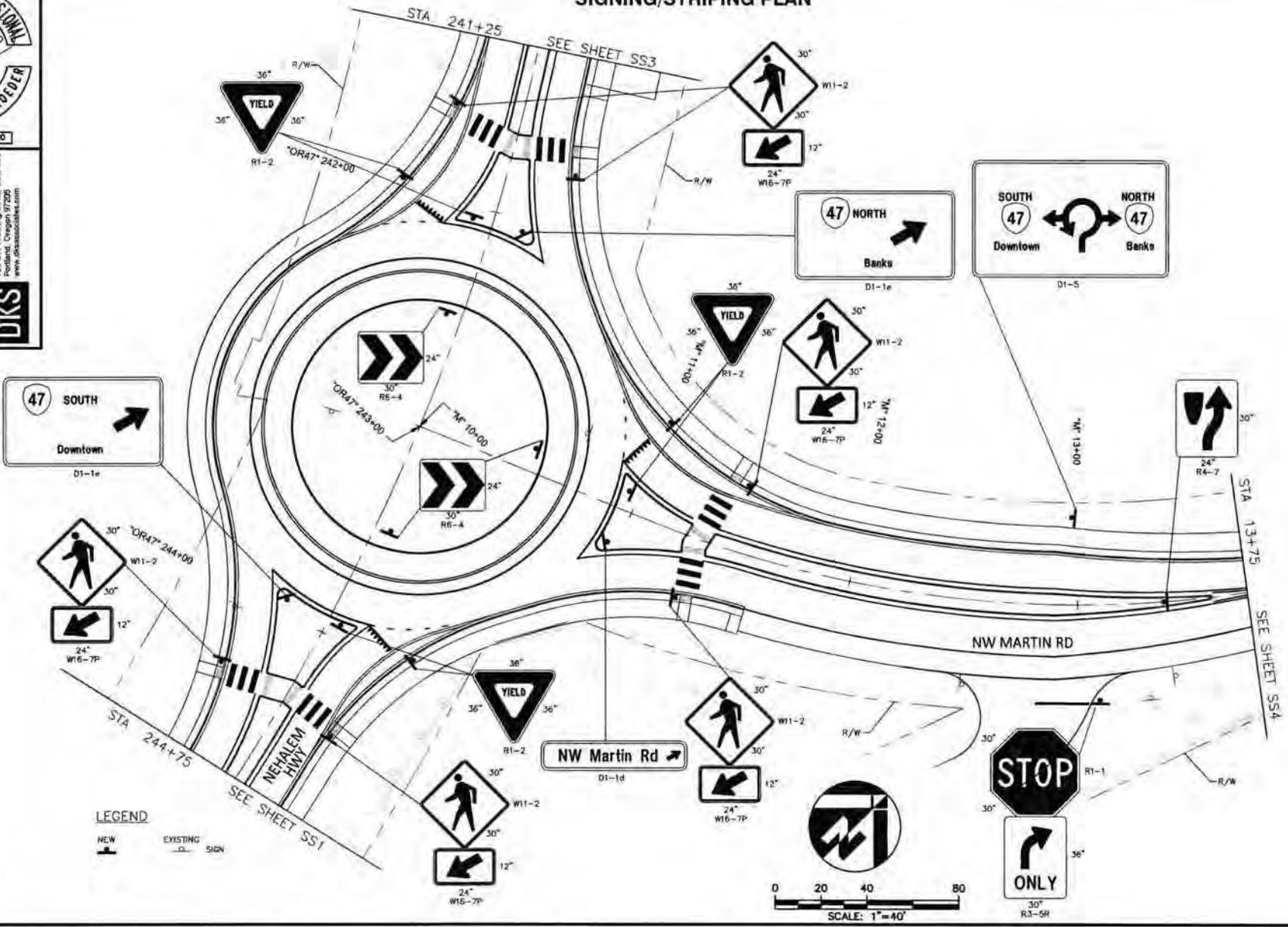
SIGNING/STRIPING PLAN

PROJECT NUMBER
100313

SHEET NO.
X OF XX

SHEET TITLE
SS2

SIGNING/STRIPING PLAN

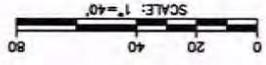


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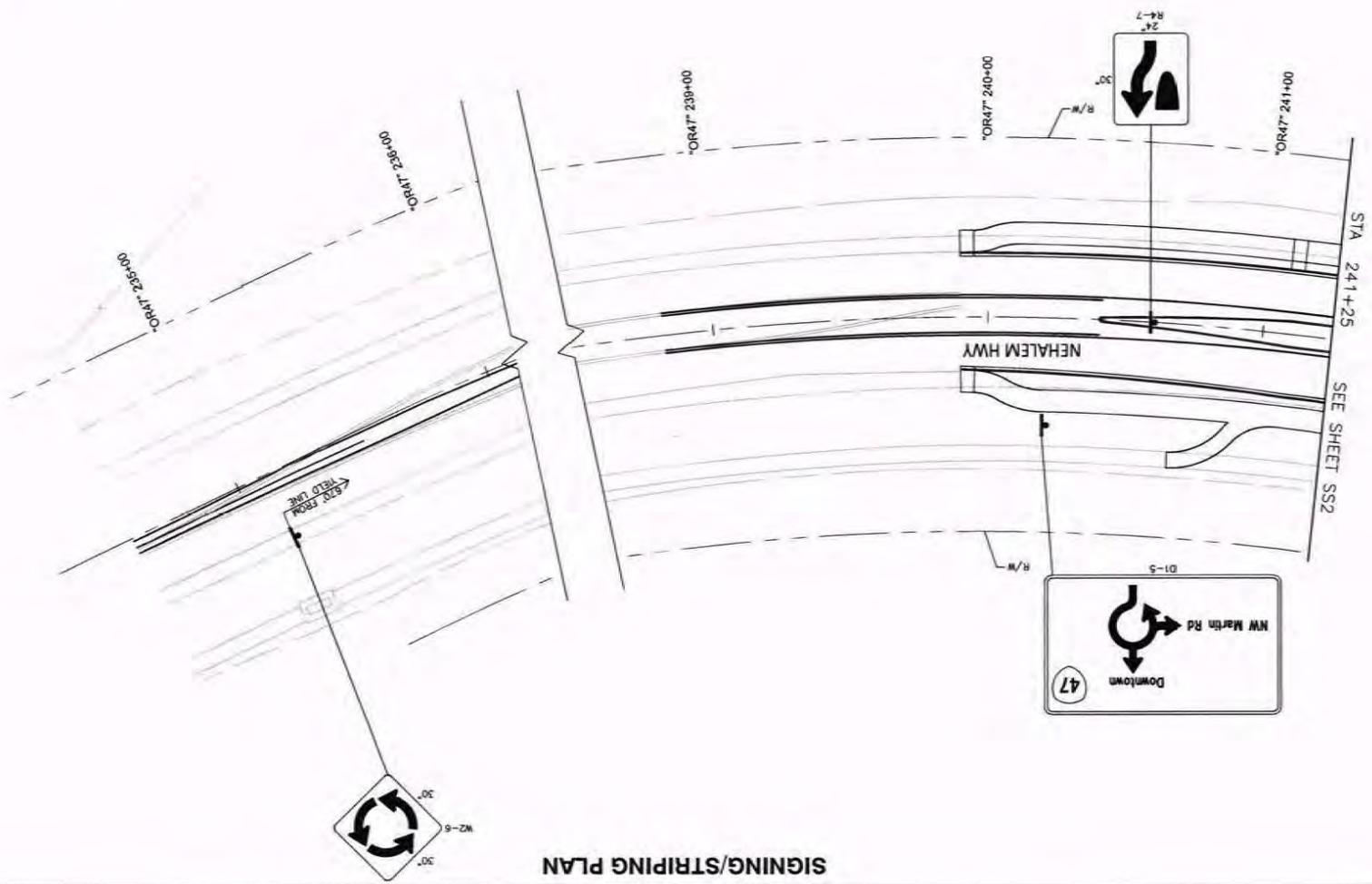
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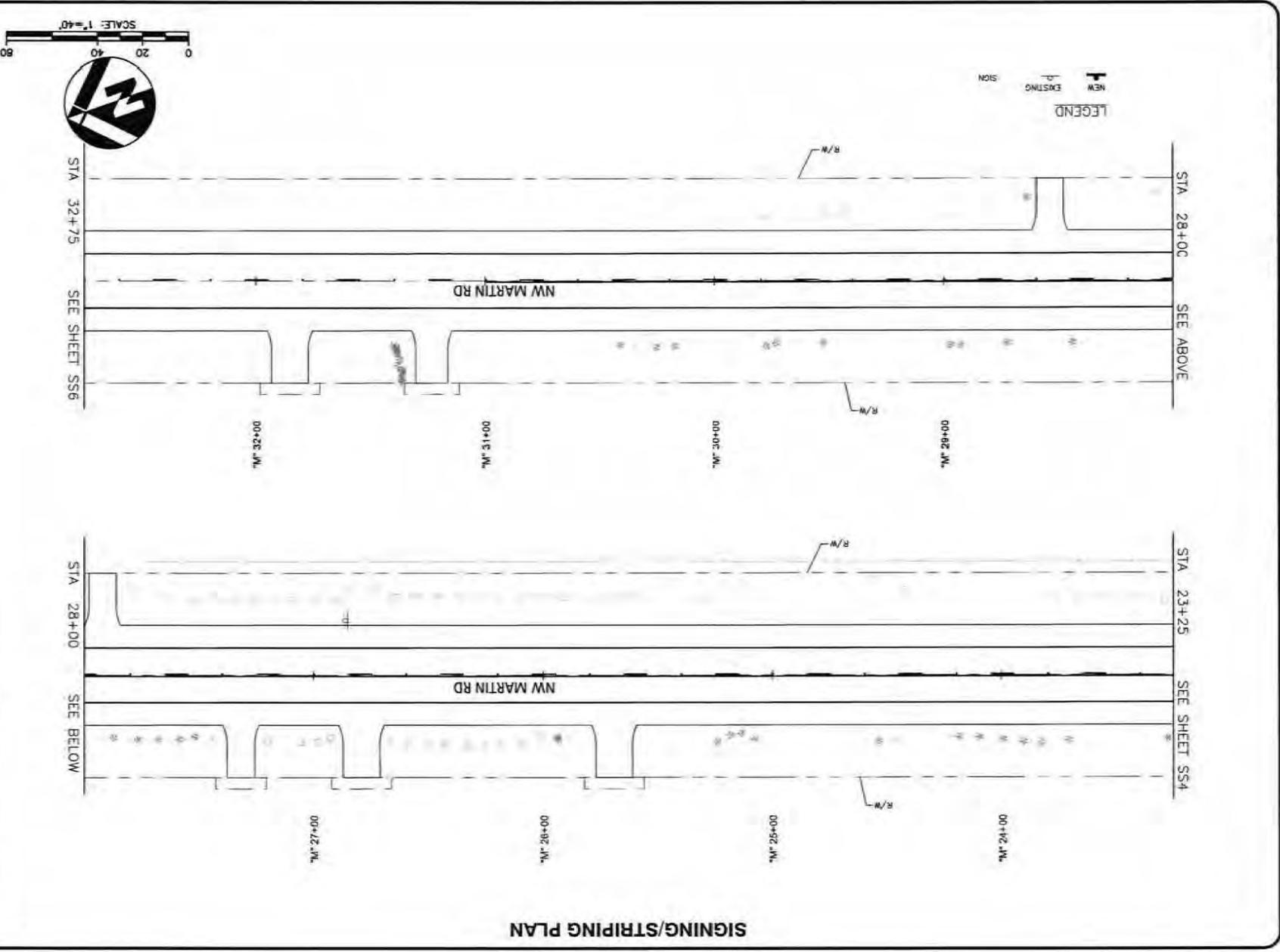
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Plotted: 5/29/19 at 3:22pm By: jacob.boprie



LEGEND
 NEW (solid line)
 EXISTING (dashed line)
 SIGN (square symbol)



		Department of Land Use & Transportation Engineering and Construction Services	WASHINGTON COUNTY ORGOV	PROJECT NUMBER 100313	SHEET NO. X of XX SS3
				SIGNING/STRIPING PLAN	NW MARTIN ROAD HWY 47 TO VERBOOT ROAD WASHINGTON COUNTY
PLOT STAMP: 05/29/19 3:23P JACOB.BOPRIE		CAD: SS3.DWG, TAB: LAYOUT1 PATH: C:\Users\jacob.boprie\OneDrive\Documents\17134-000\17134-000.dwg			
NO. REVISIONS		NO. REVISIONS			



SIGNING/STRIPING PLAN

<p>PROJECT NUMBER 100313</p> <p>SHEET NO. X of XX</p> <p>SSS SHEET TITLE</p>	<p>NW MARTIN ROAD HWY 47 TO VERBOOT ROAD WASHINGTON COUNTY</p>	<p>PLOT STAMP: 05/29/19 3:32P JACOB BOPPIE CAD: SS5.DWG, THE LAYOUT1 PATH: C:\Users\jacob.boppie\OneDrive\Documents\SS5.dwg</p>	<p>NO. REVISIONS</p>
	<p>SIGNING / STRIPING PLAN</p>		
<p>DKS 720 SW Washington St, Suite 500 Portland, Oregon 97205 www.dksinc.com</p>		<p>Department of Land Use & Transportation Engineering and Construction Services</p>	
<p>EXPIRES JUN. 30, 2020</p> <p>MICHAEL N. SCHROEDER ENGINEER No. 2, 2019 50% PLANS REGISTERED PROFESSIONAL ENGINEER 75,800</p>		<p>WASHINGTON COUNTY OREGON</p>	



Department of
Land Use &
Transportation
Engineering and
Construction Services

WASHINGTON COUNTY
OREGON

DKS

720 SW Washington St, Suite 500
Portland, Oregon 97205
www.dksassociates.com

PROJECT NUMBER
100313

SHEET NO.
X OF **XX**

SHEET TITLE
SS6

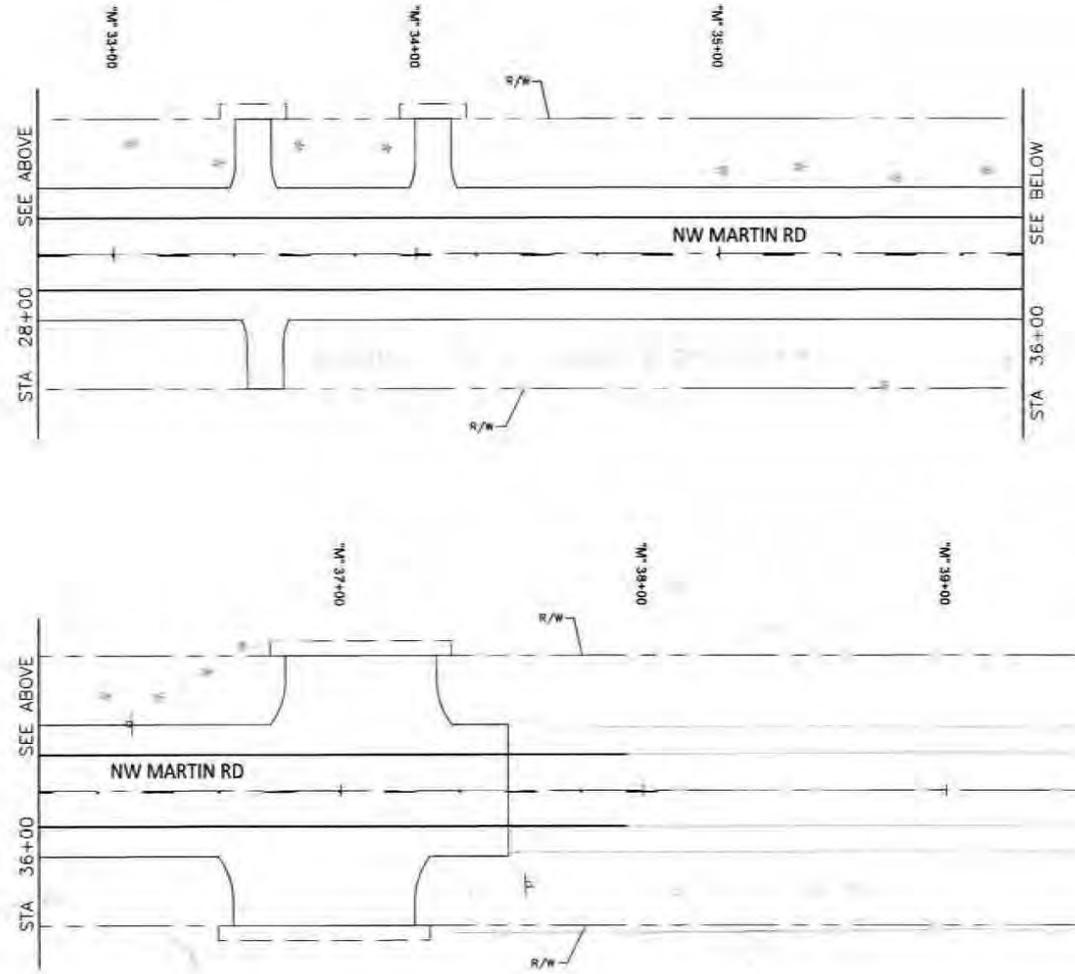
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NO.	REVISIONS

NW MARTIN ROAD
HWY 47 TO VERBOOT ROAD
WASHINGTON COUNTY

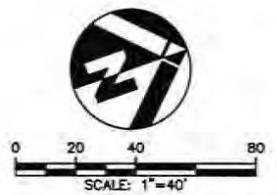
SIGNING/STRIPING PLAN

SIGNING/STRIPING PLAN



LEGEND

	NEW
	EXISTING
	SIGN



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12



A place where families and businesses thrive.

RESOLUTION NO. 2020-51

**AMENDING CITY OF FOREST GROVE
DECLARATION OF STATE OF EMERGENCY
EFFECTIVE, MARCH 14, 2020**

WHEREAS, the City of Forest Grove has the authority granted under ORS Chapter 401 and the Emergency Operations Plan, that provides direction to the City, its officials, and others in the event of an emergency that exists within the City, and which provides for the responsibility in times of emergency and specifically delegates authority to declare a state of emergency to the Mayor, and

WHEREAS, the following conditions have resulted in the need for the declaration of a state of emergency:

Multiple cases of COVID-19 have been detected in Washington County, and

The Washington County Board of Commissioners has declared a state of emergency relating to COVID-19 in Washington County, Oregon; and

The Governor of the State of Oregon has declared a state of emergency relating to COVID-19 in the State of Oregon; and

The President of the United States has declared a state of emergency relating to COVID-19 in the United States; and

WHEREAS, the foregoing circumstances constitute a threat of imminent widespread illness, human suffering, loss of life, and financial loss, which in the determination of the Mayor will cause such significant damage as to warrant disaster assistance from resources other than the City's to supplement the efforts and available City resources to alleviate the damage, loss, hardship or suffering caused, and

WHEREAS, the foregoing circumstances require a coordinated response beyond that which occurs routinely, and the required response cannot be achieved solely with the added resources acquired through mutual aid or cooperative assistance agreements; and

WHEREAS, the foregoing circumstances affects all of the territory within the City limits, and

WHEREAS, the foregoing circumstances are anticipated to remain in effect for a period of at least four weeks;

NOW, THEREFORE, IT IS DECLARED THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF FOREST GROVE, OREGON, ENCOMPASSING ALL OF THE AREA WITHIN THE CITY LIMITS; and

IT IS FURTHER DECLARED that the City and its officials shall be authorized to take such actions and issue such orders as are determined to be necessary to protect the public and property and efficiently conduct activities that minimize or mitigate the effect of the emergency; and

IT IS FURTHER DECLARED that the City shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including but not limited to, requesting assistance and potential reimbursements from the State of Oregon and appropriate federal agencies; and

IT IS FURTHER DECLARED that emergency procurements of goods and services are authorized pursuant to ORS 279B.080, ORS 279C.335(6), ORS 279.380(4), and all other applicable rules.

THIS DECLARATION IS EFFECTIVE MARCH 14, 2020, AT 1:00 PM AND TO BE EXTENDED AND REMAIN IN EFFECT UNTIL 8:00 P.M. ON JUNE 8, 2020, UNLESS SUPERSEDED SOONER; AMENDING RESOLUTION NO. 2020-46.

Peter B. Truax, Mayor City of Forest Grove

Date Amended: May 26, 2020

AMENDED PRESENTED AND PASSED this 26th day of May, 2020.

ATTESTED:

Anna D. Ruggles, City Recorder